

**Lac La Biche County Library Board  
Meeting of Monday, November 2, 2020  
Zoom Meeting**

**Minutes**

**Board Members Present:**

- L. Anderton
- D. Beniuk
- C. Borgun
- N. Broadbent
- J. Fulawka
- V. Gladue
- M. Siebold
- R. Clark.  
Joined prior to  
item 7.1

**Staff Present:**

- K. Arsenault
- M. Penn

**Absent with Regrets:**

- G. Piquette

Item No.	Topic	Action required
1.0	<p><b>Call to Order</b></p> <p>Meeting was called to order at 7:02 p.m. by L. Anderton, Board Chair.</p> <p><b>1.1 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.</b></p>	
2.0	<p><b>Approval/Amendments to Agenda</b> – The Agenda was submitted for approval.</p> <p><b>N. Broadbent moved to adopt the Agenda for Monday, November 2<sup>nd</sup>, 2020 as submitted. Carried unanimously.</b></p>	
3.0	<b>Presentations</b> – None	
4.0	<p><b>Review &amp; Adoption of Prior Minutes</b></p> <p><b>4.1</b> Review of Minutes of the Meeting of Monday, September 21<sup>st</sup>, 2020 – The minutes were submitted for approval.</p> <p><b>V. Gladue moved to approve the Minutes of Monday, September 21<sup>st</sup>, 2020 as submitted. Carried unanimously.</b></p>	K. Arsenault
5.0	<b>Business Arising from Minutes</b> – None	
6.0	<b>Friends of the Libraries</b> – None	
7.0	<b>Programming &amp; Services</b>	

	<p><b>7.1 Escape Room Report</b> – M. Penn shared the positive feedback from the event. The next Escape Room will be “House of Horrors” in September 2021 with the dates to be determined. Adherence to AHS guidelines will be ensured. (POS.B)</p> <p><b>7.2 Library Con</b> – M. Penn notified the Board the library is still seeking volunteers for the event and that we are still awaiting official responses to our invitations. (POS.D)</p> <p><b>7.3 Ladies Night</b> – We will be hosting three Ladies Nights to accommodate the presentations and attendees while allowing for social distancing. The dates will be Friday February 26<sup>th</sup>, March 26<sup>th</sup>, and April 30<sup>th</sup> from 6-8 pm. We are seeking volunteers for the events. (POS.B)</p> <p><b>7.4 Up Skills</b> – UP Skills for Work helps learners develop key employability skills through free workshops and downloadable workbooks. The nine topics covered are: Motivation, Attitude, Accountability, Presentation, Teamwork, Time Management, Adaptability, Stress Management, and Confidence.</p> <p><b>7.5 TREX Exhibits</b> – The library will be hosting three more TREX Exhibits:  - The Rush and Roar – Dec 17 - Jan 20<sup>th</sup>  - Petra Mala Miller Portraits in Light - Jan 28<sup>th</sup> – Feb 24<sup>th</sup>  - ... fire and frost – May 25<sup>th</sup> – June 16<sup>th</sup></p> <p><b>7.6 POS 2016-2020 Review</b> – M. Penn highlighted the achievements associated with the 2016-2020 Plan of Service.</p>	<p>All Board K. Arsenault</p> <p>All Board K. Arsenault</p> <p>M. Penn All Board</p> <p>All Board</p>
<p><b>8.0</b></p>	<p><b>Marketing</b></p> <p><b>8.1</b> Podcast Update – We are now on a variety of Podcasting Apps including Apple, Google, Podbean, Spotify, and Amazon. (Marketing)</p>	
<p><b>9.0</b></p>	<p><b>Financial Matters</b></p> <p><b>9.1</b> Treasurer’s Report – A summary of our financial position YTD was provided.</p> <p><b>9.2</b> Review of Budget Operating Statement dated September – N. Broadbent reviewed the Budget Operating Statement.</p> <p><b>9.3</b> Covid Expenditure Report – some of the APL Costs are mitigated as the school has their own list of approved supplies as well as masks and gloves for staff at that location although floor signs may have to be replaced in the future. That location is curbside pickup only. Sneeze guards have been installed at the public computers. The table in the study room has been replaced with one that is easy to clean and utilize the additional sanitizing procedures. All furniture in the library is now easy to clean as they’re now all smooth surfaces.</p> <p><b>9.4</b> Auditor Selection –</p>	<p>M. Penn</p> <p>N. Broadbent</p>

