

**Lac La Biche County Library Board  
Meeting of September 18, 2023  
Wild Rose Room, Bold Center**

**Minutes**

**Board Members Present:**

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

**Staff Present:**

- M. Penn

**Absent:**

- A. Peoples                      • L. Wozencroft  
Sprecker

Item No.	Topic	Action required
1.0	<p><b>Call to Order</b></p> <p><b>Meeting was called to order at 6:04 by L. Anderton</b></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>	
2.0	<p><b>Approval/Amendments to Agenda –</b></p> <p><b>D. Beniuk moved to adopt the Agenda for September 18, 2023 as presented. Carried unanimously.</b></p>	
3.0	<p><b>Presentations</b></p> <p>None</p>	
4.0	<p><b>Review &amp; Adoption of Prior Minutes</b></p> <p><b>4.1 Review of Minutes of the Meeting of June 19, 2023</b></p> <p><b>C. Borgun moved to approve the June 19, 2023 Board Meeting minutes. Carried unanimously.</b></p>	K. Jones
5.0	<p><b>Business Arising from Minutes</b></p> <p>None</p>	
6.0	<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 provided highlights regarding partner programs with FCSS, and mobile versions of some programs to local daycares, in addition to summer literacy and other programming successes. New programs such as Death Café, and Travel Talks are scheduled. Request for Escape Room stage setting items was made.  (POS A, B, C, D, E)</p> <p><b>7.2 Popup Library Services –M. Penn</b>  M. Penn updated the Board regarding delays with some communities in setting up dates and supplies delivery.  (Indigenous)</p> <p><b>7.3 Call for Volunteers –M. Penn</b>  M. Penn reminded Board members that volunteers are needed for Library Con January 6, 2024 to handle participant surveys.</p>	<p>All Board Members</p> <p>All Board Members</p>
<p><b>8.0</b></p>	<p><b>Marketing</b></p> <p><b>8.1 Rural Library Corner Podcast – M. Penn</b>  M. Penn updated the Board that due to time/expense and lack of local interest this marketing tool will no longer be utilized.  (POS Marketing)</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 the work done by the Finance Committee and Executive to reforecast the current year budget and review three-year budget plans as submitted by M. Penn. This review has highlighted the need for a reserve policy and some planned overspending to utilize the reserve balance. In addition, it is recommended that additional available reserves be directed to a 2-year investment so that the entire reserve balance is earning returns.</p> <p><b>L. Anderton motioned that we approve investments as proposed for two years. Carried unanimously.</b></p> <p><b>9.2 Review of Budget Operating Statement dated July 2023 – N. Broadbent</b></p> <p>N. Broadbent reviewed the July report noting that on a linear basis the variance by % would be expected to be 42% with 5/12 of the fiscal year remaining. The reforecast of current year budget is planning for a near breakeven budget including additional approvals made by the Board for equipment and one-time expenditures as well as succession planning associated costs.</p>	<p>N. Broadbent</p>

	<p><b>9.3 2024 Draft Budget N Broadbent &amp; M. Penn</b>  The budget as reviewed by the Finance Committee and Executive was presented. The planned over expenditure is largely due to an overlap of staff due to succession planning for key individuals retiring. The budget also includes a COLA and increases to supply line items.</p> <p><b>L. Anderton motioned to Approve the draft Budget 2024 as presented. Carried unanimously.</b></p> <p><b>9.4 Servus Credit Union Account Updating- M. Penn</b>  M. Penn advised that there is need for Board approval and minutes assigning key roles for bank contacts and making some signing authority changes.</p> <p><b>C. Borgun motioned to appoint M. Penn as the online Account Administrator and remove Kristy Arsenault. Carried unanimously.</b></p> <p><b>L. Anderton motioned to remove Kass Gagne and Kristy Arsenault from signing authority on all Servus Credit Union Accounts. Carried unanimously.</b></p> <p><b>L. Anderton motioned to add Irene Bunter to signing authority at Servus Credit Union. Carried unanimously.</b></p> <p>The minutes will be circulated via email so they can be approved prior to the next meeting and be utilized at Servus Credit Union for the necessary changes.</p>	<p>M. Penn</p> <p>M. Penn</p>
<p><b>10.0</b></p>	<p><b>Human Resources</b></p> <p><b>10.1 Library Director’s Work Review- L Anderton</b></p> <p><b>C. Borgun Motioned to go in camera at 7:45. Carried unanimously.</b>  M. Penn left the meeting and L. Anderton provided an overview of the 360 feedback and the work review completed by the HR Committee.</p> <p><b>D. Beniuk to come out of camera at 8:15. Carried unanimously.</b></p> <p><b>J. Fulawka motioned to administer the Annual Review as presented. Carried unanimously.</b></p> <p>The Board thanked M. Penn for another excellent year of Library operations under her leadership.</p> <p><b>10.2 Library Board Recruitment Update– L. Anderton</b>  L. Anderton presented update to board recruitment including the applications received for Youth Board Member, Youth Ambassador, and a need for reappointment of a Board Member whose term is expiring. The HR Committee met and recommended appointment/reappointment of all three candidates.</p> <p><b>L. Anderton motioned to recommend ratification of appointment of H. Boudreau to LLB County. Carried unanimously.</b></p>	<p>L. Anderton</p> <p>L. Anderton K. Jones</p>

