

**Lac La Biche County Library Board
Meeting of Monday, January 23, 2023
Zoom Meeting**

Minutes

Board Members Present:

- L. Anderton
 - D. Craig
 - A Peoples-Sprecker
 - D. Beniuk
 - C. Borgun
- L. Wozencroft
 - N. Broadbent
Joined at
6:22 p.m.
 -
 -
 -

Staff Present:

- M. Penn

Absent with regrets:

- J. Fulawka

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 6:05 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. 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, Metis and Inuit peoples.</p>	
2.0	<p>Approval/Amendments to Agenda –</p> <p>A. Peoples-Sprecker moved to adopt the Agenda for January 23, 2023 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 Monday, November 21, 2022</p> <p>C. Borgun moved to approve the November 21, 2022 Board Meeting minutes as presented. Carried unanimously.</p>	
5.0	<p>Business Arising from Minutes –</p>	

6.0	<p>6.1 Friends of the Libraries – J. Fulawka continues to work on bringing the FOL Committee Terms of Reference up to date and will present to the Board when complete.</p>	J. Fulawka
7.0	<p>7.1 Programming and Services - M. Penn reported on highlights of programming results noting the return to previous attendance numbers for the Library Con match what we enjoyed prior to COVID. Volunteers were requested for the LEGO Competition February 4th and the closing of the art exhibit on February 17th.</p> <p>(POS A, B, C, D, E)</p>	All Board Members
8.0	<p>Marketing 8.1 None</p>	
9.0	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – presented by N. Broadbent highlighting our financial status as of November 2022 month end and projections for year-end financial status. Some small surplus is expected that will help cover some unanticipated invoices that were not paid prior to December 31, 2022. N. Broadbent will look are investing the funds of the profit-sharing account when other investments are being renewed.</p> <p>9.2 Review of Budget Operating Statement dated November 2022 – presented and reviewed. Reported on how the Indigenous Grant is funded and flows through NLLS. Some changes as to how NLLS will flow future grants is expected and will be reviewed and responded to by the Board.</p> <p>9.3 Capital Purchases – the Donor Wall TV requires replacement. While we await a projected cost and possible donation support for the expenditure it was agreed that the Executive will have the authority to approve up to a \$2,000.00 expenditure for this unbudgeted purchase to allow for replacement prior to the April Board Meeting.</p> <p>C. Borgun moved to allow the Executive Committee to approve this expenditure as presented. Carried unanimously.</p> <p>9.4 Grant Follow-up Not reported on, will report in April.</p>	<p>N. Broadbent</p> <p>M. Penn J. Fulawka Executive Committee</p>
10.0	<p>Human Resources</p> <p>10.1 Program Co-ordinator Follow up – recruitment in progress and deadline for applications extended to hopefully attract qualified candidates.</p> <p>10.2 Library Board Recruitment – we continue to recruit to the vacant Youth Board Member position and will commence advertising for the Member-at-Large vacancy.</p>	<p>M. Penn All Board Members</p>

<p>11.0</p>	<p>Policies and Procedures</p> <p>11.1 Policies & Agreement Annual Review - M. Penn reported on the status of the annual and on-going policy review process and status. No changes to policies to table at this time.</p> <p>11.2 Bylaws – M. Penn recommended that no changes are needed to our Bylaws at this time.</p> <p>D. Craig moved to receive this information as presented. Carried unanimously.</p> <p>11.3 Library Board Meeting Procedures – Updated Board Meeting Procedures document reflecting our current practices was tabled and discussed. It will be added to our policies to review on an annual basis.</p> <p>C. Borgun moved to accept and adopt the procedures as presented. Carried unanimously.</p>	<p>M.Penn, L. Anderton K. Jones</p>
<p>12.0</p>	<p>Statistics</p> <p>12.1 APL Annual Report (PLSB) – report and contents reviewed; Board demographic information confirmed.</p> <p>N. Broadbent moved to approve the Annual Report as presented. Carried unanimously.</p> <p>12.2 ALLB Annual Report (PLSB) – report and contents reviewed.</p> <p>C. Borgun moved to approve the Annual Report as presented. Carried unanimously.</p> <p>12.3 Annual Review – document reviewed. Feedback to Maureen in invited prior to end of January.</p>	<p>M. Penn</p> <p>M. Penn</p> <p>M. Penn</p> <p>All Board Members M. Penn</p>
<p>13.0</p>	<p>Other Business</p> <p>13.1</p>	
<p>14.0</p>	<p>Information</p> <p>14.1 Executive Meeting Minutes of January 11, 2023 – tabled for information.</p> <p>14.2 Health and Safety Summary 2022 – purpose of the report reviewed and tabled for information.</p>	

15.0	15.1 Next Meeting: Monday April 17, 2023 Meeting to be held at 6:00 p.m. in the Wild Rose Room	
16.0	Adjournment: 7:32 p.m. N. Broadbent 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 _____