

Lac La Biche County Library Board Meeting of Monday, June 21, 2021 Zoom Meeting

Minutes

Board Members Present:

- L. Anderton
- D. Beniuk
- C. Borgun
- N. Broadbent
- R. Clark.
- J. Fulawka
- A. Peoples-Sprecker
- G. Piquette
- M. Siebold
- D. Thomas

Staff Present:

- K. Arsenault
- M. Penn

Absent:

- V. Gladue

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 7:29 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>	
2.0	<p>Approval/Amendments to Agenda – The Agenda was submitted and requests for amendments were made:</p> <p style="padding-left: 40px;">- 9.4 Investments – N. Broadbent</p> <p>G. Piquette moved to adopt the Agenda for Monday, June 21st, 2021 as amended. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 NLLS Follow Up – J. MacDonald, NLLS Executive Director, provided an update on the status of the network issues. County IT found no issues with any of the hardware/physical network on our end. Therefore, he outlined the next steps to be taken by NLLS to be able to address the network and IT issues.</p> <ol style="list-style-type: none"> 1. Fill the role of new IT manager with the aim of early August. 2. Move physical firewalls to the cloud which experts advise should make a significant difference. 3. Moving public access computers onto NLLS Network which should free up local bandwidth. 4. Break hub and spoke model of internet access – which means getting the Internet directly to member libraries. This means that when Elk Point faces a power outage, it won't affect our connection as it has in the past. 	

	<p>5. Investigate secondary internet connection for their larger member libraries. It will improve all libraries' internet performance, not just larger libraries and will be used specifically for the Wi-Fi. This will not be accomplished until 2022 once all else is figured out. There should be cost savings for NLLS if it's done right. No costs associated with these changes would be charged back to the local libraries.</p> <p>L. Anderton thanked J. Macdonald for the feedback. This will be an ongoing process and plan to keep finding new tools and best practices to implement.</p> <p>The Board was impressed with the Northern Lights Library System and expressed their appreciation, looking forward to an ongoing positive working relationship.</p> <p>3.2 Dropbox Folder AB LLBCL Board Folder – A shared Dropbox folder between Library Director, Administrative Assistant, and Library Board members has recently been implemented where Board members can easily view meeting files and directly upload their files as well. This has been well received by the Board. An email will still be sent 1 week prior to each meeting to serve as a reminder for Board to review the meeting files located there.</p> <p>September package will be sent out traditional and possibly November but we will fully transition to Dropbox use in 2022.</p>	<p>All Board</p> <p>M. Penn</p>
<p>4.0</p>	<p>Review & Adoption of Prior Minutes</p> <p>4.1 Review of Minutes of the Meeting of Monday, April 19, 2021 –</p> <p>C. Borgun moved to approve the April 19 Board Meeting minutes as amended. Carried unanimously.</p>	<p>K. Arsenault</p>
<p>5.0</p>	<p>Business Arising from Minutes – None</p>	
<p>6.0</p>	<p>Friends of the Libraries – None</p>	
<p>7.0</p>	<p>Programming and Services</p> <p>7.1 Summer Programming Update – the Summer Literacy Program (SLP) is nearly full, with the 39 students enrolled primarily preferring online sessions with the tutors. The option of in-person sessions will be held in August by request only. The SLP Tutors are looking for new apps to aid with the online format and creating inhouse choose your own adventure titles.</p> <p>Additional Summer Reading Club (SRC) programming will be offered by NLLS Member Libraries and will be listed shortly. Some examples are Pokémon and Harry Potter Wizard Unite challenges, trivia nights, with more to come.</p>	

