

**Lac La Biche County Library Board  
Meeting of June 19, 2023  
In Person Meeting**

**Minutes**

**Board Members Present:**

- L. Anderton
- D. Craig
- N. Broadbent
- J. Fulawka
- C. Borgun

**Staff Present:**

- M. Penn

**Absent:**

- A. Peoples-Sprecker
- D. Beniuk
- L. Wozencroft

<b>Item No.</b>	<b>Topic</b>	<b>Action required</b>
<b>1.0</b>	<p><b>Call to Order</b></p> <p><b>Meeting was called to order at 7:03 by L. Anderton</b></p> <p>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>	
<b>2.0</b>	<p><b>Approval/Amendments to Agenda –</b></p> <p><b>C. Borgun moved to adopt the Agenda for June 19, 2023 as presented. Carried unanimously.</b></p>	
<b>3.0</b>	<p><b>Presentations</b></p> <p>None</p>	
<b>4.0</b>	<p><b>Review &amp; Adoption of Prior Minutes</b></p> <p><b>4.1 Review of Minutes of the Meeting of April 17, 2023</b></p> <p><b>N. Broadbent moved to approve the April 17, 2023 Board Meeting minutes. Carried unanimously.</b></p>	
<b>5.0</b>	<p><b>Business Arising from Minutes –</b></p> <p><b>5.1 None</b></p>	
<b>6.0</b>	<p><b>Friends of the Libraries</b></p> <p>None</p>	

<p><b>7.0</b></p>	<p><b>Programming and Services</b></p> <p><b>7.1 Programming Report – M Penn</b> M. Penn reviewed her program report highlighting class tours of nearly 400 attendees, the new Death Café program, and the positive feedback on local popup services.</p> <p>She also highlighted the need for volunteers on the three nights of Escape Room programming, Library Con on January 6, Lego Competition on February 3, and Ladies night on February 23 (online) and March 22 (in person). (POS A, B, C, D, &amp; E)</p> <p><b>7.2 Popup Services – M. Penn</b> Three of four communities wish us to continue or start Pop up services. Buffalo Lake Métis Settlement sent a creative thank you for our Family packs and Take and Make Kits.</p> <p>M. Penn advised that she received clarification from PLSB that communities are permitted to form their own Library Boards and then contract services with our Library if they so wish. (Indigenous)</p>	<p>Board Members</p>
<p><b>8.0</b></p>	<p><b>Marketing</b> None</p>	
<p><b>9.0</b></p>	<p><b>Financial Matters</b></p> <p><b>9.1 Treasurer’s Report – N. Broadbent</b> N. Broadbent presented her written report. Including that the transition to the new bookkeeper is going well.</p> <p><b>9.2 Review of Budget Operating Statement dated April 2023 – N. Broadbent</b> N. Broadbent noted that we will have one-time surpluses this year due to additional revenues and some areas of savings (especially payroll pay and benefits. The employment grants and excess interest along with this will allow us to fully fund electronic database increases as well as the carry over of the payroll errors from last year and some additional spending.</p> <p><b>9.3 Reserve Spending N. Broadbent &amp; M. Penn</b> N. Broadbent noted that she is worked with M. Penn to analyze the reserves, currently adding a reserve section to our existing finance policy, and will be bringing some recommendations to the Finance Committee for spending of reserves over the next three years.</p> <p><b>9.4 Budget Meeting- M. Penn</b> Tentatively set for August 24 6-8pm via Zoom. D. Beniuk only member yet to confirm.</p>	<p>N. Broadbent</p> <p>Finance Committee</p> <p>D. Benuik M. Penn</p>
<p><b>10.0</b></p>	<p><b>Human Resources</b></p> <p><b>10.1 Staffing Follow Up- M. Penn</b></p> <p>N. Broadbent motioned to go in camera at 7:45. Carried unanimously.</p>	

	<p>C. Borgun motioned to come out of camera at 7:55 Carried unanimously.</p> <p><b>L. Anderton motioned to approve the regular part time Circulation Clerk position to start in July 2023 instead of January 2024 as planned. Carried unanimously.</b></p> <p><b>10.2 Special Summer Position – L. Anderton &amp; M. Penn</b> The proposed one-time summer position was approved by email on April 21, 2023.</p> <p><b>10.3 Library Board Recruitment Update – L. Anderton</b> Recruitment is still in process.</p>	M. Penn
<b>11.0</b>	<p><b>Policies and Procedures –</b></p> <p><b>11.1 FUN- Fund Development and Donations Draft – L. Anderton &amp; M. Penn</b> L. Anderton reviewed the updates proposed.</p> <p><b>N. Broadbent motioned to approve the policy amendments as presented. Carried unanimously</b></p>	K. Jones
<b>12.0</b>	<p><b>Statistics</b></p> <p><b>12.1 None</b></p>	
<b>13.0</b>	<p><b>Other Business</b></p> <p><b>13.1 County Agreement Update – L. Anderton, N. Broadbent &amp; M. Penn</b> L. Anderton advised that the draft with our proposed amendments was returned to LLB County and we are waiting to hear.</p>	L. Anderton N. Broadbent M. Penn
<b>14.0</b>	<p><b>Information</b></p> <p><b>14.1 Executive Meeting Minutes from June 5, 2023 - L. Anderton</b></p>	
<b>15.0</b>	<p><b>15.1 Next AGM and Board Meeting: September 18, 2023</b></p> <p>Meeting to be held at 6:00 in the Wildrose Room.</p>	
<b>16.0</b>	<p><b>Adjournment: 7:59 pm</b></p> <p><b>J. Fulawka moved that the meeting be adjourned. Carried unanimously.</b></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 \_\_\_\_\_