

**Lac La Biche County Library Board  
Meeting of Monday, April 19, 2021  
Zoom Meeting**

**Minutes**

**Board Members Present:**

- D. Beniuk
- C. Borgun
- N. Broadbent
- R. Clark.  
Joined at  
7:14 pm
- J. Fulawka
  
- A. Peoples-  
Sprecker
- M. Siebold
- D. Thomas
- 

**Staff Present:**

- K. Arsenault
- M. Penn

**Absent with Regrets:**

- L. Anderton
- G. Piquette

**Absent:**

- V. Gladue

Item No.	Topic	Action required
1.0	<p><b>Call to Order</b></p> <p>Meeting was called to order at 7:00 p.m. by J. Fulawka, Board Vice 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 and requests for amendments were made:</p> <ul style="list-style-type: none"> <li>- 7.8 Other Program Updates – M. Penn</li> <li>- 10.2 Staff Consideration as a Result of COVID-19 – J Fulawka</li> </ul> <p><b>M. Siebold moved to adopt the Agenda for Monday, April 19<sup>th</sup>, 2021 as amended. Carried unanimously.</b></p>	
3.0	<p><b>Presentations – NLLS Presentation</b></p> <p>3.1 NLLS Presentation – J. MacDonald, Northern Lights Library System Executive Director presented the new internal restructuring done at NLLS and explained the benefits to member libraries in doing so. This involved creating specialized positions and creating other new positions as needed to better provide the expertise that member libraries need.</p> <p>With the new changes, there has been increased communication and understanding with the member libraries manager and their job is to see what they can do instead of halting any progress as was done in the past.</p>	

	<p>The ongoing network problems were addressed and it was said that they have been in contact with Lac La Biche County IT and will work together to find a solution.</p> <p>They have recently created a policy database with all member libraries' policies for ease of access and policy building. Another exciting change is that they can now provide individual statistics for the Cloud Library e-resource.</p>	
<b>4.0</b>	<p><b>Review &amp; Adoption of Prior Minutes</b></p> <p>4.1 Review of Minutes of the Meeting of Monday, January 18, 2021 –</p> <p><b>The January 18, 2021 Board Meeting minutes were circulated early and approved electronically for banking purposes. Carried unanimously.</b></p>	K. Arsenault
<b>5.0</b>	<b>Business Arising from Minutes – None</b>	
<b>6.0</b>	<b>Friends of the Libraries – None</b>	
<b>7.0</b>	<p>7.1 Timestamps: Art of Reflection</p> <p>We will be hosting the TimeStamps: The Art of Relief Exhibition from May 17 – July 16, 2021. Providing AHS restrictions allow. This exhibit has been organized by P. Oberg, a Fine Arts Instructor from Portage College. We will be displaying works from Portage College, the University of Alberta, Sapporo Otani University, in Sapporo, Hokkaido, Japan. The exhibition will be full with 52 artworks and works from Sapporo Otani University will be displayed digitally in the library on our new HD TV. The college is leading and creating the advertising content and we will be sharing on our three main social media platforms. (POS D)</p> <p>7.2 Youth Teaching Adults – Youth Teaching Adults is a free introductory digital literacy program for adult learners, led by youth volunteer-tutors. The program encourages youth to develop their leadership skills through teaching and helps adults increase their digital literacy skills. In the event that guidelines do not allow for youth (16-24) volunteers then these sessions are led by the host who is a qualified facilitator. The Board was asked to keep in mind and think of youth groups to reach out to. <a href="http://short.llbcl.ca/YTAW">http://short.llbcl.ca/YTAW</a> (POS B)</p> <p>7.3 Internet Matters –The Lac Biche County Libraries will host an ABC Internet Matters Workshop to empower Canadians who aren't comfortable using the internet. It will be in September person if AHS allows or via Zoom. Registration form can be found at <a href="http://short.llbcl.ca/InternetMatters">http://short.llbcl.ca/InternetMatters</a> (POS B)</p>	<p>K. Arsenault M. Penn</p> <p>M. Penn All Board</p> <p>M. Penn</p>



