

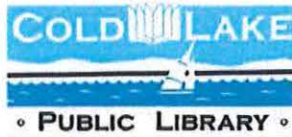


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Jan 28, 2019
Program Room, South Branch

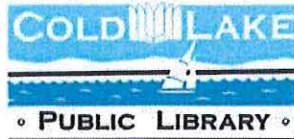
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Board Vice-Chair
 Darren Robson, Board Secretary / Treasurer
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Leslie Price, Library Director
 Jeannette Hatta, Board Member
 Daryl Gilroy, Board Member
 Calvin Rideout, Board Member

Absent with regret: Jamie Purkiss, Board Member
 Emily Heyne, Board Member

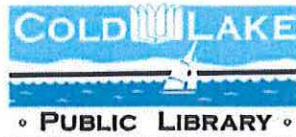
| Agenda Item and Discussion | Action |
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| 1.0 Call to Order Meeting called to order by Board Chair at 4:31pm. | N/A |
| 2.0 Adoption of Agenda MOTION 2019-001 Moved by Marie that the agenda be accepted. | Carried |
| 3.0 Adoption of Minutes from previous meeting MOTION 2019-002 Moved by Jeanette that the minutes of the Nov 2018 meeting be adopted. | Carried |
| 4.0 Correspondence | N/A |
| 4.1 Letter from MD confirming last quarter payment for 2018 | N/A |
| 4.2 Registered Charity Basic Information Sheet to be submitted with annual information returned by June 30 | N/A |
| 4.3 Letter from NLLS to City of Cold Lake – payment from City to NLLS will increase by 8 cents per capita this year | N/A |
| 5.0 Reports | N/A |
| 5.1 Board Chair Report No report this month. Cynthia introduced the new Board member. Cynthia would like to do something to recognize Emily's new baby. Leslie will put something together and Board members can contribute. Cynthia and Leslie presented to the MD Council last month, along with the Bonnyville library, and it was well received. Cynthia was surprised | None |



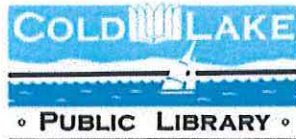
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| <p>that Bonnyville asked for \$20 per capita when the two libraries had previously agreed to ask for \$19. The two libraries had a 15 minute time slot to present. Bonnyville went first and took 10 minutes, so Cynthia would really like to try for separate presentation slots next year.</p> | |
| <p>5.2 Library Director Report The Library Director Report for Jan is attached as Appendix 1, and includes the statistics for Nov and Dec. The staff are looking for a new honey distributor. There are a couple small home business possibilities, but none of them provide both liquid and cream honey. The prices are slightly higher, so they are working out a final price. Leslie is wondering if the Staff should continue or if the Fundraising Committee should take over.</p> <p>MOTION 2019-003 The Library Director Report was approved by unanimous consent.</p> | Carried |
| <p>5.3 NLLS Rep Report The NLLS Board and Executive meeting minutes were provided to the Board before the meeting and can be found on the NLLS site. http://www.nlls.ab.ca/Board-Exec-Minutes NLLS is looking at changing the yearly conference structure and dates. Leslie mentioned that NLLS will no longer have a dedicated staff member for Indigenous Services. NLLS has been looking for CLPL staff to expand Indigenous Services to Fishing Lake, which is quite far away, and Leslie told them she doesn't want to take on more at this time. The Staff will continue to provide advice to NLLS or other libraries as required. Vicky will bring up the issue with NLLS council.</p> | None |
| <p>5.4 Friends of the Library Report Marie reported that at the end of Dec, the Friends have \$249.96 in the chequing account and \$775.59 in the savings account. Marie closed the PO Box, and has left her address with the credit union to receive statements. She will close the Savings account herself, but will need a second Friends member to close the Chequing. The second member has been quite sick, but is now back in CL. There is one last financial report to be submitted before completely shutting down the Friends.</p> | None |
| <p>5.5 Personnel Committee Report The Personnel Committee did not meet in Nov or Dec.</p> | None |



