

**Lac La Biche County Library Board
Meeting of April 17, 2023
In Person Meeting**

Minutes

Board Members Present:

- L. Anderton • D. Craig • N. Broadbent • J. Fulawka
- A. Peoples-Sprecker • C. Borgun • L. Wozencroft •

Staff Present:

- M. Penn

Absent:

- D. Beniuk

Guest:

- J. Macdonald NLLS • • •

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 6:01 by L. Anderton</p> <p>1.1 We recognize that we are on Treaty 6 land and the homeland of the Métis. 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> <p>L. Anderton welcomed J. Macdonald to the meeting and invited a round table of introductions.</p>	
2.0	<p>Approval/Amendments to Agenda –</p> <p>A. Peoples-Sprecker moved to adopt the Agenda for April 17, 2023 as presented. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 NLLS James MacDonald</p> <p>J. McDonald shared that the budget for NLLS is now 1/3 Province, Board and Municipality funded. He noted that priorities include balancing stakeholders needs, network improvements & reimaging computers, automated updates, which allow remote access and support.</p> <p>He noted that the OROS grant will experience a cut as it will be shared with members who are unable to administer grants. The end goal is to have each First Nation and Metis Settlement to have their own library board. System levies are covered for the first three years. These are being covered through the prior years' surplus. One-time proposals may be submitted for one-time</p>	M. Penn

	<p>service offerings. We could help communities get their own Boards established.</p> <p>Further Updates included:</p> <ul style="list-style-type: none"> • NLLS no longer is hosting its own conference now partnering with three other library boards for a combination of online and live seminars at the River Cree Resort. • May Library Managers and Board Chairs meeting is upcoming. • The Plan of Service is underway for NLLS. This is a good opportunity for feedback and to design the future. • Population in our region will mean a levy increase but it is being sheltered this year. There will be a 1.5% increase for both 2023 and 2024 plus any recognized population change. PLSB grant will increase using the new population in 2023. 	
<p>4.0</p>	<p>Review & Adoption of Prior Minutes</p> <p>4.1 Review of Minutes of the Meeting of January 23, 2023</p> <p>C. Borgun moved to approve the January 23, 2023 Board Meeting minutes. Carried unanimously.</p>	
<p>5.0</p>	<p>Business Arising from Minutes –</p> <p>5.1 None</p>	
<p>6.0</p>	<p>Friends of the Libraries –</p> <p>6.1 Terms of Reference J. Fulawka J. Fulawka presented the proposed changes to update our Terms of Reference to reflect current practice.</p> <p>N. Broadbent motioned to accept the amendments as presented. Carried unanimously.</p>	<p>K, Jones</p>
<p>7.0</p>	<p>Programming and Services</p> <p>7.1 Programming Report – M Penn L. Anderton expressed gratitude for the wide range of programs, the level of creativity and for the growing participation.</p> <p>Maureen has asked for volunteers for Escape room on September 27, 28, 29. (POS B)</p> <p>7.2 POS Review – M. Penn M. Penn presented the following updates to the original plan for 2023 included in the Board package.</p> <p><u>Creating Young Readers</u> – New: the library is now supplying items for the welcome Baby Bags and Ninja training was provided to staff. Right at home sessions are scheduled but demand is minimal.</p>	<p>All Board Members</p>