	<p>before Summer Reading Club starts as our in-person events (with the exception of the party) can be held outdoors although indoors is preferred.</p> <p>Plamondon Wandering River Community Resource Society (Boys and Girls Club update – Lac La Biche County Libraries will be providing two activities for this group one in May and the other in June. We hope to be able to offer Summer Reading Club events throughout July outside providing AHS registrations lift. (POS B)</p>	M. Penn
<b>8.0</b>	<b>Marketing – None</b>	
<b>9.0</b>	<p>9.1 Treasurer’s Report – N. Broadbent provided and reviewed the Year End 2020 Report.</p> <p>9.2 Review of Budget Operating Statement dated February 2021 – N. Broadbent reviewed the BOS with the Board and noted any variances and their reasons.</p> <p>9.3 2020 Statement and Disbursements (Report to Reader) – N. Broadbent reviewed 2020 Statement of Receipts and Disbursements as prepared by JMD Group LLP.</p> <p><b>A. People’s-Sprecker moved to approve the 2020 Statement of Receipts and Disbursements as presented. Carried unanimously.</b></p> <p>9.4 Grant Updates – we have applied for Rupertsland, Canada Summer Jobs, and the Young Canada Works grants and have yet to receive any updates from Rupertsland but have received an additional 5% from YCW for last years grant. We will be receiving the Canada Summer Jobs full funding request.</p> <p>Both Summer Students are returning to lead the Summer Literacy Program. The Processing Clerk position will be funded through the Rupertsland Grant and will only proceed if funding is approved.</p> <p>9.5 Collection Expansion Follow Up – The telescopes and cake pans are now onsite and the display unit and kit bags are on order. The goal is to have all the telescopes catalogued and ready to circulate at the end of June. The cake pan collection should be ready to circulate by September and the new library grade shelving unit for it should arrive shortly.</p>	<p>K. Arsenault M. Penn</p> <p>K. Arsenault M. Penn</p>
<b>10.0</b>	<p><b>Human Resources</b></p> <p>10.1 Upcoming Board Appointments – M. Penn highlighted the upcoming term expirations for Board members and potential future board appointments.</p> <p>G. Piquette had previously stated that he will not let his name stand for renewal when his term expires in November 2021.</p>	M. Penn

	<p>J. Fulawka expressed her willingness to remain on the Board when her term expires in September 2021.</p> <p>D. Beniuk, C. Borgun, and also expressed their willingness to remain on the board, providing the municipal election allows it.</p> <p>M. Seibold expressed that she is unwilling to let her name stand when her term expires in November 2021.</p> <p>Board is encouraged to reach out to anyone who may be a benefit to the Library Board and this needs to be in place for the September Board meeting.</p> <p>10.2 Staff Consideration as a Result of COVID-19 – J. Fulawka suggested that it would be thoughtful of the Board to consider offering staff a gesture of appreciation to show that their efforts and perseverance through this pandemic is recognized and acknowledged by the Board. It was agreed that they would meet at a later time for further discussion.</p> <p><b>D. Beniuk moved to approve an agreed upon expenditure toward a gesture of staff appreciation. Carried unanimously.</b></p>	<p>All Board</p> <p>All Board</p>
<p><b>11.0</b></p>	<p><b>Policies and Procedures</b></p> <p>11.1 HR EMP:18 Telecommuting - This Policy was approved by the HR Committee to be brought before the Board. It as designed to provide some flexibility to provide staff the option of 1 or ½ day a week to work from home. For example, when there’s inclement weather, or further AHS restrictions and they have to work from home. The Board supported the policy.</p> <p><b>N. Broadbent moved to approve the new HR EMP:18 Telecommuting policy as presented. Carried unanimously.</b></p> <p>11.2 AD:FIN - Finance Policy – This Policy was approved by the Finance Committee to be brought before the Board. N. Broadbent informed the Board that having a Petty Cash fund on site is no longer useful and it would streamline procedures to no longer have it. It will be put back into the Library chequing account and the Petty Cash section will be removed from the AD:FIN – Finance Policy.</p> <p><b>C. Borgun moved to approve the revised AD:FIN – Finance Policy as presented. Carried unanimously.</b></p>	<p>K. Arsenaault</p> <p>K. Arsenaault</p>
<p><b>12.0</b></p>	<p><b>Statistics – None</b></p>	
<p><b>13.0</b></p>	<p><b>Other Business</b></p> <p>13.1 NLLS Conference – The 2021 Northern Lights Library System Conference will be May 27-28<sup>th</sup>. L. Anderton and M. Penn will be presenting “Boards Journey: From Operations to Government” Friday afternoon.</p>	<p>All Board</p>

	Conference schedule can be found at: <a href="https://nlls-conference.heysummit.com/schedule/">https://nlls-conference.heysummit.com/schedule/</a> Registration can be found at: <a href="https://www.nlls.ab.ca/nlls-conference">https://www.nlls.ab.ca/nlls-conference</a>	
<b>14.0</b>	<b>Information</b> 14.1 ALA Conference Report – None 14.2 OLA Conference Report – None 14.3 PLSB Symposium Highlights – None 14.3 February Youth Committee Meeting – None 14.4 March Youth Committee Meeting – None 14.5 Library Board Contact List – The updated Library Board Contact List will be emailed to Board Members.	M. Penn  M. Penn  M. Penn   K. Arsenault
<b>15.0</b>	<b>15.1 Next Meeting: June 21, 2021</b>  <b>Meeting to be held at 7:00pm, via Zoom. Sb TBA</b>	
<b>16.0</b>	<b>Adjournment: 9:30pm</b>  <b>M. 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 2021-25 Goal/Objective.

Signed \_\_\_\_\_ Date \_\_\_\_\_