

**Lac La Biche County Library Board
Meeting of April 25, 2022
Wild Rose Room, Bold Center in Lac La Biche**

Minutes

Board Members Present:

- L. Anderton
- D. Beniuk
- N. Broadbent
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- A. Peoples-Sprecker
- C. Borgun
- S. Makokis
- D. Craig

Staff Present:

- M. Penn

Absent:

- J. Fulawka
- D. Thomas

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 7:01 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>C. Borgun moved to adopt the Agenda for April 25, 2022 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 January 17, 2022</p> <p>A.Sprecker moved to approve the January 17, 2022 Board Meeting minutes. Carried unanimously.</p>	
5.0	<p>Business Arising from Minutes –</p> <p>5.1 County Agreement M. Penn The County is still working on this and will send us a copy for us to review once their process is complete.</p>	M. Penn

6.0	<p>Friends of the Libraries – 6.1 None</p>	
7.0	<p>Programming and Services</p> <p>7.1 Ladies Night Highlights – M Penn M. Penn reported that everyone who came in person or picked up a kit enjoyed the 2022 Ladies Nights. The two sessions were held via Zoom. A kit and instructions were provided to registrants so the activity could be complete even if individuals couldn't make the Zoom sessions. 80 kits were distributed and 38 individuals attended the Zoom sessions. M. Penn also shared positive comments from attendees and information from the co-presenters. These sessions will stay on Zoom due to weather and participation outside the community. M Penn is looking for presenters for the next sessions in 2023.</p> <p>The Board expressed gratitude to the library staff and Maureen for doing these sessions. (POS B)</p> <p>7.2 Summer Reading Program M. Penn M. Penn shared the plans for the program for summer 2022. The Summer Reading Program is moving away from the TD format due to a lack of interest from our community and other NLLS Member Libraries.</p> <p>The theme will be Myths and Legends. Northern Lights Library System is helping to create a separate branded reading program streamlined website which will allow online submission of reading logs. https://www.nllsreadingprograms.ca/</p> <p>There is a Pen Pal program being created to between member libraries. There is also a Friday 15 contest with extra changes to win prizes, take and make activities and a sand art contest. There will be a travelling bard who will be a student hired by Northern Lights Library System.</p> <p>Our library will also have a local offering created by our staff. It is called a <i>Once Upon a Time: A Fairy Tale Adventure</i> and involves eight different puzzle challenges which will be posted at local businesses and organizations. In addition, M. Penn is creating weekly kits for our patrons. We plan to host an event in Plamondon during July and the wrap up event will be at the Main Branch in August. All activities continue to be free and family friendly. (POS B)</p> <p>7.3 Summer Literacy Program- M. Penn The summer students are being recruited to fulfill this program which has been offered since 2013. It is very well received by the students and their parents. There has been a request to include French tutoring which M. Penn is investigating. (POS C)</p>	<p>M. Penn</p> <p>M. Penn</p>

7.4 Pop Up Services – M. Penn

M. Penn provided the following update on Pop Ups:

- Heart Lake pop ups are returning to normal. Memberships are being issued and attendance is up at the activities.
- The Beaver Lake Take & Make and Steampunkery kits are being selected and staff will make them and start delivery in May.
- The Kikino location still has little or no traffic. The building access is by appointment only at this time. It is hopeful that the interest will build as things open up otherwise adjustments to the schedule will be needed next year.
- Family Packs have been distributed to Buffalo Lake. The Library has been invited to a community event on May 25 from 10-4. This will require an early closure in Plamondon at 3:30 due to staffing constraints.

(Indigenous)

7.5 POS Review – M. Penn

The original plan for the current year activities was included in the Board package. M. Penn presented the following updates.

Creating Young Readers – Staff are exploring a vocabulary program idea and the Pen Pal program will be aimed at this goal. A wider scope of services than was originally envisioned will occur. Thanks to A. Sprecker for sharing resources.

Satisfy Curiosity – A BINGO community reading challenge, “how things were” program in partnership with the LLB Museum will be a display model for now. This model was chosen because of current experience with low attendance for scheduled programs.

Succeed in School – Presentations to the teachers are planned to promote the services. It is hopeful that meetings with the staff that used to be held in the past can be resurrected.

Stimulate Imagination – Focus will shift from the “new release binders” to shelf talkers and displaying new books as well as highlighting a fun fact on the white board and organized scavenger hunts.

Know Your Community – Interviews continue to be on the podcast. The Library Director will attend FCSS events and two staff will be attending special events in Indigenous Communities upon request. Presentations to staff at the meetings is continuing. One staff member will take the lead on the Festival of Trees entry.

