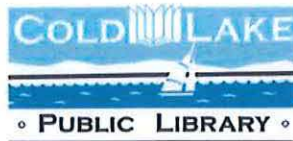


**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, Nov 25, 2019**  
**Program Room, South Branch**

Present: Marie Manning, Acting Board Chair  
 Darren Robson, Board Secretary / Treasurer  
 Cynthia Sloychuk, Board Member  
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)  
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)  
 Leslie Price, Library Director  
 Jeannette Hatta, Board Member  
 Alysha Hudson, Board Member  
 Daryl Gilroy, Board Member

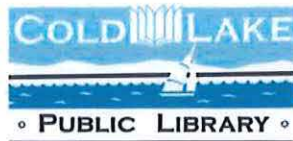
Absent with regret: None

| <b>Agenda Item and Discussion</b>   | <b>Action</b> |
|---|---------------|
| <b>1.0 Call to Order</b><br>Meeting called to order by Board Chair at 4:30pm.   | N/A           |
| <b>2.0 Adoption of Agenda</b><br><b>MOTION 2019-073</b><br>Moved by Ben that the agenda be adopted. Cynthia seconded.   | Carried       |
| <b>3.0 Adoption of Minutes from previous meeting</b><br><b>MOTION 2019-074</b><br>Moved by Cynthia that the minutes of the Oct 2019 meeting be adopted.   | Carried       |
| <b>4.0 Correspondence</b>   | N/A           |
| <b>4.1</b> None.  | N/A           |
| <b>5.0 Reports</b>  | N/A           |
| <b>5.1 Board Chair Report</b><br>Cynthia has a presentation for Jeanette, but it unfortunately won't be ready until the end of the week. The Board wishes Jeanette all the best.  | None          |
| <b>5.2 Library Director Report</b><br>The Library Director Report for Nov is attached as Appendix 1, and includes the statistics for Oct.<br><b>MOTION 2019-075</b><br>The Library Director Report was approved by unanimous consent. | Carried       |



| Agenda Item and Discussion   | Action  |
|--|---------|
| <p><b>5.3 NLLS Rep Report</b></p> <p>The NLLS council had a meeting this weekend. The council decided to only increase the levy by 1.5%, not 2%. They had a teleconference with the Deputy Minister recently. The province will be using Federal census data now. NLLS asked what can be done to ensure provincial funding continues – share positive stories, use Social Media, and keep local MLAs engaged. Other areas of government have been surprised library services were not cut, so it's important to keep them informed of why libraries are more important than ever. On Jan 7, NLLS will remove any computers from the network with Windows 7. Of the levy paid to NLLS, \$2.15 per capita goes towards book purchases. Some libraries have not been spending that money, and this book money is building up. NLLS is trying to find out how they can help libraries spend the money more easily, and figure out what should be done with the extra money.</p> <p><a href="https://www.nlls.ab.ca/document/library/23/category/1837">https://www.nlls.ab.ca/document/library/23/category/1837</a></p> | None    |
| <p><b>5.4 Personnel Committee Report</b></p> <p>No report this month. Marie has received the staff Director evaluation forms. Darren sent out the form to the Board the other week. Please return them to Marie as soon as possible. The committee will complete the Director's year-end review shortly.</p>   | None    |
| <p><b>5.5 Policy Committee Report</b></p> <p>No report this month.</p>   | None    |
| <p><b>5.6 Financial Committee Report</b></p> <p>The Library Financial Report for Nov is attached as Appendix 2. Darren has a budget amendment to reflect an expected increase in the NLLS levy. The committee will discuss Surplus funds later in the meeting.</p> <p><b>MOTION 2019-076</b></p> <p>The Financial Committee Report was approved by unanimous consent.</p>  | Carried |
| <p><b>6.0 Priority Items</b></p>   | N/A     |
| <p><b>6.1 None</b></p>   | Carried |
| <p><b>7.0 Old Business</b></p>   | N/A     |
| <p><b>7.1 2020 Library Budget – Amendment</b></p> <p>Just after approving the 2020 budget at the last Board meeting, we received a letter from NLLS saying that libraries should expect the dues/levy to increase by 2% next year. That is an equivalent of \$1595. However, as noted in the NLLS Rep report, the increase will only be 1.5% now. The Board decided to leave the budget as is for now. Once the library hears back from the City and MD, the financial committee will put</p>  |         |





