

**Lac La Biche County Library Board
Meeting of Wednesday, January 17, 2018
ATB Room, Library, Bold Center, Lac La Biche
Minutes**

Board Members Present:

- L. Anderton
- D. Beniuk
- N. Broadbent
- R. Cofer
- J. Fulawka
- L. LeMay
- G. Piquette
-

Youth Ambassadors Present:

- L. Toutant

Staff Present:

- K. Arsenault
- M. Penn

Absent with regrets:

- D. Nowicki
- E. Uganecz

Absent:

- C. Borgun

Item No.	Topic	Action required
1.0	<p>We recognize that we are on Treaty 6 land and the homeland of the Metis.</p> <p>Call to Order Meeting was called to order at 7:03 p.m. by L. Anderton, Board Chair.</p>	
2.0	<p>Approval/Amendments to Agenda – The Agenda was submitted and a request for an addition/amendment was made: - Add 13.2 Incident Report</p> <p>N. Broadbent moved to adopt the Agenda for Wednesday, January 17, 2018 as amended. Carried unanimously.</p>	
3.0	Presentations – None	
4.0	<p>Review of Minutes of Meeting of Wednesday, November 15, 2017 - The minutes were submitted for approval and an amendment was made to the motion in 5.1.</p> <p>N. Broadbent moved to approve the Minutes of Wednesday, November 15, 2017 as amended. Carried unanimously.</p>	
5.0	<p>Business Arising from Minutes</p> <p>5.1 County Bylaws – L. Anderton received correspondence from CAO S. Amblic confirming that the bylaws have been approved at the December 19th Council meeting and executed by County Council. A signed copy will be forwarded.</p>	

	<p>5.2 Letter of Understanding with the County – M. Penn and L. Anderton attended a meeting with County Council on December 19, 2017 and council moved to accept the LOU as tabled with and approved by this Board. The Letter of Understanding will be valid through the next three years, until December 19, 2020.</p>	
<p>6.0</p>	<p>Friends of the Libraries</p> <p>6.1 Donor Wall Update – We are unable to add any updates to the Donor Recognition Displayed Program as Windows 10 isn't compatible with MovieMaker. M. Penn approached Screenshot Computers and Supplies Ltd for assistance and they are currently working on the file.</p> <p>New donors will be featured as soon as the file is complete. It will continue to feature all donors, past and present and includes photos from the original construction of the Library/Bold Center.</p>	
<p>7.0</p>	<p>Programming & Services</p> <p>7.1 Library Con Report – There were 154 people in attendance at this year's Library Con event, this number includes the public, staff, and vendors. M. Penn thanked Board Members for their time spent volunteering at the event. All Board and Staff are encouraged to share our Social Media posts for Library events in the hopes of reaching more people.</p> <p>Lac La Biche County Mayor Moghrabi and MLA David Hanson attended Library Con and showed particular interest in the new Virtual Reality and Recording Studio.</p> <p>L. Anderton suggested contacting local youth groups such as Girl Guides, Scouts, Cadets, and church Youth Groups in terms of community service too see if they would be interested in using the Recording Studio to records for NNELS. Board members volunteered to contact local groups.</p> <p>The third annual Library Con event will be held on January 12th, 2019.</p> <p>7.2 POS Review – M. Penn provided the POS 2016 for background information for new Board Members and described the process for creating the Plan of Service.</p> <p>The 2017 Plan of Service was reviewed, and M. Penn highlighted the accomplishments of the Library in terms of following the goals established in the POS and upcoming plans for the next stage of the POS. The Library will host a Health and Wellness fair at the main branch on Thursday May 17th from 4-7 pm in support of one of the main service priorities.</p> <p>Coding has been added to our Maker Space collection and we have subscribed to Pixton for Stop-Animation software.</p> <p>The Board commended M. Penn and her staff for all of the POS accomplishments and upcoming goals and plans.</p>	<p>M. Penn L. LeMay L. Anderton J. Fulawka G. Piquette L. Toutant N. Broadbent</p>

