

**Lac La Biche County Library Board
Meeting of November 15, 2021
Zoom Meeting**

Minutes

Board Members Present:

- L. Anderton
- D. Beniuk
- N. Broadbent
- D. Thomas
- J. Fulawka

- A. Peoples-Sprecker
- C. Borgun
- S. Makokis
- D. Craig

Staff Present:

- M. Penn

Absent:

- R. Clark

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 7:00 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> <p>1.2 Loraine welcomed Dylan Craig and Sandy Makokis to the Board. The Board is very happy to have the new members. The Board members introduced themselves.</p>	
2.0	<p>Approval/Amendments to Agenda –</p> <p>C. Borgun moved to adopt the Agenda for November 15, 2021 as presented. 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 September 20, 2021</p> <p>A. Peoples-Sprecker moved to approve the September 20, 2021 Board Meeting. Carried unanimously.</p>	<p>M. Penn K. Gagne</p>
5.0	<p>Business Arising from Minutes –</p>	

	<p>5.1 Community Learning Follow Up - M. Penn & L. Anderton</p> <p>L. Anderton, M. Penn and N Broadbent met with members of Community Learning’s Board and Staff on September 27.</p> <p>We had a great meeting, and each organization has a better understanding of offerings and challenges. Community Learning will be utilizing the display ads on our TV and three people from Community Learning are attending the Money Matters course.</p> <p>The hope is perhaps we can partner on the ABC Life Literacy Programs. The library would remain the host, lead facilitator, and major promoter of these events. Our hope is that Community Learning could assist with getting the word out, perhaps co-lead sessions, and provide their space to attendees. More talks about how we can move forward will occur after the Money Matters sessions wrap up.</p> <p>(POS B)</p>	M. Penn
<p>6.0</p>	<p>Friends of the Libraries – 6.1 None</p>	
<p>7.0</p>	<p>Programming and Services</p> <p>7.1 Plan of Service Review – M. Penn</p> <p>M. Penn Reviewed the results since April on the new Plan of Service just launched in 2021.</p> <p><u>A – Create Young Readers: Early Literacy</u></p> <ul style="list-style-type: none"> • The webpage and tip sheets are on hold as we were focussed on programming with all the challenges to programming this year. • All programs now have an online registration component. <p><u>B- Satisfy Curiosity: Lifelong Learning</u></p> <ul style="list-style-type: none"> • DIY components are in the displays, but social media is a bit behind. • Journaling session will be included in the February Ladies Night. • Family coloring nights are on hold until COVID restrictions are lifted. There will be a take and make option for the month of December. <p><u>C: Succeed in School: Homework Help</u></p> <ul style="list-style-type: none"> • Mentor program and monthly sessions on hold. • Posters and slides about tutoring space are complete. • A few videos were created. • Annual teacher packages were emailed at the beginning to the year. • No headway was made on the tutor lists. • Niche Academy and Brainfuse are electronic resources available 	

	<p>8.2 Shooting the Stars Video - M. Penn</p> <p>M. Penn shared a viewing of the Lac La Biche County created video that was shared on Facebook on the Lac La Biche Region page. “#DYK you can borrow telescopes from Lac La Biche County Libraries? The Library gets to keep the video files with acknowledgement of the County. The video is focussed on tourism in the area, so the County completely funded this project.</p>	
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer Report – N. Broadbent</p> <p>N. Broadbent reported that she had not yet corrected the online access to CRA so that the staff can electronically file the Annual Charity Return. She will arrange a meeting in an evening with K. Gagne and M. Penn to get the information she needs.</p> <p>9.2 Review of Budget Operating Statement dated Sept 2021 – N. Broadbent</p> <p>N. Broadbent reviewed the BOS for September. She pointed out that we did receive grants as applied for. Related expenditures were already included in our budget. Book sales, and donations are underbudget mostly due to our closures throughout the year.</p> <p>The salary line is anticipated to be over budget large due to a maternity leave top up, staff overlap and a 27th pay period in this year. Training expenditures were over budget due to an externally facilitated Mental Health workshop. To date extra expenses due to COVID are \$1486.48 The biggest variance from budget is in the computer equipment line. This is due to the Board approved replacement of most of our computers, in accordance with our planning, and funding in our reserve in order to do this. Replacing the computers in a batch like this means we have a common platform to support and have the advantage of bulk purchase rates.</p> <p>9.3 2022 Auditor - N. Broadbent</p> <p>N. Broadbent reported that the College has been using JMD out of St Paul for the past several years. Last year we had done some price checking and it would be a substantial increase if we moved our accounting to another firm.</p> <p>C. Borgun motioned that Nancy reach out JMD for their services again this year. Carried Unanimously</p> <p>9.4 Indigenous Grant - M. Penn & L. Anderton</p> <p>M. Penn and L. Anderton met with the Northern Lights Library System Executive Director to share concerns regarding administrative overhead of the proposed procedures for handling the Indigenous Grants.</p>	<p>N. Broadbent K. Gagne M. Penn</p> <p>N. Broadbent</p>

