

**Lac La Biche County Library Board
Meeting of September 20th 2021
Zoom Meeting**

Minutes

Board Members Present:

- L. Anderton • D. Beniuk • N. Broadbent • D. Thomas
- J. Fulawka • A. Peoples-Sprecker • G. Piquette • M. Siebold

Staff Present:

- M. Penn

Absent:

- R. Clark • C. Borgun

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 7:05 by L. Anderton.</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 –</p> <p>9.4 Xerox Lease – M Penn & N. Broadbent 9.5 Purchasing Card Adjustment – M Penn & N. Broadbent</p> <p>D. Beniuk moved to adopt the Agenda for September 20, 2021 as amended. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 None</p>	
4.0	<p>Review & Adoption of Prior Minutes</p> <p>4.1 Review of Minutes of the Meeting of June 21, 2021</p> <p>J. Fulawka moved to approve the June 21, 2021 Board Meeting minutes as amended. Carried unanimously.</p>	M. Penn
5.0	Business Arising from Minutes – None	

6.0	Friends of the Libraries – None	
7.0	<p>Programming and Services</p> <p>7.1 Summer Reading Club</p> <p>Hoping NLLS will come up with a better option than the TD Summer Reading Club program as numbers have been lower than we would like it to be. We had only 31 registered and 14 logs were being submitted. From those reading logs the participants read a total of 1,578 books in July and August. (POS B)</p> <p>7.2 Summer Literacy Program</p> <p>L. Anderton passed along commendations to the staff. The feedback from parents and children was positive and the variety of activities, number schools participating and attendance rate of 77% were great results. (POS B)</p> <p>7.3 Indigenous Telus Hub Project</p> <p>This project has not progressed since last meeting. However, the number of units available has been lowered to one per community. A concern was raised about the change in method of distribution of funds that NLLS is considering on the Indigenous Outreach Services. L. Anderton, M. Penn and D. Beniuk will meet with the Executive Director of NLLS to express our concerns. (Indigenous)</p> <p>7.4 Time Stamps</p> <p>M. Penn shared comments from the Art Exhibit Time Stamps. A great showing of people at the closing ceremony. The Library is looking forward to working with the College again as well as the high schools on future exhibits Thanks to Pierre Oberg from Portage College for his collaboration on this project. (POS B)</p> <p>7.5 Pop Up Libraries</p> <p>We are working to get the Indigenous locations up and running for the new year. These locations are based upon community feedback and may include Heart Lake, Kikino and Buffalo Lake. We are happy to have two indigenous staff members committed to providing this service.</p> <p>Other service points will include Festival Center (during select Crafternoons and Family Fun Nights), Heritage Center (during the Live to Eat lunch), LLB Canadian Native Friendship Center (during the Let's Play Metewetan), Portage College (during Family Gym Jam).</p>	<p>M. Penn</p> <p>M. Penn</p>

	<p>These activities will commence as soon as current restrictions lift. The Library Director will be assigned to these service points. (Indigenous & Outreach)</p> <p>L. Anderton thanked the staff for working on these expansions in line with our Plan of Service.</p>	
<p>8.0</p>	<p>Marketing</p> <p>8.1 Rural Library Corner and Blog Had hoped to resume the Rural Library Corner this month, but we are waiting to hear back from potential interviewees from Portage College. Therefore, our Podcast will resume in January 2022.</p> <p>Blog posts are resumed and started with the 13 things series. There is content created for September and October just waiting to be released on our website.</p>	<p>M. Penn</p>
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer's Report - none</p> <p>9.2 Review of Budget Operating Statement dated July 2021</p> <p>N. Broadbent presented - the July statement with some variances and reminded the Board that we are anticipating a deficit due to Board approved replacement of all computers except the VR and Audio Recording plus staff iPad for telecommuting at a cost of \$30,000 and COVID cost overruns of approximately \$4,000. D. Beniuk suggested that the shortfall due to COVID might be something we could ask LLB County to cover. It was agreed that we will share this concern when we are invited to present our budget 2022 and then consider asking at year end when a full accounting of costs is available.</p> <p>9.3 2022 Budget</p> <p>With the uncertainty of funding for the County, the Finance Committee is proposing to keep the ask from the County at the 2021 level without any increases. The provincial grant is budgeted at the same level as 2021 even though population seems to have increased.</p> <p>Any additions to salaries and benefits were offset with a travel savings due to less conference attendance, and a reduction to the leased equipment budget which was reduced to the 2021 level now that costs are more certain. The two library page positions that were eliminated in 2021 will be not reinstated.</p> <p>This budget assumes we will not be asked for a grant reduction by Lac La Biche County. If we do receive a grant reduction target the Executive and Finance Committee will convene and bring recommendations to the Board.</p>	<p>M. Penn</p>