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| <p>5.6 Policy Committee Report</p> <p>The Policy Committee did not meet in Nov or Dec. However, they will meet soon to work on a new fundraising policy. Leslie needs copies of all policies about Patrons to publish on library site. Darren suggested scanning the signed paper copies and publishing those PDFs to the site. Darren would also like better tracking of final MS Word copies, just before signing.</p> | None |
| <p>5.7 Financial Committee Report</p> <p>The Financial Committee did not meet in Nov or Dec. The unaudited year-end financial report will be presented as part of the AGM.</p> | None |
| <p>6.0 Priority Items - AGM</p> | |
| <p>MOTION 2019-004</p> <p>Vicky motioned to suspend the Jan Board meeting to hold the 2019 City of Cold Lake Library Board Annual General Meeting, and then resume the Board meeting after completing the AGM. The AGM started at 5:05 pm and ended at 5:21 pm. The regular Jan Board meeting resumed at that time. The minutes for the AGM will be keep separate.</p> | Carried |
| <p>7.0 Old Business</p> | N/A |
| <p>7.1 Library Fines</p> <p>Leslie presented a summary of the fine collections over the last 12 months versus the voluntary donations for overdue items during the no fine period over the last 3 months. The average revenue is about the same for both periods. Cynthia is still concerned about lack of patron accountability if no overdue fines. After three months, the item is still considered lost, and the patron still has to pay for a lost item. Leslie felt Staff were better utilized not having to track down overdue items, and interaction with patrons was much better. Cynthia asked the Board how they feel about eliminating overdue fines.</p> <p>MOTION 2019-011</p> <p>Daryl moved to begin the process of making no overdue fines permanent. Calvin seconded. All members voted in favour.</p> <p>The Policy Committee will review the bylaw addendum that covers fines and penalties. Item open.</p> | Carried Policy |
| <p>7.2 Plan of Service</p> <p>Leslie had provided the Board with the first draft of the new City of Cold Lake Library 2019-2021 Plan of Service. As there is lots of reading and detail, Cynthia asked the Board to fully review for the Feb Board meeting. Leslie reviewed the examples on the Municipal Services website, and did</p> | Board |



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| <p>not make it as detailed as the last Plan of Service. Leslie also tried a new format and welcomes any feedback. Darren reminded the Board that all tasks/objectives should endeavour to be SMART (Specific, Measurable, Achievable, Relevant, Time-Bound). Item open.</p> | |
| <p>7.3 Surplus Budget Tracking As summarized in the AGM Financial Summary, the Board should have about \$44K in surplus with the City to start 2019. However, Darren would like to confirm with City staff before committing to any large spending. One idea is to provide power to the garden stage. Leslie would like to repaint both branches. Leslie wants to setup up standing reference computer at each branch and a second stand is required. Leslie has been looking at a digital display board to display current events. Jester's has a used display for about \$2500 – they are typically \$7500 new. Vicky encourage Leslie to collect quotes for the stage power and painting work, so the Board can plan to the surplus spending for the year. Through grants, Leslie will be able to fund work to improve garden accessibility, and general garden improvement. Item open.</p> | Leslie |
| <p>7.4 Fundraising Committee The Policy Committee still needs to get together with Jeanette and create the policy to govern the Fundraising Committee. Leslie recently received some clarification from PLSB about library fundraising as a charity. It indicates that libraries cannot apply directly for casinos or 50/50 draws. Cynthia mentioned that Lac La Biche moved the Friends under the Board and has this figured out. The Policy Committee will review the Lac La Biche Board policies on fundraising and get back to the Board. Item open.</p> | Policy |
| <p>7.5 Board MD Representative As the previous MD Council representative did not receive mileage from the MD to attend Cold Lake Library Board meetings, they chose to withdraw as representative. The Bonnyville Library Board does have a MD Council rep. Cynthia would still like to approach the MD Council about providing a rep again, but would like to wait until after the MD decides on 2019 library funding. Item open.</p> | None |
| <p>8.0 New Business</p> | N/A |
| <p>8.1 Mosaic Multicultural Event Leslie is looking to host the Mosaic event with the Lakeland Multicultural Association at the library this year. Leslie wanted to let the Board know that she will be applying for an Arts and Culture grant for about \$5000 to assist with the event. The Board had no issues. Item closed.</p> | None |



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| 9.0 Next Meeting Monday Feb 25, 2019 at 4:30 PM at the South Branch | None |
| 10.0 Meeting Adjourned at 6:05 pm | N/A |