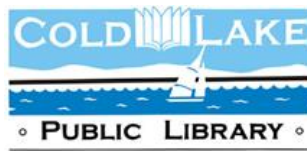


**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, Mar 23, 2020**  
**Via Skype**

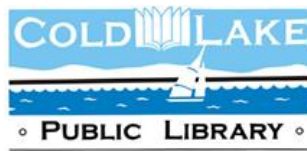
Present: Cynthia Sloychuk, Board Chair  
Marie Manning, Acting Board Chair  
Darren Robson, Board Secretary / Treasurer  
Vicky Lefebvre, Board Member (City of Cold Lake Councillor)  
Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)  
Leslie Price, Library Director  
Tanya Boudreau, Assistant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

Absent with regret: None

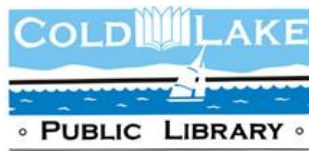
| <b>Agenda Item and Discussion</b>   | <b>Action</b> |
|---|---------------|
| <b>1.0 Call to Order</b><br>Meeting called to order by Board Chair at 4:30pm.   | N/A           |
| <b>2.0 Adoption of Agenda</b><br><b>MOTION 2020-23</b><br>Moved by Ben that the agenda as presented be adopted. Daryl seconded.   | Carried       |
| <b>3.0 Adoption of Minutes from previous meeting</b><br><b>MOTION 2020-24</b><br>Moved by Cynthia that the minutes of the Feb 2020 meeting as presented be adopted. Ben seconded.   | Carried       |
| <b>4.0 Correspondence</b>   | N/A           |
| <b>4.1</b> Letter from City appointing Suzanne Aessie to the Board.   | N/A           |
| <b>5.0 Reports</b>  | N/A           |
| <b>5.1 Board Chair Report</b><br>Nothing to report this month.  | None          |
| <b>5.2 Library Director Report</b><br>The Library Director Report for Mar is attached as Appendix 1, and includes the statistics for Feb 2020. CNRL donated \$7500 to assist with furniture upgrades to the YA area. Leslie reported that the painters are still coming in to the South Branch, and that two Staff have been coming in to help move books each day. The government courier has been moved |               |



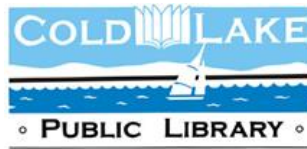
| Agenda Item and Discussion  | Action  |
|---|---------|
| <p>to the Health Unit, as the province thought the library would not be available after it was closed. Leslie had let them know it would still be open at the library, but they did not check before moving the location. Leslie will discuss the courier location with the province once the COVID-19 crisis is over. The last NLLS van run came last Thursday.</p> <p><b>MOTION 2020-25</b></p> <p>The Library Director Report was approved by unanimous consent.</p>   | Carried |
| <p><b>5.3 NLLS Rep Report</b></p> <p>NLLS had one meeting already to discuss the COVID-19 crisis, and will have another meeting on 30 Mar. NLLS is trying to shift staff to work at home, and the van run is cancelled. Vicky reported that NLLS is concerned that the government might reduce or change library funding if the libraries are not running full services. Leslie said there has been no indication of that from PLSB yet.</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.</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>No report this month.</p>   | None    |
| <p><b>6.0 Priority Items</b></p>  | N/A     |
| <p><b>6.1 Library Closure due to COVID-19</b></p> <p>Darren wanted to re-summarize the e-motion from 16 March to close the library indefinitely. Later that week, AHS announced that libraries and other public gathering places would be closed indefinitely. Item closed.</p> <p><b>MOTION 2020-21</b></p> <p>Due to the COVID-19 outbreak, Darren moves to close both branches of the City of Cold Lake Library starting 17 March 2020, until further notice. Cynthia seconded. All members voted electronically in favour.</p>  | Carried |
| <p><b>6.2 Staff Pay During Library Closure</b></p> <p>Darren also wanted to re-summarize the e-motion from 16 March to pay the staff for a period of two weeks. In the e-mail traffic, it was originally moved that the Staff also be paid indefinitely while the library was closed, but the motion was not fully supported and a period of two weeks pay was suggested instead.</p>   |         |