| Agenda Item and Discussion   | Action   |
|--|----------|
| together an updated budget, if required, for the meeting in Jan. Item closed.  |          |
| <p><b>7.2 Surplus Budget Tracking</b></p> <p>The library did not receive the Community Facility Enhancement Program grant this year. As summaries in the Financial Committee Report, the library is back to a Surplus of \$28,670 for this year. As the library has not heard yet if the MD will fund the computer replacement for \$17,000, Surplus should be set aside for that priority. That leaves \$11,680 in Surplus funds. The painting of the South Branch walls comes to \$10,479. The Board was in agreement that the painting was still a good use of Surplus money. However, before adopting a motion, Vicky suggested the Board should hear her update on the City budget deliberations first. Item open.</p>  | None     |
| <p><b>8.0 New Business</b></p>   | N/A      |
| <p><b>8.1 2020 Budget – City Update</b></p> <p>Vicky passed on an update from council’s first budget deliberation. The province informed the parties that receive ID 349 funding that until all parties come to an agreement on how to divide the funding, none of it shall be delivered. The City is looking at a larger operating shortfall until that funding is sorted out. The City has reviewed all services and determined the some services cannot be cut. Consequently, the City has put a hold on any budget increases until the ID 349 funding is sorted out. There will be no increases in funding for now. The library had been looking for a \$12,000 increase in City funding. Before voting on Surplus spending, Vicky wanted the Board to know about the City funding first. The Board has the Surplus to cover the \$12,000 shortfall. Once the library hears if the MD will be able to fund the computer replacement, the Financial Committee will re-assess the budget for the Jan meeting. Item closed.</p> | Fin Comm |
| <p><b>8.2 2020 Board Executive - Nominations</b></p> <p>As the next Board Meeting is also the AGM, nominations for Board Executive positions (Chair, Vice-Chair, Secretary, Treasurer) must be in before then. Cynthia will let her name stand for Chair. Marie will let her name stand for Vice-Chair. Darren will let his name stand for Secretary/Treasurer. Send any other nominations for Cynthia or Marie. Item closed.</p>  | None     |
| <p><b>8.3 Council Members as Board Members - Clarification</b></p> <p>At the recent Rural Library’s conference, the PLSB rep provided the following summary of the 9 main ways that municipalities interact with their library board:</p>  | None     |



| Agenda Item and Discussion   | Action |
|--|--------|
| <ol style="list-style-type: none"> <li>1. Establish the library board (by passing a bylaw to form the board)</li> <li>2. Appoint board members (council has the power to appoint and unappoint).               <ol style="list-style-type: none"> <li>a. It is noteworthy that board members are appointed as individuals, not as representatives of another body (eg. Municipal council)</li> <li>b. There are no “alternates”</li> <li>c. Up to two members of council can be appointed (but again, they only sit as individuals, not as representatives of council).</li> </ol> </li> <li>3. Fund the library board               <ol style="list-style-type: none"> <li>a. Notably, council approves the appropriation, not the library budget.</li> </ol> </li> <li>4. Provide library building and equipment (boards may request funding from council for a building).</li> <li>5. Determine Financial Review               <ol style="list-style-type: none"> <li>a. Council sets the level of Financial Review: “audit”, “notice to reader”, “accountant review”</li> <li>b. In the case of “accountant review” the board chooses a reviewer and council accepts or refuses, in which case board chooses another.</li> </ol> </li> <li>6. Receive library board bylaws               <ol style="list-style-type: none"> <li>a. If the board chooses to, it can draft safety and use bylaws (though it is not required to do so).</li> <li>b. If it does, council must accept the bylaws, at which point they become law. If not accepted, bylaws are returned to board for amending</li> </ol> </li> <li>7. Receive library board reports, such as plan of service, policies, budget, etc.</li> <li>8. System Membership – municipalities can join regional library systems, not library boards.</li> <li>9. System Board Appointments               <p>The PLSB rep provided some further clarification to the second point: “Unfortunately, the Libraries Act doesn’t specifically say “there is only one type of board member” – it just doesn’t identify more than one type of board member. This implies that councillors who are board members are not distinct from other types of board members. If you read section 4(3) of the Libraries Act closely, you’ll notice that it only says “Not more than 2 members of council may be members of the municipal board.” It doesn’t say that councillors are a type of board member that is distinct from other types of board members – just that only two council members may be on the board.”</p> </li> </ol> |        |



| Agenda Item and Discussion  | Action |
|---|--------|
| Vicky will have the City change her Board appointment letter to read that Councillor Bob Buckle is also a Board member and not an alternate. Item closed. |        |
| <b>9.0 Next Meeting</b><br><b>Monday Jan 27, 2019 at 4:30 PM at the South Branch</b><br><b>This is also the Annual General Meeting (AGM)</b>              | None   |
| <b>10.0 Meeting Adjourned at 5:30 pm</b>  | N/A    |

---

Board Chair or Delegate

---

Date