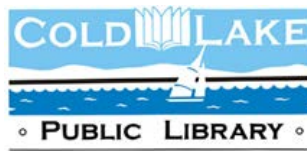


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, June 24, 2019
Program Room, South Branch

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
 Leah Woodford, Board Member

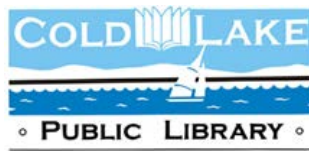
Absent with regret: Ben Fadeyiw, MD of Bonnyville Representative

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:30pm.	N/A
2.0 Adoption of Agenda MOTION 2019-040 Moved by Emily that the agenda be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2019-041 Moved by Jeanette that the minutes of the May 2019 meeting be adopted.	Carried
4.0 Correspondence	N/A
4.1 E-mail from Darren to Cynthia on 3 June 2019. Cynthia had recommended to the Board that the volunteer application from Leah Woodford be accepted. The voting was done electronically, and the motion captured in the e-mail, dated 3 June. MOTION 2019-039 Cynthia moved to accept Leah Woodford as a new member for the CLPL Board. Darren seconded. All members electronically voted in favour.	Carried
4.2 Letter from MD confirming that Councillor Ben Fadeyiw was appointed by council to be on the City of Cold Lake Library Board.	N/A

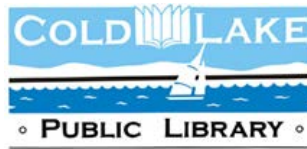


Agenda Item and Discussion	Action
<p>4.3 Letter from City confirming the removal of Calvin Rideout from the Board. Cynthia received a response from Calvin saying he had not received notice of meeting times, but he was sent every agenda. She does plan to write him a short response back.</p>	N/A
<p>5.0 Reports</p>	N/A
<p>5.1 Board Chair Report No report this month. Cynthia reminded Board members that it is your responsibility to remember meetings without reminders (other than agenda).</p>	N/A
<p>5.2 Library Director Report The Library Director Report for June is attached as Appendix 1, and includes the statistics for May. MOTION 2019-042 The Library Director Report was approved by unanimous consent. Leslie passed on that the library janitor will be returning to school, so she will be advertising for the job vacancy. Cenovus selected the library as one of four charities at their booth during the Bonnyville Oil & Gas Show. Leslie received a donation from them for \$865.</p>	Carried
<p>5.3 NLLS Rep Report The NLLS Board and Executive meeting minutes can be found on the NLLS site. https://www.nlls.ab.ca/document/library/23/category/1837 NLLS is trying to organize a FOIP workshop. NLLS has hired four new staff with Masters of Library and Information (MLI) degrees. NLLS continues to work on advocacy with the province, as there are concerns Alberta may follow Ontario and pull back library funding. NLLS is trying to help small libraries with funding as provincial grants will be delayed until fall.</p>	None
<p>5.4 Friends of the Library Report The Friends has a balance of \$1037 in the chequing account. Marilyn is back home from the hospital so Marie will try to obtain her signature to close the bank account and dissolve the Friends.</p>	None
<p>5.5 Personnel Committee Report No report this month. The committee will continue to look for new Board Members. Cynthia would like 10 members. We are currently at 8 with Emily leaving, and Leah and Ben joining.</p>	None