<p>8.0</p>	<p>Marketing</p> <p>8.1 The Post – Year End Review – The Board was thrilled to hear that the Lac La Biche County Libraries were featured three times in the Lac La Biche Post’s Year End Review. We were featured for our Minister’s Award of Excellence and the YOU People’s Choice Award for our Creating Young Readers Program, for hosting Author Joan Marie Galat, and for the creation of our Youth Board Member and Youth Ambassador positions. The Board commended M. Penn on her efforts with weekly radio advertising, engaging youth, and the use of social media.</p>	
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – N. Broadbent reached out to the auditors, JMD Group, to do our Year End Audit and LAPP Audit. We are waiting for their reply.</p> <p>9.2 The Budget Operating Statement dated December 2017 – N. Broadbent went over the BOS and explained to the new board members how this document works and how we use it. Our financial standing is as projected to be at the end of 2017.</p> <p>9.3 Board Mileage – It was decided that Board members can claim eligible mileage once per year for the entire year. K. Arsenault will provide an electronic mileage form in September of every year and Board Members can submit their claims for reimbursement in December. K. Arsenault will add this to the AD:FIN Accountability Cycle. This is for routine Board related travel only. If Board members attend any conferences or make significant trips on behalf of the board then they are to submit a separate claim. If a Board member’s term comes to an end prior to December, then they are to submit their mileage claim when applicable.</p> <p>9.4 Employment Grants – M. Penn has already submitted three grant applications for 2018 including the STEP Grant, Young Canada Works, and Canada Summer Jobs.</p>	<p>K. Arsenault</p>
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Board Committees – The Board Committees have vacancies and Board members are encouraged to join one of the committees. D. Beniuk would like to join the Finance Committee and L. LeMay offered to join the HR Committee. L. Anderton will approach C. Borgun to determine if she has an interest in joining the HR Committee.</p> <p>L. Anderton moved to approve that D. Beniuk join the Finance Committee. Carried Unanimously.</p> <p>R. Cofer moved to approve that L. LeMay join the HR Committee. Carried Unanimously.</p> <p>10.2 HR Policies Re: Provincial Legislation – L. Anderton is currently working on policies to ensure that we are in compliance with the new legislation and will table the updates at the next Board Meeting after review by the HR Committee. The Board was assured that we are in compliance with all Vacation Pay and similar changes to Employment Standards and</p>	<p>K. Arsenault L. Anderton</p> <p>L. Anderton & HR Committee</p>

	<p>will update our Leave Policy to reflect new Federal and Provincial Unpaid Leave entitlements.</p> <p>10.3 Employee 2018 Salary Adjustment – There is a new staff salary grid related to a specific position based upon the 2017 salary survey. The change to this specific grid and its fiscal implications was discussed and it was determined that this grid change alone will not be contingent upon County approval of our 2018 grant request.</p> <p>N. Broadbent moved to approve this individual move to the new adjusted salary grid specific to that position take place effective January 1, 2018. Carried unanimously.</p>	
11.0	<p>Policies & Procedures</p> <p>11.1 AD:FIN Appendix C – M. Penn presented the proposed changes to be made to the Accountability Cycle regarding the dates of the Notice to Reader, Advertising for the Annual General Meeting, and submission of volunteer hours.</p> <p>L. Anderton moved to approve the recommended changes as well as tonight’s amendments as discussed and as presented. Carried unanimously.</p>	K. Arsenault
12.0	<p>Statistics</p> <p>12.1 Statistics – M. Penn highlighted the difference in the stats between 2016 and 2017 and explained large variances. Most notable is our in-house checkouts, which has increased and indicates that people come to sit and read in the library, without necessarily having to checkout collection materials.</p> <p>12.2 Annual Report ALLB (PLSB) – M. Penn presented the report and highlighted key features and changes while noting why those changes occurred, which was largely due to the impact of the Grants the library received in 2017.</p> <p>N. Broadbent moved to submit the ALLB Annual Report as presented. Carried unanimously.</p> <p>M. Penn submitted the report.</p> <p>12.3 Annual Report APL (PLSB) – The APL Report was much shorter as the main information was the same. M. Penn explained the key differences between 2016 and 2017 and how the school affects the hours of operation of the APL Library, as well as the impact of the weeding project.</p> <p>R. Cofer moved to submit the APL Annual Report as presented. Carried unanimously.</p> <p>M. Penn submitted the report.</p>	
13.0	<p>Other Business</p> <p>13.1 December Social – M. Penn thanked those who came out and shared in the festivities with library staff and their families. This year’s December Social will be on Friday, November 23rd, 2018 and K. Arsenault will look into booking the local Bowling Alley to</p>	K. Arsenault

	incorporate team building as well as holiday fun. She will also book the same catering company as the previous year.	
14.0	<p>Information</p> <p>14.1 BOS for November 2017 – None</p> <p>14.2 Meeting Checklist Feedback Summary 2017 – L. Anderton presented the feedback summary and explained the purpose to new board members and how the information is compiled. The feedback for 2017 was very positive and allows the board to see where to better focus their time in meetings. The Board had many new additions in 2017 and their new member feedback was very appreciated.</p>	
15.0	<p>15.1 Next Meeting: Wednesday April 19th, 2017 Meeting to be held at 7:00 p.m. in the ATB Room, Library, Bold Center</p>	
16.0	<p>Adjournment: 9:55 p.m. G. Piquette moved that the meeting be adjourned. Carried unanimously.</p>	

Note: The letter/number shown in brackets, e.g. (A1) at the end of topics refer to the Plan of Service 2016-20 Goal/Objective.

Signed _____ Date _____