

**Lac La Biche County Library Board
Meeting of Monday, January 18th, 2021
Zoom Meeting**

Minutes

Board Members Present:

- L. Anderton
- G. Piquette
- D. Beniuk
- A. Peoples-Sprecker
- C. Borgun
- R. Clark.
- N. Broadbent
- D. Thomas
Joined at
item 7.2
- J. Fulawka

Staff Present:

- K. Arsenault
- M. Penn

Absent with Regrets:

- M. Siebold

Absent:

- V. Gladue

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 7:03 p.m. by L. Anderton, Board Chair.</p> <p>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.</p> <p>1.2 New Board Member Introductions: Adrienne Peoples-Sprecker and Daniel Thomas</p> <p>L. Anderton welcomed A. Peoples-Sprecker and D. Thomas to the Board.</p> <p>1.3 Zoom Etiquette – a video and email were sent out with great reference materials just to help in terms of how we conduct ourselves through the new utilization of Zoom meetings.</p>	
2.0	<p>Approval/Amendments to Agenda – The Agenda was submitted for approval.</p> <p>A. Peoples-Sprecker moved to adopt the Agenda for Monday, November 2nd, 2020 as submitted. Carried unanimously.</p>	
3.0	Presentations – None	
4.0	<p>Review & Adoption of Prior Minutes</p> <p>4.1 Review of Minutes of the Meeting of Monday, November 2nd, 2020 – The minutes were submitted for approval.</p>	K. Arsenault

	<p>7.7 Boys & Girls Club – Offsite activities in Plamondon are on hold for January and will only resume once we open. We have been providing 2 activities each month at the Plamondon Arena for the Boys & Girls Club. (POS D)</p> <p>7.8 Rocky Mountain Book Awards (RMBA) Update – Activities and introductory video are on our website and can be used by teachers and students. Additional videos will not occur due to time constraints but votes will be collected and sent in around the end of March and beginning of April. (POS B)</p> <p>7.9 Steampunkery – Some sessions were cancelled as they were suited to the in-person format only. The upcoming distance sessions include:</p> <ul style="list-style-type: none"> • Feb 22nd Geo Board Patterns • Mar 15th Marshmallow/Jellybean Tower • April 12th Marbling with Oil/Layering Liquids • May 10th Mousetrap Car Derby • Jun 14th Egg-O-Naut <p>(POS D)</p> <p>7.10 POS Goals for 2021 – M. Penn highlighted the 2021 POS Goals which include: creating webpages and handouts supporting early literacy, start to incorporate DIY projects in book displays (host 2 programs each year), create a tutoring and mentoring program, allocate 10% of the collection budget for the most popular items, increase video games and multilanguage collections by 10%, increase avenues of promotion for local organizations and events, and staff will increase their knowledge of at least 3 local businesses and groups. (POS A, B, C, D, E)</p>	<p>All Board</p> <p>All Board</p> <p>All Board</p> <p>All Board</p>
<p>8.0</p>	<p>Marketing</p> <p>8.1 Podcast Update – We are now on a variety of Podcasting Apps including Apple, Google, Podbean, Spotify, and Amazon.</p> <p>We are also looking for community groups and organizations to focus on for the February edition of the Rural Library Corner. Our podcast can be found on our 3 social media pages as well as our website at https://www.llbcl.ca/what-s-going-on-at-llbcl or you can subscribe by visiting https://llbclca.podbean.com/ so you never miss an episode of Rural Library Corner. (Marketing)</p>	<p>All Board</p>