| Agenda Item and Discussion  | Action                |
|---|-----------------------|
| <p><b>MOTION 2020-22</b></p> <p>Even though both branches are closed, Darren moves that the City of Cold Lake Library Staff will still be paid from 17-31 March 2020, at which time the Board will determine a way forward. Cynthia seconded. All members voted electronically in favour.</p> <p>As the library will still be closed after 31 March, Board discussion was required to determine how to proceed with Staff pay. There is an expectation that if Staff are being paid, they are maintaining hours either at home or at the library. Cynthia pointed out that Staff are working at this time – two are in the South at a time moving books, Leslie is at the South, Tanya is at the North, and the rest are at taking training seminars at home. Ben would like to see this topic re-visited every two weeks. Darren asked Ben and Vicky what is happening with City and MD staff. Vicky read an e-mail that says if staff are at home self-isolating, then they are expected to get their work done. The City may start reducing staff in the coming weeks. The Alberta government will allow staff to take 14 days of job-protected leave if required to self-isolate. The Federal government will provide an Emergency Care Benefit in April 2020.</p> <p><a href="https://www.alberta.ca/covid-19-support-for-employers.aspx">https://www.alberta.ca/covid-19-support-for-employers.aspx</a></p> <p><a href="https://www.canada.ca/en/departement-finance/economic-response-plan/covid19-individuals.html#emergency_care_benefit">https://www.canada.ca/en/departement-finance/economic-response-plan/covid19-individuals.html#emergency_care_benefit</a></p> <p>As there are still too many unknowns with the methods of government support, Darren suggested extending the Staff pay by another two weeks.</p> | Carried               |
| <p><b>MOTION 2020-26</b></p> <p>Darren moves that the City of Cold Lake Library Staff continue to be paid from 1-15 April 2020, at which time the Board will meet again to determine a way forward. Cynthia seconded. All members voted in favour.</p> <p>Leslie was asked to provide the Board with an update on what other libraries are doing during closure. To date, she is aware of Stony Plain and Cochrane who are maintaining staff indefinitely. Item open</p>  | Carried<br><br>Leslie |
| <p><b>6.3 Expectations for Staff During Closure</b></p> <p>Cynthia would like to Board to consider a separate motion regarding staff expectations during closure. Leslie assured the Board that the Staff are practicing good social distancing and cleaning procedures and so are the painters. After discussion, the Board decided a motion on the topic was not required, but the topic will be discussed again at the next meeting. Leslie can work on a list of tasks/work being completed by the Staff while at home or at the library. Item open.</p>  | None                  |



| Agenda Item and Discussion   | Action  |
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| <b>7.0 Old Business</b>  | N/A     |
| <p><b>7.1 Surplus Budget Tracking</b></p> <p>Darren reviewed the status of the Library's surplus funding with the City. The Library has verified with the City that it is starting the year with \$29,500. In Jan, the Board committed to funding the South Branch painting for a total of \$11,500. Leslie put together an updated CFEP grant application to include the South Branch Children's Area lights and painting the ceiling. Darren reviewed the grant last week, and the grant and the Library will each have to provide \$8800. After funding both of those items, the Library will be left with \$9200 of surplus funds. Cynthia wondered if grants would even be considered at this time. Leslie had one grant application submitted to the Medley Society to help with the Sound Booth, and heard back that they are cancelling all grants this year. Leslie has not heard anything about the provincial CFEP grant, so the library might as well submit the application for now. Item Open.</p> <p><b>MOTION 2020-27</b></p> <p>Darren moves that the Board approve \$8800 of surplus funds, provided the library receives the CFEP grant, to replace the old lights in the South Branch Children's Area, and the paint the ceiling as required. Daryl seconded. All members voted in favour.</p> | Carried |
| <p><b>7.2 Board Letter – Safety Request to City</b></p> <p>Darren wrote a letter to the City after the last meeting, and the Safety Department responded by replacing the small mats with two larger mats. Leslie is happy with the new mats. Item Closed.</p>   | None    |
| <b>8.0 New Business</b>  | N/A     |
| <p><b>8.1 Friends of the Library – Dissolution</b></p> <p>Although not part of the agenda, Leslie asked Marie to provide an update on the dissolution of the Friends of the Library. After many months of work, Marie received feedback from the province that all paperwork was in order and the Friends could be dissolved. Marie was then able to close the bank account and provide the funds to the Library as one final donation. Item Closed.</p>   | None    |
| <p><b>9.0 Next Meeting</b></p> <p>As Staff pay has only been extended by two weeks until 15 April, the Board must have another meeting before the end of April.</p> <p><b>MOTION 2020-28</b></p> <p>Vicky moves that the Board meet next on 6 April at 4:30pm via Skype. Marie seconded. All members were in favour.</p>   | Carried |



| Agenda Item and Discussion   | Action |
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| <b>10.0</b> Meeting Adjourned at 5:17 pm<br>Cynthia reminded the Board that if they have any questions for Leslie to please send them through her, as the Board Chair. | N/A    |

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Board Chair or Delegate

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Date