	<p>The new funding allocation will be population based. As a result, we are eligible to receive a 38% reduction from our current funding level to serve the four designated communities of Heart Lake First Nation, Beaver Lake Cree Nation, Kikino Métis Settlement and Buffalo Lake Métis Settlement.</p> <p>We will have to complete a Memorandum of Understanding grant request for each community we serve. Any special projects will require a separate application. Detailed monthly reports with receipts will be required versus the annual report format used now. M. Penn will complete the paperwork to apply for the grant.</p> <p>It was further clarified that the grant cannot be used to offset existing Library staff time in providing services to the assigned communities. The Board agreed that we will absorb the cost of the staffing to go to the communities as we already have established relationships and in fact some members of the communities are on staff and wish to perform those pop up and other services. It would require significant reduction to services if we had to use the limited funds to hire contractors or local individuals.</p> <p>M. Penn will consult with communities and once we understand the service expectations, a group will be convened from the Board to meet with M. Penn and complete a risk assessment regarding our ability to sustain services in the communities in the long term given the significant decrease in funding.</p> <p>A discussion took place about how our Board could best express its disappointment with the new process. It was decided to prepare speaking notes for D. Beniuk to use to speak to it at the Northern Lights Library System Board Meeting. M. Penn, L. Anderton and D. Beniuk will prepare speaking notes.</p>	<p>M. Penn</p> <p>M. Penn N. Broadbent</p> <p>M. Penn L Anderton</p>
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Committee Appointments - L. Anderton</p> <p>D. Craig indicated interest in letting his name stand to join the Finance Committee.</p> <p>L. Anderton made a motion to appoint D. Craig to the Finance Committee. Carried Unanimously.</p> <p>N. Broadbent will reach out to D. Craig and D. Beniuk and discuss how we would like to conduct the business of the Finance Committee.</p> <p>L. Anderton identified that there is also a vacancy on the Human Resources Committee. Board members were asked to consider putting their name forward.</p>	<p>M. Penn</p> <p>N. Broadbent</p>

	<p>10.2 Annual Staff Recognition - L. Anderton & M. Penn</p> <p>L. Anderton explained the past practice regarding annual recognition for staff during the Christmas Season, to recognize the hard work our staff have done throughout the year.</p> <p>C. Borgun motioned to provide the proposed staff recognition in County dollars. Carried Unanimously.</p> <p>10.3 Health & Safety Workplace Summary – M. Penn</p> <p>The report was sent in the Agenda package. Ensuring a safe and healthy workplace is part of our fiduciary responsibilities. M. Penn reports this annually to the Board for our Governance oversight.</p>	<p>M. Penn L. Anderton K. Gagne</p>
<p>11.0</p>	<p>Policies and Procedures</p> <p>11.1 Library Hours Policy (AB:LIB) – M. Penn</p> <p>M. Penn provided an overview for the proposed changes to operating hours being recommended in the policy amendment. She noted that the Library Board voted to have limited Saturday hours 11-4pm until the New Year (closed to the public from 9-11). The proposal is to make these hours formal and update the policy accordingly. On the occasional Saturday special event there will be a call for volunteers.</p> <p>S. Makokis motioned to approve the change to the policy as recommended. Carried Unanimously.</p> <p>11.2 Risk Assessment Follow-up – L. Anderton & M. Penn</p> <p>From the Annual Accountability Cycle this is the month that we need to discuss risk and complete a risk assessment if necessary. We will in the next quarter complete a risk assessment as identified in item 9.4.</p>	<p>M. Penn K. Gagne</p> <p>M. Penn N. Broadbent</p>
<p>12.0</p>	<p>Statistics</p> <p>12.1 October 2021 Statistics – M. Penn</p> <p>The number of programs reflect the 2021 closures due to COVID19 and decreased traffic taking part in passive programs such as Chess, VR, and playing with LEGO. Moving forward we will continue to offer a variety of programs including Take and Make kits and online offerings such as Money Matters.</p> <p>Library Memberships have increased since the low in 2020 due to people not knowing if libraries were open or not.</p>	<p>M. Penn</p>

	<p>NLLS has a new WiFi provider so the reporting will be limited to sessions and no day equivalent will be available.</p> <p>No in-person programs currently in Plamondon due to restrictions on joint FCSS programs (Family Fun Nights) and the Boys and Girls Club cannot go on field trips.</p>	
13.0	<p>Other Business</p> <p>13.1 ALTA Membership - L. Anderton</p> <p>L. Anderton reminded the Board that the fees had tripled in the last renewal notice and the Board had decided not to renew our membership as many of the services available through ALTA are also available at no cost from Public Services Library Branch. L. Anderton informed the Board that the library had received a reduced fee proposal and an invitation to renew. The Board agreed that previous decision of not renewing would be upheld.</p> <p>13.2 2022 Board Meeting Schedule - M. Penn</p> <p>L. Anderton reviewed the proposed schedule of five meetings and staying with Monday evenings with Zoom meetings in the Winter months.</p> <p>If Covid restrictions are lifted face-to-face meetings would occur in April, June, and September.</p> <p>L Anderton motioned that we adopt the schedule as presented. Carried Unanimously.</p>	M. Penn
14.0	<p>Information</p> <p>14.1 Library Board Contact List M. Penn</p> <p>14.2 NLLS Draft Service Catalogue M. Penn</p>	M. Penn
15.0	<p>15.1 Next Meeting: January 17, 2022</p> <p>Meeting to be held at 7:00pm, using Zoom</p>	
16.0	<p>Adjournment: 9:04 pm</p> <p>N. 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 _____