<p>9.0</p>	<p>9.1 Treasurer’s Report – A summary of our financial position YTD was provided</p> <p>N. Broadbent moved to reinvest a portion of the investment that matures on January 30th into the 15 Month Park and Plan GIC. Carried unanimously.</p> <p>9.2 Review of Budget Operating Statement dated November 2020 – N. Broadbent reviewed the Budget Operating Statement.</p> <p>9.3 COVID19 2020 Expenditure Report – M. Penn presented the report. Ongoing expenses for 2021 will be PPE and sanitization products, as well as any COVID related staff leave for illness and/or COVID19 testing.</p> <p>9.4 Grant Update – M. Penn successfully submitted the Canada Summer Jobs and Young Canada Works grant applications for our Summer Literacy Program students. We are requesting funding to cover 50% of the costs.</p> <p>N. Broadbent approved the submission of the Métis Youth Summer Placement Program (Rupertsland Institute) grant application. This position would be for 8 weeks starting on June 28, consist of 7 hours a day Monday-Friday at the main branch as a processing clerk. This position was created to provide a job opportunity for a Métis youth still in High School. The application has been submitted.</p> <p>9.5 Financial Implications of Closures: Final Report – This high amount of lost materials being charged was increased as a result of COVID19 closures, people moving without being able to return items, and TRAC superseding our ability to contact people regarding renewing memberships and materials. As a result, our staff could not complete our usual follow up process which includes reports, manual calls, system generated calls, emails, and billing notices.</p> <p>In a normal year we expect losses from resources sharing, lending libraries failing to follow TRAC guidelines, and our members not returning collection items. The amount of lost and damaged charges is normally around \$5,000-\$6,000/annum.</p> <p>During our most recent closure, libraries have been able to do follow up, run reports and actively contact people regarding overdue and lost items. The items checked out on accounts are mostly due now as we locally extended items through the holidays. With our book return being available we are more confident in getting items returned in a timely fashion. We have also blanketed social media with the details on how to return materials, not forgetting to mention that you can return your items to other public libraries throughout the province.</p> <p>The total outstanding amount is expected to come down once follow up at both branches is complete and we anticipate recovering at least 40% of outstanding items/associated costs. Invoices have been sent to other libraries and the Library Director will follow up with those libraries to ensure proper procedures are follow regarding damaged materials.</p> <p>9.6 Capital Expenditures – No major furniture expenses are anticipated in 2021 as we replaced most of our furnishings in 2020 to chairs and tables that are easy to sanitize.</p>	<p>N. Broadbent</p> <p>M. Penn</p>
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	<p>Most library computers are coming due for replacement in 2021 and the remainder in 2022. It was recommended that all computers be replaced this year.</p> <p>N. Broadbent moved that we replace all computers that are due in 2021 and 2022 at this time. Carried unanimously.</p> <p>9.7 Collection Expansion Report – We expanded our collection to include kits and video games then moved on the board games, makerspace kits, technology items such as tablets and gaming systems and soon musical instruments. We have received numerous compliments on providing barrier free access to a wide range of materials. These special collections have restrictions on the number of items that can be checked out at a time and replacement costs for the lost items or missing pieces are added to a members account. With the addition of the instruments, staff will have to verify that the library member only has one specialty item per collection at a time. If we traditionally have trouble getting materials back on time from the individual, only one speciality item at a time will be checked out from all our unique collections.</p> <p>The Board supported the Library Director’s recommended that we stay with our current process regarding specialty items. Staff will continue to monitor and verify that no other specialty items are checked out to an individual before lending another item of the same collection, as well as maintaining borrower history on specialty items.</p>	<p>M. Penn K. Arsenault</p>
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Board Member Youth Committee Appointments – With new members joining our Board, we have an opportunity to fill our Youth Committee vacancies.</p> <p>L. Anderton moved that A. Peoples-Sprecker, D. Thomas, R. Clark, and S. Makokis, be appointed to the Youth Committee. Carried unanimously.</p> <p>10.2 Youth Committee Meeting – M. Penn will send out a doodle poll to schedule a Zoom meeting for mid-late February.</p>	<p>K. Arsenault</p> <p>M. Penn Youth Committee</p>
<p>11.0</p>	<p>Policies and Procedures</p> <p>11.1 Policy Review – The Board Chair and Library Director completed a full policy review and require grammatical or clarification amendments. No changes have a fiscal or HR impact. Updated policy manuals will be emailed to Board members prior to the April Meeting. The Admin Policy binder will be uploaded to our website and sent to Public Library Services Branch (PLSB) and Northern Lights Library System (NLLS) along with the HR binder as per past practice. All polices will reflect a review date of December 2020.</p>	<p>K. Arsenault</p>
<p>12.0</p>	<p>Statistics</p> <p>12.1 2020 Statistics – The Board reviewed the report and had no questions.</p> <p>12.2 ALLB Annual Report (PLSB) – M. Penn presented the report to the Board.</p>	<p>M. Penn L. Anderton</p>

	<p>L. Anderton moved that we accept the Annual Report for ALLB for submission to PLSB for the year 2020. Carried unanimously.</p> <p>12.3 APL Annual Report (PLSB) – M. Penn presented the report to the Board</p> <p>C. Borgun moved that we accept the Annual Report for ALLB for submission to PLSB for the year 2020. Carried unanimously.</p>	<p>M. Penn</p> <p>M. Penn</p>
13.0	<p>Other Business</p> <p>13.1 County Agreement – L. Anderton will be working with the appropriate County Staff in the upcoming months to execute an updated agreement. There looks to be no significant changes required at this time.</p> <p>13.2 School Visits Update – This project was delayed with approval from the Board. The project entailed meeting with the appropriate faculty at each of the local schools and informing them of the offerings and services we offer to teachers and students as well as getting their feedback on how we meet their needs and how we can effectively partner in the future.</p> <p>13.3 Public Library Services Branch Symposium Feb 8-12, 2021 – If the symposium offers board specific topics, it is hoped that as many Board Members as possible will attend these online sessions to remain current and knowledgeable about what our roles, expectations, and opportunities are during these unprecedented times.</p>	<p>L. Anderton M. Penn</p> <p>J. Fulawka L. Anderton M. Penn</p> <p>All Board</p>
14.0	Information – None	
15.0	<p>15.1 Next Meeting: April 19, 2021</p> <p>Meeting to be held at 7:00pm, via Zoom.</p>	
16.0	<p>Adjournment: 9:19pm</p> <p>D. Beniuk 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 _____