	<p><u>Satisfy Curiosity</u> – New BINGO app has eased the creation of cards, creative writing classes are being explored and shorter surveys are being created.</p> <p><u>Succeed in School</u> – Box loan use has not increased, a new library poster was created to encourage new memberships in the schools, Summer Literacy Program registrations are open.</p> <p><u>Stimulate Imagination</u> – Shelf talkers were created, author visits are being scheduled but options are being explored due to low attendance.</p> <p><u>Know Your Community</u> – The pod casts have been in limbo due to staffing capacity, Pop Up dates and locations have increased.</p> <p>(POS A, B, C, D, & E)</p> <p>7.3 Pop up Library Services – M. Penn Our new Programming Coordinator has been hired and is delivering the pop-up services with the Indigenous communities. (Indigenous)</p> <p>7.4 Beanstack App – M. Penn This is a newly purchased app allows for tracking reading in support of reading challenges by individuals and families. It will make it better for users and automated reporting.</p> <p>7.5 Library of Things – M. Penn These are items that can be signed out. The listing from the website was shared with Board members.</p>	<p>M. Penn</p> <p>M. Penn</p>
<p>8.0</p>	<p>Marketing</p> <p>8.1 Marketing Plan Q & A – M. Penn M. Penn provided an overview that the marketing plan does not require adjustments. Soundcloud and podcasts are under evaluation. Facebook updates of weekly events have been added. (POS Marketing)</p>	<p>M. Penn</p>
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – N. Broadbent Due to some errors that occurred in previous year we have had to authorize additional hours for our bookkeeper.</p> <p>Our investments were rolled over in December as previously approved by the Board. As we now understand the surplus at year end, we need to increase our investments. Our accumulated surpluses will allow us to increase our investments up to \$50,000 to ensure we meet our reserve policy. .</p> <p>N. Broadbent motioned that we approve additional investments up to \$50,000. Carried Unanimously.</p>	<p>N. Broadbent</p>

	<p>9.2 Review of Budget Operating Statement dated February 2022 – N. Broadbent</p> <p>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. We will experience approximately \$25,000 in previous year expenses that will flow through into current year.</p> <p>9.3 Statements of Receipts and Disbursement N. Broadbent</p> <p>N Broadbent provided a full report on the Statements and Disbursements report for 2022, reviewing the entire document with the Board.</p> <p>Once approved these statements will be sent to PSLB along with the 2023 Budget template.</p> <p>A. Peoples Sprecker motioned to approve the Statement of Disbursements for 2022 as presented. Carried unanimously.</p> <p>9.4 Grant Follow Up- M. Penn</p> <p>Rupertsland and Careers Next Generation are the two employment grants for which Maureen has applied. Canada Summer Jobs grants for libraries are being significantly decreased and may be unavailable in future years. The Alberta Foundation for the Arts grant has been approved to create our circulating Art Collection.</p>	<p>N. Broadbent M. Penn</p> <p>M. Penn</p>
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Staffing Follow Up - M. Penn</p> <p>Summer Literacy Program positions have not been filled. Program Coordinator position has been filled. The Processing Clerk position has not been filled.</p> <p>M. Penn asked for Board members to help promote the jobs.</p> <p>10.2 Library Board Recruitment – L. Anderton</p> <p>L. Anderton presented recommended changes to the Board Member Recruitment procedure, recommended for adoption by the HR Committee to reflect current practices</p> <p>L. Wozencroft motioned to adopt the amendments to the procedures as presented. Carried unanimously.</p> <p>Executive Committee are also actively recruiting for the Youth Board member.</p> <p>10.3 Trustee Meeting Checklist 2022 Results – L. Anderton</p>	<p>J. Fulawka A. Peoples-Sprecker</p> <p>M Penn K. Jones</p>

	L. Anderton presented the Checklists of Results noting that one member reported in error as very dissatisfied. The checklists are helpful to make sure meetings are productive, focus on governance and feel meaningful and enjoyable for all board members.	
11.0	Policies and Procedures – 11.1 None	
12.0	Statistics 12.1 None .	
13.0	Other Business 13.1 None	
14.0	Information 14.1 Executive Meeting Minutes from March 23, 2023 L. Anderton	
15.0	15.1 Next AGM and Board Meeting: June 19, 2023 Meetings to be held at 6:00 for the AGM and the regular meeting will follow. Both meetings will be in the Wildrose Room.	
16.0	Adjournment: 8:41 pm J. Fulawka 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 _____