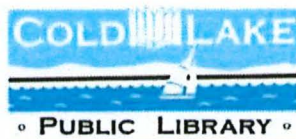


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Apr 27, 2020
Via Zoom

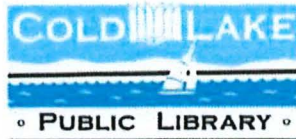
Present: Cynthia Sloychuk, Board Chair
Marie Manning, Acting Board Chair
Darren Robson, Board Secretary / Treasurer
Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
Leslie Price, Library Director
Tanya Boudreau, Assistant Library Director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

Absent with regret: None

Agenda Item and Discussion	Action
1.0 Call to Order After some difficulties with Zoom, the meeting was called to order by Board Chair at 4:47pm.	N/A
2.0 Adoption of Agenda MOTION 2020-33 Moved by Marie that the agenda as presented be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2020-34 Moved by Daryl that the minutes of the 6 Apr 2020 meeting as presented be adopted. Alysha seconded.	Carried
4.0 Correspondence	N/A
4.1 Letter from Minister of Municipal Affairs. The letter states that half of provincial funding will be release shortly.	None
5.0 Reports	N/A
5.1 Board Chair Report Cynthia commended the library staff for the great job they have done during the closure, especially for their initiative. She encouraged the library staff to start exploring ideas on how to slowly re-open.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report</p> <p>The Library Director Report for this April meeting is attached as Appendix 1. Leslie added that the staff did home deliveries last week of the leftover ILL loans. Although quite time consuming, she passed on that the staff said it was quite rewarding. Ben asked if there was an update on the water damage. Leslie said the City checked on it right away, and it was dried out and the drywall already replaced. They also found a hidden electrical receptacle in the wall and fixed that as well. Tanya is proceeding with Battle of the Books through Zoom and e-mails. She started last Monday and it will happen over the next four weeks.</p> <p>MOTION 2020-35</p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>No updates this meeting. NLLS will be meeting later this week. https://www.nlls.ab.ca/document/library/23/category/1837</p>	None
<p>5.4 Personnel Committee Report</p> <p>No report this month.</p>	None
<p>5.5 Policy Committee Report</p> <p>No report this month. Alysha had expressed interest in joining the Personnel Committee, but Cynthia convinced her to join the Policy Committee. Alysha will also join the Financial Committee.</p>	None
<p>5.6 Financial Committee Report</p> <p>The Library Financial Committee report for April is attached as Appendix 2. The report summarizes the estimated reduction in expenses during the library closure that were communicated to the City. The report also summarizes the committed Surplus funds this year.</p> <p>MOTION 2020-36</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	N/A
<p>6.1 Staff Pay During Library Closure</p> <p>Darren wanted to extend the current plan for staff reduced hours until the end of May (currently ends 15 May), so the Board would not have to meet again before the next normally scheduled Board meeting. Item open.</p> <p>MOTION 2020-37</p> <p>Darren moves that the City of Cold Lake Library Staff continue to be paid until 31 May 2020, up to a maximum of 254 hours per week (30% reduction). Alysha seconded. All members voted in favour.</p>	Carried



Agenda Item and Discussion	Action
7.0 Old Business	N/A
7.1 Pandemic Emergency Plan Darren had edited the draft plan from Cynthia and sent it back for consideration. Darren shared the document on screen through Zoom, and the Board read it over. Vicky and Alysha each had one minor correction, and Darren edited it as discussed. The Pandemic Emergency Plan is attached as Appendix 3. Item closed. MOTION 2020-38 Vicky moved to accept the Pandemic Emergency Plan as submitted with the two corrections as discussed. Ben seconded. All members voted in favour.	Carried
7.2 Surplus Budget Tracking Leslie reported that the CFEP grant was submitted, but won't hear anything back for a few months. Nothing else to report this month. Item open.	None
8.0 New Business	N/A
8.1 E-mail to City about Expense Reductions during Closure As summarized in the Financial Committee Report, Darren noted that an e-mail was sent to the CAO on 14 April outlining monthly expense reductions during closure, as well as two yearly expense savings. Neither Darren nor Cynthia have heard back from the City on the subject yet. Item closed.	None
9.0 Next Meeting, Mon May 25, 2020 at 4:30 PM via Zoom.	Carried
10.0 Meeting Adjourned at 5:19 pm	N/A

Board Chair or Delegate

Date