Agenda Item and Discussion	Action
<p>5.6 Policy Committee Report</p> <p>The committee has been working hard and has five policies and the bylaws for review later in the meeting.</p>	None
<p>5.7 Financial Committee Report</p> <p>The Library Financial Report for June is attached as Appendix 2.</p> <p>MOTION 2019-043</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
6.0 Priority Items	
<p>6.1 City of Cold Lake Library Board Bylaws</p> <p>Leslie sent in the changes to Schedule C after the last Board meeting, and promptly received a response from Ken Allen at PLSB saying many sections of our Bylaws do not belong. Sections 6 (Fiscal Year), 7 (Library Board), 8 (FOIP) and 9 (Amendments) were deleted and the Board name changed from Cold Lake Public Library Board to City of Cold Lake Library Board. The Board reviewed the updated bylaws and noted one name change missed in Schedule C, and the reading dates should be 2019 not 2018. The third date will be 26 Aug. Item open.</p> <p>MOTION 2019-044</p> <p>Vicky moved to pass the first reading of the City of Cold Lake Library Board Bylaws as presented with the two corrections as noted. Emily seconded. All members voted in favour.</p> <p>MOTION 2019-045</p> <p>Marie moved to pass the second reading of the City of Cold Lake Library Board Bylaws as presented with the two corrections as noted. Daryl seconded. All members voted in favour.</p>	<p>Carried</p> <p>Carried</p>
<p>6.2 Policies</p> <p>Leslie has created / updated policies pertaining to staff Health and Safety. There was a recent incident with a patron urinating in a chair, so she has made sure they have training and supplies to deal with such an incident, but now needs the policies approved. Vicky mentioned that one of the discussion at the recent library conference said that staff job descriptions should mention the staff will need to deal with difficult patrons.</p> <p>Policy 3070 – Health and Safety</p> <p>The library name needs to be changed to City of Cold Lake Library. Emily was wondering about linking any other Health and Safety related policy back to this one. Leslie pointed out that the all the 3000 series policies are related to Health and Safety and the policy binder index lists them all.</p>	



Agenda Item and Discussion	Action
<p>MOTION 2019-046</p> <p>Vicky moved that Policy 3070, Health and Safety, as presented with the library name changed, be accepted by the Board. Jeanette seconded. All members voted in favour.</p>	Carried
<p>Policy 3072 – Health and Safety Orientation</p> <p>The library name needs to be changed to City of Cold Lake Library.</p>	
<p>MOTION 2019-047</p> <p>Emily moved that Policy 3072, Health and Safety Orientation, as presented with the library name changed, be accepted by the Board. Daryl seconded. All members voted in favour.</p>	Carried
<p>Policy 3073 – Workplace Inspections</p> <p>The library name needs to be changed to City of Cold Lake Library. Vicky thought the Health and Safety Act reference should be hyperlinked to ensure the reader is taken to the most up to date version of the act. The last sentence should start with The City of Cold Lake Library, not just The Library.</p>	
<p>MOTION 2019-048</p> <p>Vicky moved that Policy 3073, Workplace Inspections, as presented with the above three changes, be accepted by the Board. Jeanette seconded. All members voted in favour.</p> <p>Policy 3075 - Environmental and Bodily Fluid Response (Routine Practices)</p> <p>To start Para 4(d), the sentence should read “Used and unused needles ...” instead of just Unused.</p>	Carried
<p>MOTION 2019-049</p> <p>Marie moved that Policy 3075 - Environmental and Bodily Fluid Response (Routine Practices), as presented with the one sentence change, be accepted by the Board. Emily seconded. All members voted in favour.</p> <p>Policy 6080 – Emergency Planning and Disaster Recovery</p> <p>Upon reading, it was noticed that quite a few changes were required, so the Policy Committee will review before the next meeting.</p> <p>The approved policies are attached to the meeting minutes as Appendix 3. Item closed.</p>	Carried
<p>7.0 Old Business</p>	N/A
<p>7.1 Surplus Budget Tracking</p> <p>The project to provide power to the outdoor stage is complete. The library CFEP grant application is under review as Leslie has been contacted with</p>	None



Agenda Item and Discussion	Action
questions. Leslie is looking purchase an additional staff computer and monitor this year, which shouldn't be more than \$1000. The library currently has \$16,000 in Surplus that has not been committed. Item open.	
7.2 Fundraising Priorities As discussed during the Financial Committee report, the committee will work with Leslie to write up short project descriptions for the Benevity website for The Discovery Zone, the Sound Booth, and Life Skills Forums. Item open.	Financial
7.3 Board MD Representative The MD of Bonnyville has appointed Councillor Ben Fadeyiw to the City of Cold Lake Library Board. Item closed.	None
8.0 New Business	N/A
8.1 Extra Staff Computer As discussed under Surplus Budget Tracking, Leslie is looking to purchase an additional staff computer and monitor. MOTION 2019-050 Darren moved to approve up to \$1000 of surplus funding for purchase of an additional staff computer and monitor. Daryl seconded. All members voted in favour.	Carried
9.0 Next Meeting Monday August 26, 2019 at 4:30 PM at the South Branch	None
10.0 Meeting Adjourned at 5:40 pm	N/A