	<p><u>Other Programs</u> – These high level of effort programs may be revisited at the end of 2022 & 2023. Some of the activities may be cancelled if low attendance continues. (POS A, B, C, D, & E)</p> <p>L. Anderton motioned that the library close for the Summer Days parade and allow the staff to attend. This is a one-time decision for 2022. Carried Unanimously</p>	M. Penn
<p>8.0</p>	<p>Marketing</p> <p>8.1 Rural Library Corner Podcast & Blog Update M. Penn These programs will now alternate months. This month’s podcast features the Farmers Market Manager.</p> <p>8.2 Marketing Plan Q & A M. Penn M. Penn asked for feedback on the plan that was provided to Board members. She provided updates that the Bold Centre Activity Guide and poster are complete and she distributed book markers and will be making copies for the Board members to distribute. (POS Marketing)</p>	M. Penn
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer Report – N. Broadbent</p> <p>N Broadbent reported that the transition to file sharing and approvals via Hello Sign via Dropbox is working very well. This supports our new model of the Financial Assistant telecommuting.</p> <p>N. Broadbent reported that for efficient operations and due to moving away from use of cheques the library requires an increase to the Purchasing Card monthly limit from \$10,000 to \$20,000.</p> <p>N. Broadbent reported that the Financial Assistant needs online access to our CRA account so she can complete and submit charity returns in a timely fashion and become our primary officer for ROE submissions. The charity return will be reviewed by N. Broadbent prior to submission and access will be limited to these items.</p> <p>Our investments were rolled over this month within the original investment plan.</p> <p>A. Sprecker motioned to increase the Purchasing Card monthly limit to \$20,000. Carried Unanimously.</p> <p>A. Sprecker to approve the minutes to be approved electronically. Carried Unanimously.</p>	<p>M. Penn</p> <p>M. Penn N. Broadbent K. Gagne</p>

N. Broadbent motioned to approve the Financial Assistant's access to our CRA Account for Charity Return Submission and Records of Employment. Carried Unanimously

9.2 Review of Budget Operating Statement dated February 2022 – N. Broadbent

N. Broadbent reviewed the February report noting that on a linear basis the variance by % would be expected to be 83% with 10/12 of the fiscal year remaining. The Board expressed gratitude that full grant from LLB County has been received. A question was raised about the amount in the budget for computers. Significant computer replacement occurred in 2021. The current year budget will be used to set up the remote workplace for the Financial Assistant and emergency replacements.

9.3 Statements & Disbursement (Notice to Reader)- N. Broadbent

N Broadbent provided a report on the Statements and Disbursements report for 2021.

N. Broadbent mentioned that there were some issues with reconciling our Statements and Disbursement reports due to year end entries not being done for previous years. She thanked Kass and Maureen for all their work making the year end go smoothly.

Once approved these statements will be sent to PSLB along with the 2022 Budget template.

S. Makokis motioned to approve the Statement of Disbursements for 2021 as presented. Carried Unanimously.

9.4 Grant Updates- M. Penn

M. Penn reported that she had applied for Canada Summer Jobs and Young Canada Works for the two students who offer our Summer Literacy Program as well as submitting a pre-application to Rupertsland Institute for their Métis Youth Summer Employment Placement Program. We have been wait listed for YCW and approved for CSJ. Board members were asked to submit names for youth members if they are aware of anyone interested.

9.5 Furniture for the Main Branch - M. Penn

M. Penn requested approval to purchase additional shelving for the main branch to allow for expansion of the makerspace storage area. It was noted that some shelving that was previously at the Plamondon branch was also relocated to the Main Branch as it was no longer being used. The Board