	<p>N. Broadbent motioned that the 2022 Budget be approved as presented for submission to LLB County. Carried unanimously.</p> <p>9.4 Xerox Lease</p> <p>The Xerox lease agreement is nearing expiry. Xerox has offered an early exchange at a lower cost saving us \$1635 annually. The library is currently experiencing problems with the existing machine. This upgrade would provide a new machine.</p> <p>L. Anderton motioned to approve the recommended Xerox lease. Carried unanimously.</p> <p>9.5 Purchasing Card Adjustment</p> <p>M. Penn recommended we move to one purchasing card only. The reasons provided is that it will be easier to reconcile, there is less need for two cards with reduced travel and online training, and second card is assigned to a person on leave making reconciliation challenging. The Library Director would assume all responsibility for use of the card and it would be assigned in her name. M. Penn identified that changes to the policy and the purchasing card agreement if this is approved.</p> <p>D. Beniuk motioned to accept the recommended changes to our Financial Policy and Purchasing Card Agreement and to cancel the purchasing card in the Administrative Assistant’s name. Carried unanimously.</p> <p>L. Anderton motioned that, if required to expediate the change to the credit cards, these minutes can be approved by email for presentation to the bank. Carried unanimously.</p>	<p>M. Penn K.Gagne</p> <p>M. Penn K. Gagne</p>
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Board Appointments</p> <p>L. Anderton thanked M. Siebold and G. Piquette for their dedicated service on the Board and expressed our regret that they are not renewing their terms.</p> <p>Two applicants that have applied to fill these vacancies; rs Dylan Craig and Sandy Makokis. Both the new Board members will bring great attributes to the Board.</p> <p>In addition, there has been a board member who has missed three or more meetings which caused us to enact the regulations from the Library Act. The individual has been advised and recruitment to this vacancy will be undertaken.</p> <p>The HR committee motioned that Dylan Craig and Sandy Makokis be approved by our Board for submission to LLB County for ratification. Carried unanimously.</p>	<p>M. Penn K. Gagne L. Anderton</p>

It was shared that our current POS has a goal of using therapy animals for a homework stress management program. The Library and the LLBRHS are forming a partnership and MJ will assist in bringing a slightly modified program into fruition. This program would have students reading and studying with the shelter animals which reduces the students stress and is beneficial for the animals as well. The Board expressed its gratitude for this continued connection and opportunity to collaborate.

10.2 National Day for Truth & Reconciliation

L. Anderton reported that the Library will be observing the new National Holiday on September 30 in alignment with LLB County. This date will be added to our Named Holiday policy.

K. Gagne

The HR Committee motioned that the Board approve the granting of this National Holiday to all staff. Carried unanimously.

L. Anderton

10.3 Library Director’s Work Review

M. Penn left the meeting.

D. Beniuk motioned at 8:21 that we go in camera. Carried unanimously.

N. Broadbent motioned at 8:41 to come out of camera. Carried unanimously.

L. Anderton motioned that the Director’s annual review as presented on behalf of the HR Committee be approved for presentation to the Library Director. Carried unanimously.

10.4 COVID19 Staff & Patron Safety Protocols

M. Penn provided an overview of the current protocols that had been previously emailed.

Still in place: masking for all staff, volunteers, & patrons, increased sanitation protocols, 24-hour quarantine on all returned items, staff staying home when symptomatic or ill , completion of COVID19 checklist for all in person programs and ½ hour vacancies between computer or room bookings.

Additions to this include: adult programs move to online as required, one family at a time playing with the toys, single players at computers, gaming systems & in study rooms, preschool programs are continuing but with reduced capacity and Pop Up Service is on hold.

Library services have been deemed essential therefore we cannot apply for the Provincial Restrictions Exemption Policy.

<p>11.0</p>	<p>Policies and Procedures</p> <p>11.1 Policy Binder Update</p> <p>All policy adjustments from Board motions since last September and the revisions from the annual reviews done by the Chair and Director will be completed by December 2021. The updated binders will be uploaded to Dropbox replacing the current copies as soon as they are available.</p>	<p>M. Penn K. Gagne</p>
<p>12.0</p>	<p>Statistics</p> <p>12.1 None</p>	
<p>13.0</p>	<p>Other Business</p> <p>13.1 Library Board Social</p> <p>There have been many socials and in-person meetings cancelled due to COVID. Staff have identified that they are wanting to move in a different direction than shared board/staff socials for team building. L. Anderton recommended that at our next scheduled face to face board meeting we include a dinner and social time for the Board at the April meeting. It was suggested that we could potentially start the meeting earlier. Board members agreed to this approach.</p> <p>13.2 Social Committee</p> <p>There is limited interested from staff in the forming of a social committee. The staff appreciated that the Board has recognized the staff at a social in the past and identified that there is less interest in group gatherings after hours.</p> <p>13.3 Community Learning Follow Up</p> <p>A letter was sent to the Community Learning Board asking to meet to look for opportunities to collaborate. The Board offered to have a few of our representatives meet with two or three of their Board Members. This meeting is tentatively scheduled for Monday, September 27th via Zoom. N. Broadbent and J. Fulawka volunteered to join L. Anderton and M. Penn in the meeting.</p>	<p>M. Penn</p> <p>M. Penn</p> <p>M. Penn L. Anderton N. Broadbent J. Fulawka</p>
<p>14.0</p>	<p>Information</p> <p>14.1 ALA Annual Conference</p> <p>M. Penn shared the documents in the agenda package. There were no questions from the Board.</p> <p>14.2 Finance Committee Meeting August 30</p> <p>The details of these minutes were presented in agenda item 9.3 2022 budget.</p>	

15.0	15.1 Next Meeting: November 15, 2021 Meeting to be held at 7:00pm, via Zoom	
16.0	Adjournment: 8:44 L. Anderton 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 2021-25 Goal/Objective.

Signed _____ Date _____