

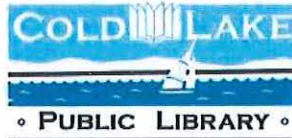


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Feb 25, 2019
Program Room, South Branch

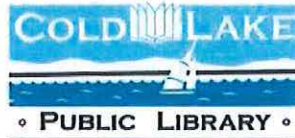
Present: Cynthia Sloychuk, Board Chair
 Darren Robson, Board Secretary / Treasurer
 Leslie Price, Library Director
 Jeannette Hatta, Board Member
 Daryl Gilroy, Board Member
 Emily Heyne, Board Member

Absent with regret: Marie Manning, Board Vice-Chair
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Calvin Rideout, Board Member

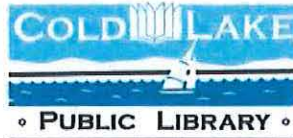
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:32pm.	N/A
2.0 Adoption of Agenda MOTION 2019-012 Moved by Jeanette that the agenda be accepted.	Carried
3.0 Adoption of Minutes from previous meeting The copy printed for the meeting did not have the first sentence of Item 7.4 updated as per Vicky's correction. It should read: The Policy Committee still needs to get together with Jeanette and update the Fundraising Policy (3070). MOTION 2019-013 Moved by Daryl that the minutes of the Jan 2019 meeting be adopted with the one correction.	Carried
4.0 Correspondence	N/A
4.1 Letter of Resignation for Jamie sent from the City	N/A
4.2 International Public Library Fundraising Conference will be held 28-30 July 2019 at the Central Library in Calgary. Cynthia would like a Board member to try and attend.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month. Cynthia presented Emily with a baby gift from the Board and Staff.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report</p> <p>The Library Director Report for Feb is attached as Appendix 1, and includes the statistics for Jan. The library received funding from NLLS to host author Richard Van Camp and the CL Community Learning Council has also provided funding. Service Canada will now provide information sessions at the library on its common services. Leslie attend the PLSB Symposium in Edmonton last week and will provide a conference summary for the next meeting.</p> <p>MOTION 2019-014</p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>The NLLS Board and Executive are revising many of their policies.</p> <p>http://www.nlls.ab.ca/Board-Exec-Minutes</p>	None
<p>5.4 Friends of the Library Report</p> <p>With Marie absent, there is no report this month.</p>	None
<p>5.5 Personnel Committee Report</p> <p>The Personnel Committee did not meet last month.</p>	None
<p>5.6 Policy Committee Report</p> <p>The Policy Committee did not meet last month. However, Leslie had updated the Statutory Holidays and Entitlements Policy (5110) to reflect recent changes to employment standards. The Board reviewed the short policy and found one typo in Para 4 – the word should be defined not defines. Cynthia noted the approval/amendment dates in the header will need to be updated as well. The policy is attached as Appendix 2 to the minutes</p> <p>MOTION 2019-015</p> <p>Daryl moved that Policy 5110, Statutory Holidays and Entitlements, as presented, with the one spelling correction and approval/amendment dates updated, be accepted by the Board. Emily seconded. All members voted in favour.</p>	Carried
<p>5.7 Financial Committee Report</p> <p>No report this month.</p>	None
<p>6.0 Priority Items</p>	
<p>6.1 Plan of Service – Draft Review</p> <p>Darren had provided some feedback to Leslie and Cynthia last week. Cynthia summarized the suggestions for the Board – shorten the section that summarizes the previous Plan of Service, include a message from the</p>	



Agenda Item and Discussion	Action
<p>Board and it explain why the five Service Responses were chose, provide a short introductory statement to each Service Response, and ensure timeline/measurable statements are added to all objectives. Jeanette asked what “passive programs” meant, and Leslie noted these are programs that do not involve staff hours like leaving out a puzzle. Cynthia laid out a plan of action to have the Plan of Service approved at the next Board meeting. Cynthia will write up a message from the Board, and Leslie will shorten the historical account of the last Plan of Service. She encouraged the Board to review the tasks/objectives again and send any further comments to Leslie as soon as possible. Item open.</p>	<p>Cynthia Leslie Board</p>
<p>7.0 Old Business</p>	<p>N/A</p>
<p>7.1 Library Fines The bylaw has all information on fines listed in Schedule C. and includes information on fine amounts, maximum fines, and revoking borrower’s cards. The Policy Committee will review Schedule C next month and updated for Board approval. Item open.</p>	<p>Policy</p>
<p>7.2 Surplus Budget Tracking The City provided Leslie an initial estimate of library Surplus to start 2019 (about \$37,000). Although slightly less than Darren was expecting, it is still more than enough to proceed with the purchase of the used digital display from Jestors for \$2500, which is only available till the end of Feb.</p> <p>MOTION 2019-016 Darren moved to purchase the used digital display from Jestors. Emily seconded. All members voted in favour.</p> <p>Leslie collected a quote for painting the South Branch walls (about \$9800) and kid’s area ceiling (\$2500). Leslie noted that the CFEP Grant can be applied for every year, which would cover half the expenses. The Board agreed that while expensive, having the walls and ceiling painted is a good use for the Surplus funds. Leslie will apply for the grant. Item open.</p> <p>MOTION 2019-017 Emily moved to commit library surplus funds for half the current quote (about \$6200), providing the library receives the CFEP grant, to repaint the South Branch walls and kid’s area ceiling. Daryl seconded. All members voted in favour.</p>	<p>Carried</p> <p>Leslie</p> <p>Carried</p>
<p>7.3 Fundraising Committee Nothing to report this month. The Policy Committee will meet next month when Vicky is back. Item open.</p>	<p>None</p>



Agenda Item and Discussion	Action
7.4 Board MD Representative Nothing to report this month. 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.	None
8.0 New Business	N/A
8.1 Fundraising - Honey As reported previously, no one provider has both creamed and liquid honey. As stock was low, Leslie has bought some creamed honey and it is selling well. Leslie is wondering if she should just continue purchasing and selling herself, or if honey fundraising needs more oversight. Darren would at least like a project code to keep track of sales. Depending on revenue amounts, Darren cautioned the Charity licence comes with some limits with respect to sales and GST. The Financial Committee will discuss and provide Leslie some direction. Item open.	Financial
8.2 Alberta Library Conference 2019 The conference is from 25-28 April in Jasper. Cynthia is unable to attend this year, and would really like another Board member to attend with Leslie. Daryl and Emily already know they cannot. Darren and Jeanette are uncertain. Leslie has a room reserved, but needs to let the conference know who is coming as soon as possible. Item closed.	None
8.3 Fundraising Proposal Leslie and Jeanette had discussed the idea of a Jane Austin themed fundraising dinner. Leslie said the library hosted an African themed dinner years ago, and while it was well attended, the library did not charge enough for tickets. Leslie figures the library can keep expenses reasonable while keeping the event classy and still generate a good profit. Cynthia mentioned High River recently had a Beer and Board games fundraiser that worked out well. The Board encouraged Leslie and Jeanette to work out more details. Item closed.	Leslie
9.0 Next Meeting Monday Mar 25, 2019 at 4:30 PM at the South Branch	None
10.0 Meeting Adjourned at 5:54 pm	N/A