

**Lac La Biche County Library Board
Meeting of September 19, 2022
Wild Rose Room**

Minutes

Board Members Present:

- D. Craig
- D. Beniuk
- N. Broadbent
- J. Fulawka
- A. Peoples-Sprecker
- C. Borgun

Regrets:

- L. Anderton
- S. Makokis

Staff Present:

- M. Penn

Guest: Staci Lattimer

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 6:03 by J. Fulawka</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. 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>	
2.0	<p>2.1 Approval/Amendments to Agenda –</p> <p>A Peoples Sprecker moved to adopt the Agenda for September 19, 2022 as presented. Carried unanimously.</p>	K. Jones
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 20, 2022</p> <p>C. Borgun moved to formally adopt the June 20, 2022 Board Meeting minutes approved previously by email. Carried unanimously.</p>	
5.0	<p>Business Arising from Minutes –</p>	

	5.1 None	
6.0	Friends of the Libraries 6.1 Update J. Fulawka J. Fulawka provided an update that the Chair of the Friends of the Libraries be added to the job description of the Vice Chair of the Board for continuity. She will be looking at how to revitalize the Friends of the Libraries.	
7.0	Programming and Services 7.1 2022 Summer Reading Program - M. Penn The Board commented positively on the report. (POS B) 7.2 2022 Summer Literacy Program Highlights- M. Penn The program was a great success again this year. No questions from the Board. (POS C) 7.3 Call for Volunteers – M. Penn The Library needs assistance for the upcoming Library Con on January 7, Lego Competition on February 4 and one volunteer for each of the zoom Ladies Nights. Board members will look for opportunities to assist.	Board Members
8.0	Marketing 8.1 LLBCL Logo- M. Penn M. Penn presented the new logo including a more prominent tag line and other changes. D. Craig moved to approve the new logo as presented. Carried unanimously.	M. Penn K. Jones
9.0	Financial Matters 9.1 Treasurer Report – N. Broadbent Report was provided in the agenda package for information. 9.2 Review of Budget Operating Statement dated July 2022 – N. Broadbent There were no questions on the report. 9.3 2023 Draft Budget – N. Broadbent N. Broadbent presented the budget as recommended by the joint meeting of the HR and Finance Committee. C. Borgun moved to approve the 2023 Budget as presented and submit to LLB County. Carried unanimously.	M. Penn

<p>10.0</p>	<p>Human Resources</p> <p>10.1 Staffing Update - M. Penn M. Penn presented that the part-time positions are filled to backfill for the maternity leave. Training is underway.</p> <p>10.2 Executive Committee Terms of Reference – J. Fulawka J. Fulawka presented the document as was included in the agenda package.</p> <p>A Peoples-Sprecker moved to approve the Terms of Reference for the Executive Committee as presented. Carried unanimously.</p> <p>10.3 Board Recruitment Update – M. Penn M. Penn reviewed the posting for Board vacancy on the Library’s website. The youth member and a member at large are needed. In addition, the youth ambassador resigned this week. J. Fulawka volunteered to follow-up with the schools for the ambassador.</p>	<p>K. Jones</p> <p>M. Penn J. Fulawka</p>
<p>11.0</p>	<p>Policies and Procedures</p> <p>11.1 HR Ben10 Wellness Spending Account – M. Penn The policy has been amended to include regular part time staff in the wellness benefit as recommended by the HR Committee.</p> <p>N. Broadbent moved to approve the changes to the HR Ben10 policy as presented with amendments. Carried unanimously.</p>	<p>M. Penn K. Jones</p>
<p>12.0</p>	<p>Statistics</p> <p>12.1 August 2022 – M. Penn M. Penn reviewed the statistics that were included in the agenda package for information.</p>	
<p>13.0</p>	<p>Other Business</p> <p>13.1 NLLS Letter to Alberta Government – J. Fulawka J. Fulawka reviewed the letter from NLLS advocating for increased grant support of libraries. N. Broadbent will draft a letter for review at the November Board Meeting.</p> <p>13.2 County Letter Re: Community Calendars – J. Fulawka J. Fulawka reviewed the letter received by the library in response to our letter asking for community calendar coordination/ consolidation. C. Borgun will follow-up and the Board will revisit this topic at the November meeting.</p>	<p>N. Broadbent J. Fulawka</p> <p>C. Borgun</p>
<p>14.0</p>	<p>Information</p> <p>14.1 Executive Meeting Minutes August 15, 2022 – J. Fulawka There were no questions on the minutes</p>	

	<p>14.2 Joint HR & Finance Meeting Minutes – J. Fulawka There were no questions on the minutes.</p> <p>14.3 2023 Revised Programming Assignments – M. Penn There were no questions on the assignment changes.</p> <p>14.4 Dropbox Update – M.Penn The software was updated and there were some folders moved but it seems like everyone still has access to their files and training was provided to the employee.</p>	
15.0	15.1 Next Board Meeting: November 21, 2022 at 6pm on Zoom	
16.0	<p>Adjournment: 7:31 pm D. Beniuk 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 _____