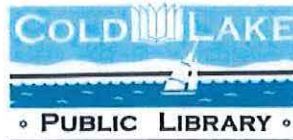


**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, May 27, 2019**  
**Program Room, South Branch**

Present: Cynthia Sloychuk, Board Chair  
 Darren Robson, Board Secretary / Treasurer  
 Councillor Vicky Lefebvre, City of Cold Lake Representative  
 Leslie Price, Library Director  
 Jeannette Hatta, Board Member

Absent: Marie Manning, Board Vice-Chair  
 Daryl Gilroy, Board Member  
 Emily Heyne, Board Member

<b>Agenda Item and Discussion</b>	<b>Action</b>
<b>1.0 Call to Order</b> Meeting called to order by Board Chair at 4:31pm.	N/A
<b>2.0 Adoption of Agenda</b> <b>MOTION 2019-030</b> Moved by Jeanette that the agenda be adopted.	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> <b>MOTION 2019-031</b> Moved by Jeanette that the minutes of the Apr 2019 meeting be adopted.	Carried
<b>4.0 Correspondence</b>	N/A
<b>4.1</b> Letter of Resignation from Emily. As they as moving back to the US this summer, Emily's last meeting will be the next one in June. She has been a Board member for two years and provided many hours of her time to the committees. Cynthia would like the Board to consider a Cold Lake themed gift. Typically, a framed print of the sailboats on the lake is provided for members after serving three years. Cynthia worried about the size if they have already packed up. She will check on their moving progress and if not too late, she will proceed with the print gift. <b>MOTION 2019-032</b> Vicky moved that the Board present Emily with the sailboat print as a departure gift. Jeanette seconded.	Carried
<b>5.0 Reports</b>	N/A

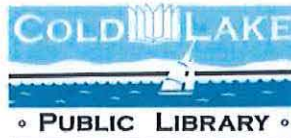


Agenda Item and Discussion	Action
<p><b>5.1 Board Chair Report</b></p> <p>No report this month. Cynthia pointed out that with the removal of Calvin this month and the departure of Emily next month, the Board will no longer have the minimum of seven members. There is no meeting in July, so the Board requires new members before the meeting in Aug. Cynthia will have an article placed in Respect, and possible in the CL Sun. Leslie suggested asking the patrons of the Pop-Up Libraries. Darren wondered about the Courier on base and will ask the MFRC as well. There is always Lakeland Connect as well. Cynthia would like all Board members to put out the word that new members are needed.</p>	Board
<p><b>5.2 Library Director Report</b></p> <p>The Library Director Report for May is attached as Appendix 1, and includes the statistics for Apr and her library conference report.</p> <p><b>MOTION 2019-033</b></p> <p>The Library Director Report was approved by unanimous consent. Leslie also had an extra update. Leo's Video passed on 300-500 movies when they closed and helped acquire new shelving for the North Branch.</p>	Carried
<p><b>5.3 NLLS Rep Report</b></p> <p>The NLLS Board and Executive meeting minutes can be found on the NLLS site. <a href="https://www.nlls.ab.ca/document/library/23/category/1837">https://www.nlls.ab.ca/document/library/23/category/1837</a></p> <p>The Executive will be trying to visit all municipalities to promote the benefits of libraries. NLLS is really trying to work on customer service and communication between libraries and NLLS.</p>	None
<p><b>5.4 Friends of the Library Report</b></p> <p>No report this month as Marie could not attend. Cynthia passed on that Marilyn, a dedicated Friend of the Library, is in very poor health and will most likely not be returning home.</p>	None
<p><b>5.5 Personnel Committee Report</b></p> <p>No report this month.</p>	None
<p><b>5.6 Policy Committee Report</b></p> <p>Vicky and Cynthia are going through all the policies approved in the last two years and making sure the relevant copies are printed for the policy binder. They updated Schedule C of the Bylaws, which will be reviewed later in the meeting. Cynthia would like a procedure added to a policy on how to remove a Board member who has not been attending.</p>	None
<p><b>5.7 Financial Committee Report</b></p> <p>The Library Financial Report for May is attached as Appendix 2. Darren provided Leslie with the Registered Charity Info Return package to</p>	

