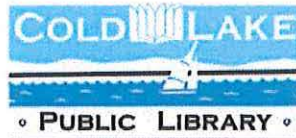


**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, Apr 29, 2019**  
**Program Room, South Branch**

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

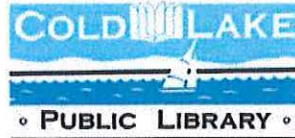
Absent: Cynthia Sloychuk, Board Chair  
 Leslie Price, Library Director  
 Tanya Boudreau, Library Assistant Director  
 Calvin Rideout, Board Member

<b>Agenda Item and Discussion</b>	<b>Action</b>
<b>1.0 Call to Order</b> Meeting called to order by Board Vice-Chair at 4:32pm.	N/A
<b>2.0 Adoption of Agenda</b> <b>MOTION 2019-023</b> Moved by Emily that the agenda be adopted.	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> <b>MOTION 2019-024</b> Moved by Daryl that the minutes of the Mar 2019 meeting be adopted.	Carried
<b>4.0 Correspondence</b>	N/A
<b>4.1</b> Item on agenda added in error. No correspondence this month.	N/A
<b>5.0 Reports</b>	N/A
<b>5.1 Board Chair Report</b> No report this month.	None
<b>5.2 Library Director Report</b> The Library Director Report for Apr is attached as Appendix 1, and includes the statistics for Mar. <b>MOTION 2019-025</b> The Library Director Report was approved by unanimous consent.	Carried



Agenda Item and Discussion	Action
<b>5.3 NLLS Rep Report</b> No report this month. The board will be meeting next month.	None
<b>5.4 Friends of the Library Report</b> Marie was able to close the savings account this month, but has been unable to meet with Marilyn to close the chequing account. The balance in the chequing account is \$1037. From the library conference last week, Vicky reiterated that the library will still require a separate registered charity, like the Friends, in order to have access to a casino, which can raise around \$20,000 every four years. Robert Bruce with the Grand Centre Lions offered to provide advice on large fundraising activities.	None
<b>5.5 Personnel Committee Report</b> The Personnel Committee did not meet last month. Emily will only be with the Board for two more months.	None
<b>5.6 Policy Committee Report</b> The Policy Committee has the Fund Raising policy ready for review this meeting and will have more ready for the next meeting.	None
<b>5.7 Financial Committee Report</b> The Library Financial Report for Apr is attached as Appendix 2. The year-end audited financial statement was received last week. Leslie is looking for the Board to approve an increased CFEP grant at this meeting. <b>MOTION 2019-026</b> The Financial Committee Report was approved by unanimous consent.	Carried
<b>6.0 Priority Items</b>	
<b>6.1 2018 Financial Statement, Audited</b> The audited 2018 library financial statement is attached as Appendix 3. While the summary categories are not very useful, the revenues and expenses totals match what Darren was expecting. Item closed. <b>MOTION 2019-027</b> Darren moved to accept the audited 2018 Financial Statement. Emily seconded. All members voted in favour.	Carried
<b>7.0 Old Business</b>	N/A
<b>7.1 Library Fines</b> The Policy Committee is working on a revision to Schedule C and should have it ready for the next meeting. Item open.	Policy





Agenda Item and Discussion	Action
<p><b>7.2 Surplus Budget Tracking</b></p> <p>From the April Financial Committee Report, Leslie has requested that the Community Facility Enhancement Program (CFEP) grant application be expanded to include new lighting the South Branch children's area. This would bring the total amount for the application to \$27,019 with the library funding half or \$13,510.</p> <p><b>MOTION 2019-028</b></p> <p>Darren moved to increase library funding to \$13,510, provided the library receives the CFEP grant, to repaint the South Branch walls and children's area ceiling, and to replace the old fluorescent lights in the South Branch children's area. Jeanette seconded. All members voted in favour.</p> <p>Leslie has sent a letter to the City requesting approval for the project to provide power to the outdoor stage. Once approval is received, the Board will look at Surplus funding next meeting. Item open.</p>	Carried
<p><b>7.3 Fundraising Committee</b></p> <p>The Policy Committee updated the Policy 4041 on Fund Raising. After review by the Board, Emily wondered about the use of the term "may" in the two paragraphs about approving projects. Vicky said the committee didn't want the library to be obligated to take a donation just because it was offered. Daryl and Emily suggested "may" be replaced by "has the authority to approve". Darren felt the project dollar value of \$10,000 was too high and would like it lowered back to \$5000. The policy with the above two changes is attached to the minutes as Appendix 4.</p> <p><b>MOTION 2019-028</b></p> <p>Daryl moved that the Policy 4041, Fund Raising, as presented with the two corrections be accepted by the Board. Emily seconded. All members voted in favour.</p> <p>The Board can now look at taking the next steps to create a Fundraising Committee. Item open.</p>	Carried
<p><b>7.4 Board MD Representative</b></p> <p>A letter has been send from the Board to the MD asking if the MD will provide a library representative. No answer yet. Item open.</p>	None
<p><b>8.0 New Business</b></p>	N/A
<p><b>8.1 Brochures from Library Conference</b></p> <p>Vicky had some brochures to the show the Board that she brought back from the conference last week. There were two on Financial Planning and she thought that hosting a seminar would fit will with the Plan of Service. There was one on furniture and suggested isolated pod chairs might be a good addition. There was an example of a promotional bookmark that</p>	None



Agenda Item and Discussion	Action
combined library advertising with an event notification. There was an example of custom design library cards with key chain tags as well. Item closed.	
<b>9.0 Next Meeting</b> <b>Monday May 27, 2019 at 4:30 PM at the South Branch</b>	None
<b>10.0 Meeting Adjourned at 5:20 pm</b>	N/A