	<p><b>L. Anderton motioned to appoint Faisal Chowdry to our Board as the Youth Ambassador. Carried unanimously.</b></p> <p><b>L. Anderton motioned to recommend ratification of reappointment of A. Peoples Sprecker to LLB County. Carried unanimously.</b></p> <p><b>10.3 Staff Recognition – L. Anderton</b> L. Anderton noted that the Finance Committee and Executive discussed the annual staff recognition.</p> <p><b>C. Borgun motioned to approve the Staff Recognition recommendation as presented. Carried unanimously.</b></p> <p>In addition, it is planned to support a special staff recognition event in December 2023. This is included in the reforecast of the budget.</p> <p><b>N. Broadbent motioned to approve the special staff recognition recommendation as presented. Carried unanimously.</b></p>	<p>L. Anderton K. Jones</p> <p>L. Anderton K. Jones</p> <p>L. Anderton K. Jones M. Penn</p> <p>M. Penn</p>
<p><b>11.0</b></p>	<p><b>Policies and Procedures –</b></p> <p><b>11.1 AD: FIN Finance Policy - M. Penn and N. Broadbent</b> Changes to the Finance Policy were reviewed as recommended by the Finance Committee and Executive. They included changes to the expense claim rates and an additional section to clarify restricted and unrestricted reserves.</p> <p><b>L. Anderton motioned to approve changes to the Finance Policy as recommended. Carried unanimously.</b></p> <p><b>11.2 AD: SEC Security Planning and Disaster Recovery – M. Penn</b> M. Penn presented an adjustment to the policy for missing persons.</p> <p><b>D. Beniuk motioned to approve changes to the Security Planning and Disaster Recovery Policy as recommended. Carried unanimously.</b></p>	<p>K. Jones</p> <p>K. Jones</p>
<p><b>12.0</b></p>	<p><b>Statistics</b> <b>12.1 None</b> .</p>	
<p><b>13.0</b></p>	<p><b>Other Business</b></p> <p><b>13.1 County Agreement Update L. Anderton, M. Penn and N. Broadbent</b> A meeting is being scheduled with L. Anderton, N. Broadbent and LLB County Acting CAO to finalize the agreement.</p>	<p>N. Broadbent L. Anderton</p>

<b>14.0</b>	<b>Information</b> <b>14.1 Executive Meeting Minutes from August 24, 2023 L. Anderton</b>  <b>14.2 Finance Committee Meeting Minutes from August 24, 2023 N. Broadbent</b>  <b>14.3 SLP 2023 Report – M. Penn</b>  <b>14.4 Emergency Response and Disaster Plan – M. Penn</b>	M. Penn
<b>15.0</b>	<b>15.1 Next AGM and Board Meeting: November 20, 2023</b>  Meetings to be held at 6:00 by Zoom.	
<b>16.0</b>	<b>Adjournment: 8:17 pm</b>  <b>C. Borgun moved that the meeting be adjourned. Carried unanimously.</b>	

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 \_\_\_\_\_