Board Chair or Delegate

Date

Director Report

Board Meeting

June 24/19

Programming

1. Summer Reading Program plans are ready, and registration has started.
2. Arts and Culture Grant selections are behind in selection process due to the elections.
3. ME Library trip is all set up and registration has started.
4. All regular programming will continue throughout Summer with the addition of the Summer Reading Program activities.
5. Painting on Bookdrop has started (part of job Linda Dunn was doing for us)

Administration

1. NLLS has done a Computer Inventory of all our Computers
2. The Yearly FOIP report has been completed and sent in. (No requests)
3. Electricity has been installed on the outdoor stage.
4. Cenovous will be providing the Library with some funding from the recent Oil and Gas Show spin the wheel promotion.

Staff

1. 3 Circulation Staff will be attending the Yellowhead Conference in September this year.

Plan of Service

1. The Library will be doing the Early Literacy Skills survey to the Public in August.
The Survey will be available on-line (Webpage) Social Media as well as hard copy at both Branches.
2. Discovery Zone has been started.....passive play wall panels have been ordered, as well as play cubes.

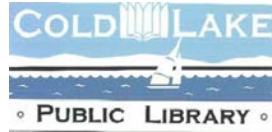
Date	Program	Number	Celebrate Diversity	Create Young Readers	Stimulate Imagination	Make Informed Decisions	Find and Use Information
May	Baby Rhyme Time	104		x	x		
	Stitch and Chat	18			x		
	Toastmasters	31	x		x	x	x
	Storytime South	29	x	x	x		
	Storytime North	109	x	x	x		
	Cook Book Club	4	x		x		x
	Ladies Night Out	6	x		x	x	
	Self Development Book Club	5	x		x	x	x
	Manga	cancelled for May	x	x	x		
	Makerspace	8		x	x		
	South Book Club	5	x		x		
	North Book Club	3	x		x		
	school visits	120					
	Author Visit Christine Sanagret	6	x		x	x	x
	Seniors and BOW	33			x		
	Pop Up	132	x	x	x		
	Canada Day One Display up	unknown	x				
	Early Literacy Book Club	12		x	x		x
	webpage	324					
	Google My Business North	4700					
	Google My Business South	2300					
	Facebook	658					
	Twitter	539					
	Computer Usage North	215					
	Computer Usage South	361					
	Patrons Visiting North	1841					
	Patrons Visiting South	1502					

memberships North	1892
memberships South	2514
circulation (in and out) North	5960
circulation (in and out) South	6845
Holds (in and out) North	1365
Holds (in and out) South	1840

Factual Fridays on FB	3 posts			x	x
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Creative Expressions Project	collecting entries	x	x		
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Commisionnaire of Oaths	3 people			x	x
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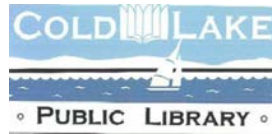


City of Cold Lake Library Board
Jun 2019 Financial Committee Report

Members: Darren Robson, Committee Chair
 Cynthia Sloychuk, Board Chair
 Jeanette Hatta, Board Member
 Leslie Price, Library Director

1. The Financial Committee met on June 5, and discussed fund raising priorities based on the Plan of Service. A project description will be written for each of the following and fund raising goals will be posted to the Benevity website:
 - The Discovery Zone (Stimulate Imagination and Creativity)
 - Sound Booth (Stimulate Imagination and Creativity)
 - Books for Babies (Create Young Readers) – already posted
 - Life Skills Forums or Workshops (Make Informed Decisions)
2. The 2018 Registered Charity Information Return was completed and sent to the CRA.
3. With the Surplus funds committed to date this year, the library has \$16,160 remaining. Leslie is looking to purchase a third staff computer this year. Two were budgeted for and have been purchased. Including a new monitor, the cost should not be more than \$1000.
4. The June financial summary is attached to the report.