N. Broadbent
M. Penn

Board

	<p>questioned whether one shelving unit would be enough and M. Penn confirmed this was all that is required.</p> <p>C. Borgun motioned to approve the purchase of new shelving to maximum cost of \$5,000. Carried Unanimously</p>	M. Penn
10.0	<p>Human Resources</p> <p>10.1 Board Member Appointment- L. Anderton</p> <p>L. Anderton reported that our request to approve J. Brownlee was not approved due to her being an employee of LLB County and the potential for conflict of interest. L. Anderton and M. Penn expressed their disappointment with the Library Board being treated as an internally operated County committee when a survey invited feedback to the County.</p> <p>R. Clark has also stepped down from the Board. M. Penn will work with the County to repost the positions. L. Anderton will follow-up with the Youth Ambassador.</p> <p>Youth Committee Meetings are on hold until we can recruit to the vacancies of Youth Board Member and Youth Ambassador. The goal would to resume these meetings in late September or November at the latest.</p> <p>10.2 Staff Update - M. Penn</p> <p>M. Penn reported that she will hire a Circulation Clerk for the upcoming employee leave two weeks earlier than our standard practice.</p> <p>M. Penn reported an issue with getting summer students and applications for the Processing Clerk position. It was discussed that timeline and salary for the Summer Literacy positions could be adjusted to allow for High School Students and Educational Assistants to apply and to assist with successful grant applications.</p> <p>The former Summer Literacy Coordinator has accepted the position to return. She may or may not be covered by the Canada Young Works grant.</p> <p>M. Penn reported that her retirement is scheduled for December 31st 2026. Succession planning activities have begun. The HR Committee will convene to review the recommendations M. Penn made in terms of transition.</p> <p>The Executive will also look at multiple budget scenarios when we convene this summer so we prepare some opening thoughts for the joint HR/ Finance Committee. This is the year for the Salary Survey to be completed.</p>	<p>M. Penn L. Anderton</p> <p>M. Penn</p> <p>M. Penn</p> <p>L. Anderton M. Penn</p> <p>Exec. M. Penn</p>

	<p>10.3 Job Fair – M. Penn</p> <p>M. Penn reported that the Library has paid for a table at the Job Fair and have requested to do an interview with Lakeland Connect. All the open job listings including our summer positions will be promoted. L. Anderton volunteered to help during the day. The event is 10-6pm on April 28.</p>	<p>M. Penn L. Anderton</p>
<p>11.0</p>	<p>Policies and Procedures –</p> <p>11.1 AD:RCR Record Retention Schedule - M. Penn (elec)</p> <p>M. Penn thanked the Executive, for helping find the gaps and grey areas in this policy and procedure.</p> <p>She expressed a special thank you to J. Fulawka and L. Anderton for working on the records destruction project in March/April as this was put on hold during COVID19 and the start of the current maternity leave.</p> <p>C.Borgun motioned to approve the policy as presented. Carried unanimously</p> <p>11.2 HR:BEN07 Vacation and vacation Payout – L. Anderton</p> <p>M Penn noted that the policy needs to change to reflect current practice which is to keep pace with LLB County on benefits. The change will immediately impact part time staff budget and next year’s staffing budget. The change will be effective May 1, 2022. The HR Committee has reviewed and recommends approval of this policy change.</p> <p>S. Makokis made a motion to implement the changes in the policy effective May 1. Carried Unanimously.</p>	<p>M. Penn</p> <p>M. Penn</p>
<p>12.0</p>	<p>Statistics</p> <p>12.1 March 2022 Statistics - M. Penn</p> <p>M. Penn reported that programs have increased this year over last year and that all programs are running without restrictions. She also reported some efforts to increase onsite passive programming. Memberships are down due to the NLLS annual purge of expired memberships. Overdrive is the most utilized application according the statistics. Our Libraries have more local e-resources and statistics show a need to increase promotion in Plamondon.</p> <p>It is great to have all the programs running again without restrictions and our Pop-Up Libraries restated. We are happy to be partnering with FCSS in Plamondon by attending the Family Fun Nights and Crafternoon sessions. https://www.llbcl.ca/services/pop-up-library L. Anderton expressed gratitude on behalf of the Board for the hard work of the staff which is reflected in the improved statistics</p>	

<p>13.0</p>	<p>Other Business</p> <p>13.1 Land Acknowledgement Review - L. Anderton L. Anderton suggested adding Treaty 8 to the acknowledgement and an additional sentence “We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis, and Inuit peoples.”</p> <p>A discussion about using Treaty 8 as an option to Treaty 6 when appropriate to the location of the particular gathering.</p> <p>N. Broadbent motioned to adjust our Land Acknowledgement as presented. Carried Unanimously.</p> <p>13.2 PD Day - M. Penn</p> <p>Staff PD Day is scheduled for June 17th. It will consist of 3 Up Skills Sessions - Digital, Problem Solving, Communication and one fun event to wrap up the day. This plan is within the PD budget.</p>	
<p>14.0</p>	<p>Information</p>	
<p>15.0</p>	<p>15.1 Next AGM and Board Meeting: June 20, 2022</p> <p>Meeting to be held at 6:30 for the AGM and the regular meeting will follow. Both meetings will be in the Wildrose Room.</p>	
<p>16.0</p>	<p>Adjournment: 9:50 pm</p> <p>D.Craig 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 _____