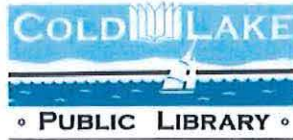




Agenda Item and Discussion	Action
<p>review this week. Leslie will provide Vicky with a copy of the Surplus Spending letter that Darren drafted, and she will take to City Council. Vicky was wondering about the low projection for Donations and Fundraising. Darren explained that although we have received some large donations this year, they were specifically for the author visit and thus were not included in the projection calculation.</p> <p><b>MOTION 2019-034</b></p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
<b>6.0 Priority Items</b>	
<b>6.1 None</b>	N/A
<b>7.0 Old Business</b>	N/A
<p><b>7.1 Library Fines</b></p> <p>The Policy Committee updated Schedule C of the Bylaws to reflect that the library is not currently charging late fines. The Schedules, which include the updated Schedule C, are attached to the meeting minutes as Appendix 3. As this is only an update to one of Schedules and not the main body of the Bylaws, it can be passed at the Board level without going to the City. Item closed.</p> <p><b>MOTION 2019-035</b></p> <p>Darren moved to accept the update to Schedule C of the Bylaws as presented. Jeanette seconded. All members voted in favour.</p>	Carried
<p><b>7.2 Surplus Budget Tracking</b></p> <p>Leslie received a letter back from the City approving the project to provide power to the outdoor stage. Leslie had obtained one quote from Electric Services for \$3530 including GST. Cynthia would like three quotes collected to show due diligence. Leslie uncertain anyone else in town would submit a quote, but even receiving a response that says the company will not provide a quote is satisfactory. Leslie will obtain two more quotes. Item open.</p> <p><b>MOTION 2019-036</b></p> <p>Vicky moved to approve up to \$3600 of surplus funding for the project to bring power to the outdoor stage. Jeanette seconded. All members voted in favour.</p>	Carried



Agenda Item and Discussion	Action
<p><b>7.3 Fundraising Committee</b></p> <p>Due to the low number of Board members at the moment, Cynthia would like the fundraising to fall under the Financial Committee for the moment, as most of the concerns have to do with money and funds anyway. The library's account with Benevity has already brought in \$100, and only one project is listed at the moment. The committee will look at the Plan of Service and determine what other project's should be listed on the website. Item open.</p>	Financial
<p><b>7.4 Board MD Representative</b></p> <p>A letter was sent 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 Removal of Board Member</b></p> <p>Cynthia confirmed with the City that the Board must make a motion to remove a Board Member and quote the relevant section of the Bylaws, which is Section 5 Terms of Office. In Para 5.6, if any member of the Board is absent for three consecutive meetings, the Board can declare a vacancy with respect to the office of such member. Calvin has been absent from the Feb, Mar and Apr Board meetings and did not provide notice. Item closed.</p> <p><b>MOTION 2019-037</b></p> <p>Vicky moved to remove Calvin Rideout from the City of Cold Lake Library Board in accordance with Section 5.6 of the City of Cold Lake Library Board Bylaws (#587-BD-16). Jeanette seconded. All members voted in favour.</p>	Carried
<p><b>8.2 ME Libraries Bus Field Trip</b></p> <p>Tanya put together a proposal for patrons, both Cold Lake and Bonnyville, to sign up for a one-day bus trip to Edmonton to visit three different ME libraries. The cost of the 55-person coach rental is \$1293 + GST, which works out to about \$25 each. Leslie wondering about Board commitment to funding. Darren figured the trip should be treated like any other Program – the library covers most of the cost. Cynthia is content with the library covering half the coach rental, and the rest of the funding coming from the patrons or from a Sponsor donation. Item closed.</p> <p><b>MOTION 2019-038</b></p> <p>Cynthia moved that \$650 of programming funds be set aside to fund half of the coach rental for a ME libraries visit.</p>	Carried



Agenda Item and Discussion	Action
<b>9.0 Next Meeting</b> <b>Monday June 24, 2019 at 4:30 PM at the South Branch</b>	None
<b>10.0</b> Meeting Adjourned at 6:10 pm	N/A

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Board Chair or Delegate

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Date