Darren Robson
The City of Cold Lake Library Board
Secretary/Treasurer



Cold Lake Public Library
June 2019 Financial Summary

	Mar-19	Apr-19	May-19	Year-To-Date	Projected	Budgeted	Variance
REVENUES							
Sales & Fines	494.65	143.45	848.34	2,179.33	5,230.39	5,700.00	-469.61
Donations & Fundraising	2,811.85	1,341.10	2,151.60	6,963.25	9,689.40	14,000.00	-4,310.60
Provincial Funding	4,725.00	0.00	0.00	4,725.00	135,252.90	130,527.90	4,725.00
Local Gov't Funding	18,189.00	0.00	18,189.00	36,378.00	511,282.80	511,282.80	0.00
TOTAL REVENUE	26,220.50	1,484.55	21,188.94	50,245.58	661,455.49	661,510.70	-55.21
EXPENSES							
Salaries & Training	60,640.26	37,445.98	43,011.70	208,936.88	501,448.51	515,505.00	14,056.49
Operating	2,297.34	11,719.29	3,597.01	24,110.55	120,691.80	121,650.00	958.20
Plan of Service	11,950.67	2,911.61	1,252.47	19,120.16	27,606.70	24,100.00	-3,506.70
TOTAL EXPENSES	74,888.27	52,076.88	47,861.18	252,167.59	649,747.02	661,255.00	11,507.98
Surplus / Deficit	-48,667.77	-50,592.33	-26,672.24	-201,922.01	11,708.48	255.70	

Category Explanation:

Sales & Fines: Book Replacement, Sale of Services (x2), Fines

Provincial Funding: Provincial Grant and any Wage Grants

Local Gov't Funding: Memberships, City and MD Funding

Salaries & Training: Salaries, Overtime, Employer Contributions, Personal Development

Operating: Postage & Courier, Telephone, Audit, Security, Copier, Network, Janitorial, ILL,
Memberships, NLLS Transfer, Insurance, Supplies, Collections and Books

Plan of Service: Programs, Equipment Purchases, Advertising, Promotion, Beautification

Notes:

1. Employee salaries and employer contributions are projecting about \$13K under budget.
2. The Plan of Service expenses are projecting about \$3.5K over budget.

Appendix 3 to CCLL Board June 2019 Meeting Minutes

City of Cold Lake Library
Policy Manual
Policy Number: 3070
Policy Title: Health and Safety

Date Passed: 24 Jun 2019
Date Reviewed:
Next Review Date: Annually

Health and Safety

Commitment:

The City of Cold Lake Library recognizes that the safety and health of all workers is a prime consideration in the operation of the organization. A comprehensive occupational health and safety program is in place to prevent accidents and injuries by education and informing staff about health and safety issue. The City of Cold Lake Library Board and management are committed to maintaining a safe working environment for all its employees and volunteers.

Purpose:

The purpose of this policy is to:

- Promote good health and safe working practices
- Practice safe work procedures that comply with the Alberta Occupational Health and Safety Act
- Prevent work related illness and injuries
- Provide effective treatment
- Provide necessary health and safety training
- Protect workers and citizens

Responsibilities:

Employees at every level are responsible and accountable for the City of Cold Lake Library's health and safety performance and must comply with the Alberta Occupational Health and Safety Act. Active participation by everyone, every day, in every job is necessary for the safety excellence the Library expects. All employees should be familiar with the requirement of the Alberta Occupational Health and Safety legislation as it relates to their work processes.

Health and Safety Orientation

Policy:

The City of Cold Lake Library is committed to ensuring that all workers are aware of the existing and potential hazards they are likely to be exposed to in the workplace and the controls used to minimize exposure to these hazards.

Prior to or during the first day of work and before they are exposed to hazards, new, transferring and returning workers must be made aware of the hazards as well as the methods to control these hazards in their workplace through a Health and Safety Orientation.

The health and safety orientation will include:

- Overall philosophy
- Health and safety policies and procedures
- Information specific to the work site and /or department
- Occupational Health and Safety regulatory requirements
- Worker safety responsibilities including responsibility to refuse unsafe work
- Job responsibilities
- Specific job hazards
- Reporting
- Forms

To indicate the worker's participation in and understanding of the orientation material a signoff between supervisor and worker will be required.

Each Staff Member is responsible for implementing and monitoring this policy.

Workplace Inspections

Policy:

Safety and health legislation requires organization to provide employees with a reasonable safe and healthful place to work. Article 2(1) of the [Occupational Health and Safety Act](#) RSA 2000 cO-2 s2;2002 c31 s3 states:

“Every employer shall ensure, as far as it is reasonably practicable for the employer to do so.

