

**Lac La Biche County Library Board
Meeting of Wednesday, June 13, 2018
Wild Rose Room, Library, Bold Center, Lac La Biche
Minutes**

Board Members Present:

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

Youth Ambassadors Present:

- L. Toutant

Staff Present:

- K. Arsenault • M. Penn

Absent with regrets:

- E. Uganecz • 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. We are grateful to the original caretakers of the land and seek to create a new relationship that is respectful and truthful.</p> <p>Call to Order Meeting was called to order at 7:06 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:</p> <ul style="list-style-type: none"> - Add 9.7 Investments <p>L. LeMay moved to adopt the Agenda for Wednesday, June 13, 2018 as amended. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 PLSB Presentation – A presentation on current PLSB initiatives.</p> <p>3.2 Demo – Breakout Platform – M. Penn shared the new Breakout EDU Kit with the Board and gave a general overview of all the benefits of this system. (POS C)</p> <p>3.3 In Camera</p> <p>N. Broadbent moved to go In Camera at 7:54 pm. Carried Unanimously.</p> <p>R. Cofer moved to Out of Camera at 8:48 pm. Carried Unanimously.</p>	
4.0	<p>Review of Minutes of Meeting of Wednesday, January 17, 2018 - The minutes were submitted for approval.</p>	

	L. LeMay moved to approve the Minutes of Wednesday, April 18, 2018 as submitted. Carried unanimously.	
5.0	Business Arising from Minutes – None	
6.0	Friends of the Libraries – None	
7.0	<p>Programming & Services</p> <p>7.1 Health and Wellness Fair – The first annual Health and Wellness Fair was well received by the community with 120 people in attendance and moving forward, it will be held in March. This decision was made with the consultation of the vendors. There will be door prizes and visitors will receive a health and wellness fair “passport” to have stamped by each vendor to be eligible to enter in the draw for the main draw. (POS B)</p> <p>7.2 Escape Room: Prison Break – The Youth Committee’s Escape Room Event went very well with 30 people in attendance. The Committee was thanked for all of their hard work in the planning and execution of this event. (POS C)</p> <p>7.3 Audio Recording Studio Update – There are currently 3 volunteers that are committed to a Fall start date to begin recording an audio book for NNELS. Three service groups have also expressed interest in assisting with this project and asked to be contacted in the Fall. (POS D)</p> <p>7.4 Review of POS – The review of the POS has been tabled to January 2019.</p> <p>7.5 Escape Room Event: Infection – This event will be held on Friday, October 26th for teens and up at 6pm. There will be 5 levels, 1 in each study room, 1 in the Wild Rose Room, 2 in the library, plus an additional digital game at the computers. Volunteers will be required, and we will need a minimum of 8. FCSS will be assisting with the cost of food and beverages and will provide additional staff support at the event. Staff members K. Arsenault and C. Nicholls have volunteered for the rooms and L. Anderton volunteered for door control. This is a free event and no registration is required. Other Board Members are encouraged to volunteer as they are able. (POS C)</p>	All Board
8.0	Marketing – None	
9.0	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – There was nothing new to report.</p> <p>9.2 The Budget Operating Statement dated April 2018 – Our financial status is as expected at this stage in the budget year.</p> <p>9.3 Approve Charity Return – L. Anderton moved to approve the Registered Charity Information Return for 2017 as tabled. Carried unanimously.</p> <p>9.4 PayPal Button on Website – A PayPal button is now available on the Lac La Biche County Libraries website. It is set up to accept donations and can be done by clicking the</p>	

	<p>“Donate” button at the bottom of the page. The PayPal link is also available on the donations page.</p> <p>9.5 Replacement of Teen Furniture – M. Penn proposed the purchase of new furniture for the Teen Section in the library as the existing furniture is showing a lot of wear and cracking from use. M. Penn presented a quote and requested approval from the Board to purchase the furniture as stated in the quote.</p> <p>G. Piquette moved to fund the purchase of new Teen Furniture as stated in the quote presented to the Board. Carried unanimously.</p> <p>9.6 Self Checkout – M. Penn discussed the benefits of a Self Checkout system and presented a quote to the Board.</p> <p>N. Broadbent moved that the Board proceed with M. Penn’s recommendation that a Self Checkout be purchased for the Library per the quotation provided. Carried unanimously.</p> <p>9.7 Investments – N. Broadbent reviewed the investment options with the Board.</p> <p>D. Beniuk moved to renew the investments into the 3 year term deposit at 2.70% as recommended.</p> <p>G. Piquette moved to circulate the minutes from the June 13th Board meeting early and approve them electronically for banking purposes. Carried unanimously.</p>	
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Staffing Update – There will be a new library page starting in August. M. Penn briefly described the Library Page position to the new Board members. The library is also seeking an additional Library Page to begin in the Fall as both of our current Pages will be leaving due to them graduating high school.</p> <p>10.2 Board Recruitment – The Board agreed with L. Anderton’s recommendation to recruit for the 10th Board Position after consultation with Heart Lake. We will continue the recruitment for upcoming vacant Youth Board position, as well as Ambassador position(s). The current Ambassador was encouraged to apply for the Youth Board position.</p>	
<p>11.0</p>	<p>Policies & Procedures</p> <p>11.1 AD: Social Media Policy – AD: Social Media Policy was presented by M. Penn. N. Broadbent moved to accept the tabled AD: Social Media Policy as amended. Carried unanimously.</p> <p>11.2 HR: Social Media Policy – HR: Social Media Policy was presented by L. Anderton. D. Beniuk moved to accept the HR: Social Media Policy as recommended by the HR Committee. Carried unanimously.</p> <p>Copies of the policies will be added to the Policy Binder, given to the staff, and added to OneNote.</p>	

12.0	Statistics 12.1 Statistics 2018 – M. Penn reviewed the current statistics and highlighted the changes and variances.	
13.0	Other Business 13.1 NLLS Conference – The 2018 Annual NLLS Conference is Thursday September 20 th to Friday September 21 st . D. Borgun will be attending in her role as a Board Member on NLLS on behalf of the County. M. Penn and K. Arsenault will be attending as staff. M. Penn recommended that both County Representatives and L. Anderton attend.	L. Anderton C. Borgun D. Beniuk
14.0	Information 14.1 Youth Committee Minutes May 7 th , 2018 – The Board thanked the Youth Committee for their commitment and success for a first time committee. 14.2 Youth Committee Minutes May 24 th , 2018 14.3 ALA Conference Notes M. Penn 14.4 ALA Conference Notes L. Anderton	
15.0	15.1 Next Meeting: Wednesday, September 19th, 2018 Meeting to be held at 7:00 p.m. in the Wild Rose Room, Library, Bold Center	
16.0	Adjournment: 9:58 p.m. R. Cofer moved that the meeting be adjourned. Carried unanimously.	

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 _____