	<p><b>N. Broadbent moved to select JMD as our auditor again for 2021. Carried unanimously.</b></p> <p><b>9.5 TRAC Financial Implications Follow Up</b> - The full financial impact of the TRAC decision to extend due dates impeded our ability to run reports and follow up directly with library members resulting in high volumes of overdue and lost items. We are still using all methods to get items returned or collect payment. No other follow up recommended at this time. M. Penn noted that some libraries may not invoice until the new year so some of the impact will not be felt until the following year and the replacements will be worked into the 2021 collections budget.</p>	M. Penn
<p><b>10.0</b></p>	<p><b>Human Resources</b></p> <p><b>10.1 Board Meeting Dates</b> – The board meeting schedule for 2021 was presented. Board members were reminded to respond to their calendar invitations.</p> <p><b>10.2 Board Member Appointments</b> –</p> <p><b>L. Anderton moved that Adrienne Peoples-Sprecker be recommended to the County Council for their affirmation of appointment to our Board effective January 2021 for a 3-year term. Carried unanimously.</b></p> <p><b>L. Anderton recommended that Sandy Makokis be invited to sit as a member of the Youth Committee. Board members unanimously agreed with the recommendation.</b></p> <p><b>L. Anderton moved to invite D. Thomas to accept the position of Youth Ambassador. Carried unanimously.</b></p> <p><b>10.3 December Library Closure</b> – M. Penn recommended that the library be closed Saturday, January 2<sup>nd</sup> as staffing would be reduced during the week to accommodate this Saturday and that traffic on Saturdays is currently at an all time low.</p> <p><b>L. Anderton moved to approve that in addition to our normal hours of closure that Library Closure for Saturday, January 2<sup>nd</sup>, 2021 be added. Carried unanimously.</b></p>	<p>K. Arsenault</p> <p>K. Arsenault</p> <p>L. Anderton</p> <p>K. Arsenault</p>
<p><b>11.0</b></p>	<p><b>Policies and Procedures</b></p> <p><b>11.1 Policy Review</b> – L. Anderton has reviewed all of the HR and ADMIN policies and M. Penn will complete her annual review of the policies upon her return in December. All policies will now reflect a review date of December 2020.</p> <p><b>11.2 LLBCL Re-Opening Plan Revisited</b> – M. Penn recommended that we be able to have onsite volunteers for our preschool programs and be able to accept work experience students. Regular volunteers for shelving and other general library duties would remain on hold until future notice. We would ensure that all AHS guidelines are adhered to and that the volunteers are required to wear all necessary PPE and safeguards as well as receive proper training on these matters prior to the start of their first official shift at the library.</p>	<p>K. Arsenault</p> <p>M. Penn</p>

	<p><b>L. Anderton moved to approve M. Penn’s proposal for reinstatement of volunteers following the appropriate safeguards that we would reintegrate a portion of the volunteers at the time of approved reopening. Carried unanimously.</b></p> <p>We planned to resume all preschool programs in January will all safe guards in place. We will use the screening checklist but would like to create a spreadsheet to record the information instead of individual checklists. We are now collecting phone numbers as we may be asked to assist with the follow up should the need arise.</p> <p>L. Anderton recommend that before we proceed with any relaunch that the Executive meet in December to conduct another review of our plan with the most up to date provincial information we have to make the decision to go ahead, using the risk assessment tool developed at the onset of Covid-19. All Board members present agreed with this recommendation.</p> <p>M. Penn recommended that the Library begin accepting donations January 2021 with all safeguards in place. We would be quarantining the materials and placing them on the donations book shelf in the ILL office or leaving them in the box/bag they arrived in. A note stating when the items can be handled will be clearly visible. Staff will be required to wear gloves and apron when accepting or processing all donations. The Board agreed with this recommendation.</p> <p>M. Penn recommended that the Library resume proctoring services following proper sanitation procedures and a mask will be provided to the student. The Board agreed with this recommendation.</p> <p>M. Penn recommended that the audio recording studio and the keyboard be open for use in January with the same protocols as the public computers with half an hour for each use and sanitization after each use. The Board agreed with this recommendation.</p> <p>The Board was requested to reinforce that based upon AHS guidelines for libraries, toys are not available at this time for public use.</p>	
<b>12.0</b>	<b>Statistics – None</b>	
<b>13.0</b>	<p><b>Other Business</b></p> <p><b>13.1 Agreements</b></p> <p>a. Memorandum of Agreement with The Northern Lights Public Schools – the School Board and the Library Board have both signed as approved by the Library Board. We look forward to the continued great relationship we have with NLPS.</p> <p>b. Memorandum of Understanding with Northern Lights Library System – The one time Grant for Indigenous Services has been signed and returned. Funding is expected to be expended before the end of the year for the Indigenous Family packs that will be distributed to the four local indigenous communities before the December Holidays. Volunteers are needed to assist with the assembly of these packs.</p>	<p>M. Penn</p> <p>All Board</p>

	c. Letter of Understanding with the County will be due in 2021. L. Anderton will be in contact with the County in preparation for the review of the LOU.	L. Anderton M. Penn
<b>14.0</b>	<b>Information</b>  <b>14.1</b> Stronger Together Virtual Conference – None	
<b>15.0</b>	<b>15.1 Next Meeting: January 18<sup>th</sup>, 2021</b>  <b>Meeting to be held at 7:00pm, via Zoom.</b>	
<b>16.0</b>	<b>Adjournment: 8:48pm</b>  <b>N. Broadbent moved that the meeting be adjourned. Carried unanimously.</b>	

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 \_\_\_\_\_