- a) The health and safety of;
 - i) Workers engaged in the work of that employer; and
 - ii) Those workers not engaged in the work of that employer but present at the work site at which that work is being carried out; and
- b) That the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act and the regulations and the adopted code.”

One of the best tools available to find problems and assess risks before accidents and losses occur is through regular workplace inspections. Article 8(1)(a) of the [Occupational Health and Safety Act](#) RSA 1980 cO-2 s6; RSA 1980 c15 (Supp) ss5,25;1983 c39 ss5, 19 states:

“For the purposes of this Act, an officer may at any reasonable hour enter into or on any work site and inspect that work site.”

The City of the Cold Lake Library will ensure that all departments meet government regulations and the library’s health and safety standards through the use of a workplace inspection program.

Environmental and Bodily Fluid Response (Routine Practices)

Policy:

The City of Cold Lake Library recognizes that an essential element in a safety program has a regular cleaning program and procedures for the prevention of exposure to infectious microorganisms. It is assumed that all bodily fluids are potentially infectious, regardless of the source and therefore routine practices must always be followed to reduce the risk of transmission. Protecting workers and citizens thorough routine safety practices from hand washing to disposal of all waste, will reduce the risk of potential harm.

1. Hand washing – Proper hand hygiene is the most effective way of preventing the transmission illness.
 - a) Use warm water and enough soap to create a lather that covers the hands;
 - b) Rub all surfaces of hands, wrists, fingers and palms;
 - c) Minimum of 15 sec.;
 - d) Rinse hands and dry with paper towel;
 - e) Discard paper towel in waste basket.
2. Personal Protective Equipment (PPE) – an essential element in preventing the transmission of disease.
 - a) Use disposable gloves, disposable masks and if required eye protection;
 - b) Staff will be instructed in the proper use of PPE;
 - c) These are one-use only and are to be disposed of after use.
3. Cleaning and disinfecting – a clean environment will minimize the transmission of microorganisms.
 - a) Cleaning disinfectants shall be used to clean all surfaces in the manner identified on the product as per the manufacturer's instruction;
 - b) A Regular schedule for periodic environmental cleaning shall be established.;
 - c) Ensure that proper PPE and cleaning products are used.
4. Handling of substances and objects – the great risk comes from the handling of contaminated items.
 - a) All materials used in the cleaning of bodily fluids will be disposed of immediately into direct pick up trash receptacles.
 - b) Disposed materials shall include masks, gloves, paper towels and uncleanable fabrics.
 - c) Any materials found at the site including but not limited to, cups, napkins, food, and general garbage shall be disposed of in trash.
 - d) Used and unused needles and other used sharp items shall be disposed of immediately in designated containers. These are to be handled with utmost care using tongs.
 - e) Wash hands.
5. Decontamination – When surfaces are contaminated there is an increased risk for transmission of pathogenic microorganisms. Immediate infection prevention and control must be implemented.

Supplies: Disposable paper towels
Waste Container (garbage bag or plastic-lined receptacle)
Tongs and sharps container (if sharps or glass are part of spill)
Disinfectant product
Personal protective equipment (PPE)

Cleaning:

- a) Assemble supplies required before putting on PPE;
- b) Inspect area for presence and spread of material for containment;
- c) Put on all required PPE;
- d) Remove all bodily fluids from area using disposable paper towel or an absorbent product designed for this purpose. Dispose cleaning materials into waste container.
- e) If spill involves sharps, such as needles or broken glass, use tongs to handle sharp material and dispose in designated container.

Disinfection:

- a) Disinfect the entire spill area with approved product and according to manufacturers instructions.
- b) Allow product to stand for a period as product instructions.
- c) Wipe the area with paper towels and dispose into waste container.
- d) Protect area until completely dry.

Responsibilities:

Employees at every level are responsible and accountable for the City of Cold Lake Library's health and safety performance and must comply with the Alberta Occupational Health and Safety Act. Active participation by everyone, every day, in every job is necessary for the safety excellence the Library expects. All employees should be familiar with the requirement of the Alberta Occupational Health and Safety legislation as it relates to their work processes.