	<p>Time Stamps: The Art of Relief Art Exhibition runs from June 21-August 27 at the main branch. This exhibition includes 60 artworks, created in various art media from arts students and instructors from Portage College, the University of Alberta, and Sapporo Otani University in Sapporo, Hokkaido, Japan. The art pieces reflect a time during the COVID-19 worldwide pandemic.</p> <p>We are looking at hosting an exhibition closing celebration on Friday, August 27th in the evening. Plans are being formulated on making the Portage College art exhibit an annual Summer event. (POS B)</p> <p>7.2 Telus Hubs – TELUS Smart Hubs are now available for loan at both locations. These units can be checked out for one month and have 1 TB of data suitable for checking emails and quick look ups. Thank you to TELUS for supplying these units to the Lac La Biche County Libraries for community members to use at no cost. (POS D)</p> <p>7.3 Indigenous Telus Hub Project – This project is still in the planning stages and we hope to have 8-16 hubs with monthly plans available. We are just waiting for TELUS to fix a back-end issue with our account to allow the grant to go through. (Indigenous)</p>	<p>M. Penn K. Arsenault</p> <p>M. Penn</p>
<p>8.0</p>	<p>Marketing</p> <p>8.1 Rural Library Corner and Blog – The blog is on hold until the fall with likely a November start/resume date. (Marketing)</p>	<p>M. Penn</p>
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – No new information.</p> <p>9.2 Review of Budget Operating Statement dated April 2021 – N. Broadbent reviewed the Budget Operating Statement.</p> <p>9.3 COVID19 Report – M. Penn shared feedback received from the public regarding our closures due to Covid-19.</p> <p>We have now replaced all fabric furniture with easier to sanitize items and purchased iPads to support telecommuting. Moving forward we will still have some ongoing expenses related to COVID19 as sanitization between computer appointments and 24 hr quarantine will continue.</p> <p>9.4 Investments – N. Broadbent was notified on June 10 that an investment renewal is coming due with a maturity date of June 30, 2021. The Finance Committee recommend that we reinvest for 2 years at the special rate provided by the Assistant Branch Manager.</p>	<p>N. Broadbent</p>

	<p>N. Broadbent moved to approve the reinvestment for the two-year renewal at the special rate provided. Carried unanimously.</p> <p>L. Anderton moved to circulate minutes early for electronic approval for Banking Investment purposes. Carried unanimously.</p>	
10.0	<p>Human Resources</p> <p>10.1 Upcoming Board Appointments – Two board members terms will be expiring within the year. The HR Committee will be meeting to review candidates for the vacancies. Recommendations will be brought before the Board at the September 20 meeting.</p> <p>J. Fulawka has submitted her completed Committee Member Application Form to the County.</p> <p>L. Anderton moved that J. Fulawka be recommended to the County Council for their affirmation of reappointment to our Board effective September 20 2021 for another 3-year term. Carried unanimously.</p> <p>10.2 New Job Descriptions – Two new job descriptions have gone before the HR and Finance Committees with the latter affirming that the fiscal resources are sufficient to accommodate the proposed changes. The HR Committee recommends that the Board adopts the two proposed positions and the necessary recruitment commence thereafter.</p> <p>C.Borgun moved to approve the acceptance and implementation of the Circulation Co-ordinator and the Financial Assistant descriptions. Carried unanimously.</p> <p>10.3 Summer Social – Looking for potential dates in August that will work with Staff and Board Member schedules. The proposed idea is a BBQ with potential location of J. Wicker’s or L. Anderton’s with the library as a backup location if weather so dictates.</p>	<p>HR Committee</p> <p>K. Arsenault</p> <p>M. Penn</p> <p>M. Penn.</p> <p>All Board. M. Penn</p>
11.0	Policies and Procedures – None	
12.0	<p>Statistics</p> <p>12.1 May 2021 – The Board appreciates that the statistics are formatted in an easy to read and comprehensive manner.</p>	
13.0	<p>Other Business</p> <p>13.1 Fall Hours – M. Penn proposed that the Library be open to the public from 11-4 on Saturdays during the Fall. Staff will still be onsite for their full shift but the library will only open be to public during the specified hours of 11-4. This will eliminate the staff shortage 2 days during the week, helping to alleviate impact on staff while still providing public hours during our normal peak</p>	M. Penn

	<p>periods. Regular opening hours on Saturday (9-4pm) will resume in January, 2022.</p> <p>C. Borgun moved to approve and accept the recommendation for the change in fall hours as recommended by M. Penn. Carried Unanimously.</p>	
14.0	<p>Information</p> <p>14.1 NLLS Conference Report – M. Penn recommended to check out Cold Lake’s Cart Challenge Video that promotes their local programs and services.</p> <p>M. Penn was reassured that Hootsuite is still the most effective way to manage multiple social media platform accounts.</p> <p>M. Penn will explore the idea of a password manager for secure information.</p> <p>N. Broadbent suggested staff training regarding security. M. Penn assured the Board that staff have been made aware of security and for example how to check the sender of unopened emails for added security.</p> <p>14.2 NLLS Conference Report – The Board were encouraged to review L. Anderton’s Homework section of the report and possibly the recording so that ideas for Board actions could be pursued in the upcoming year.</p>	<p>All Board</p> <p>M. Penn</p> <p>All Board</p>
15.0	<p>15.1 Next Meeting: September 20th, 2021</p> <p>Meeting to be held at 7:00pm, location to be announced.</p>	
16.0	<p>Adjournment: 9:04 pm</p> <p>M. Broadbent 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 2021-25 Goal/Objective.

Signed _____ Date _____