

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

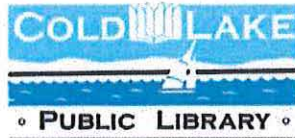
Present: Cynthia Sloychuk, Board Chair
Marie Manning, Board Vice-Chair
Darren Robson, Board Secretary / Treasurer
Councillor Vicky Lefebvre, City of Cold Lake Representative
Leslie Price, Library Director
Jeannette Hatta, Board Member
Daryl Gilroy, Board Member
Emily Heyne, Board Member

Absent: Calvin Rideout, Board Member

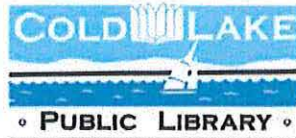
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:25pm.	N/A
2.0 Adoption of Agenda MOTION 2019-018 Moved by Jeanette that the agenda be adopted. Emily seconded.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2019-019 Moved by Daryl that the minutes of the Feb 2019 meeting be adopted. Marie seconded.	Carried
4.0 Correspondence	N/A
4.1 Letter from MD of Bonnyville confirming 2019 funding amount of \$72,756. The letter is attached to the minutes as Appendix 1.	N/A
4.2 Leslie is looking for a letter from the Board to address replacement light covers in the South Branch. She was placed multiple work orders with the City and received no response. Some covers have fallen to the ground during the night. Emily volunteered to write the letter, but first Vicky will bring up at the next City council meeting.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month.	None



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<p>5.2 Library Director Report</p> <p>The Library Director Report for Mar is attached as Appendix 2, and includes the statistics for Feb. In 2020, NLLS says all PCs must have Windows 10. The library currently has 25 PCs with Windows 7m but Leslie does not think all need to be switched. The library will have to fund the transition. Any new PCs purchased in the last couple years have come with Windows 10. Leslie has finished the grant application for the Mosaic event. It needs to be submitted this week, so Board members can review if they wish. The Canada Day 1 display will be delayed slightly until mid-April.</p> <p>With no STEP funding available this year, Vicky remembered that Alberta Metis Association offers funding for a summer student. Leslie did try last year, and even though applicants were passed on, none of them responded when contacted. Leslie will consider looking into the program again this year.</p> <p>MOTION 2019-020</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 continue to revise many of their policies. http://www.nlls.ab.ca/Board-Exec-Minutes</p>	None
<p>5.4 Friends of the Library Report</p> <p>Marie is having difficulty obtaining the second signatures for two key documents needed before closing the Friends. Marilyn had been very ill, but since returning home, Marie has been unable to get in touch with her. She will try again, and if unsuccessful, Vicky will also try to get in touch with her.</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.</p>	None
<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 – Final Review</p> <p>Cynthia wrote a short Board message, and Leslie and Darren refined the Plan of Service 2019-2021, which is attached to the minutes as Appendix 3. The Board was provided with the final copy to review before the</p>	



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<p>meeting today. Cynthia would like to approve the plan today and asked the Board if they had any final suggestions or corrections. Emily provided two corrections. On Page 2, in the last line of the second paragraph, the line should read “goal” instead of “need” to be consistent. On Page 7, the second sentence should be reworded: “Using public meetings, as well as digital and paper surveys, the Board ...” There were no further changes noted by the Board.</p> <p>MOTION 2019-021</p> <p>Emily moved to approve The City of Cold Lake Library Plan of Service 2019-2021 with the two corrections noted. Jeanette seconded. All members voted in favour.</p> <p>After Darren makes the two changes, Leslie will send the Plan of Service to the PLSB. Item closed.</p>	Carried
7.0 Old Business	N/A
<p>7.1 Library Fines</p> <p>The Policy Committee will review Schedule C next month and update for Board approval. Item open.</p>	Policy
<p>7.2 Surplus Budget Tracking</p> <p>Leslie purchased the digital display from Jesters and it looks great. Leslie is working on the CFEP grant for South Branch painting. The next deadline is May, and decisions on funding will be made by Nov. As for wiring the outdoor stage, Leslie will write a letter to the City to let them know the proposed plan and that we will be seeking quotes. Item open.</p>	Leslie
<p>7.3 Fundraising Committee</p> <p>The Policy Committee will meet next month to update the fundraising policy. Unfortunately, the Public Library Fundraising Conference is full, but Jeanette is on the waiting list. For the literary themed dinner night fundraising proposal, Jeanette looked into obtaining a liquor license and discovered it is not complicated or expensive, but will look into liability issues more. For a raffle/lottery fundraiser, the application is straightforward as well. Leslie passed on a suggestion she learned from the Lacombe library. They just partner with a group who already has a raffle/lottery license, like the Lions Club, who usually has no issues with the library having all of the proceeds. Item open.</p>	Policy
<p>7.4 Board MD Representative</p> <p>Now that the MD has approved the library funding for 2019, Cynthia will write up a letter with Leslie, asking if the MD will provide a library representative. Item open.</p>	Cynthia



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<p>7.5 Fundraising – Honey</p> <p>Leslie obtained a project code from the City that will make it easy to track honey purchases and sales. Leslie will continue to purchase honey as required. She will continue advertising honey sales in the newsletter, on the website, and on Facebook. Emily and Jeanette wondered about increased advertising. Darren figured we could wait for now and revisit in a few months once we get a better handle on sales volume. Item closed.</p>	None
<p>8.0 New Business</p>	N/A
<p>8.1 Easter Weekend – Library Closure</p> <p>With Good Friday (19 Apr) a stat holiday, the library is looking to close on the Saturday (20 Apr) and Monday (22 Apr). The staff has requested the closure and knows they will not be paid. Item closed.</p> <p>MOTION 2019-022</p> <p>Marie moved to close the library on April 20 and 22 for Easter weekend. Daryl seconded. All members voted in favour.</p>	Carried
<p>9.0 Next Meeting</p> <p>Monday Apr 29, 2019 at 4:30 PM at the South Branch</p>	None
<p>10.0 Meeting Adjourned at 5:15 pm</p>	N/A