



Minutes of The City of Cold Lake Library Board Meeting
Held Monday, May 25, 2020
Via Zoom

Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Vice 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

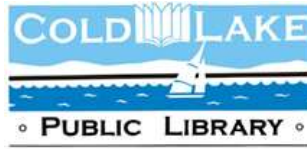
Agenda Item and Discussion	Action
1.0 Call to Order The meeting was called to order by Board Chair at 4:36pm.	N/A
2.0 Adoption of Agenda MOTION 2020-39 Moved by Vicky that the agenda as presented be adopted. Alysha seconded.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2020-40 Moved by Daryl that the minutes of the 27 Apr 2020 meeting as presented be adopted. Suzanne seconded.	Carried
4.0 Correspondence	N/A
4.1 None.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month.	None
5.2 Library Director Report The Library Director Report for this May meeting is attached as Appendix 1. Leslie added that the staff has made 167 home deliveries this last month.	



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MOTION 2020-41 The Library Director Report was approved by unanimous consent.	Carried
5.3 NLLS Rep Report Vicky forwarded on many reports from NLLS and provided a quick summary. NLLS will reallocate \$25,000 to fund more online resources. The budget committee has been tasked with a goal of 0% fees increase this year. The ALTA AGM is on 12 June and Board members should have received an invite. Also, ALTA is hosting a Zoom training session on 9 June. NLLS meeting minutes can be found online. https://www.nlls.ab.ca/document/library/23/category/1837	None
5.4 Personnel Committee Report No report this month.	None
5.5 Policy Committee Report No report this month. The committee is working on one policy and will have it ready for the next meeting.	None
5.6 Financial Committee Report The Library Financial Committee report for May is attached as Appendix 2. The report summarizes how incomplete 2019 year-end financial information was used to determine the Surplus to start 2020. The library has currently overcommitted on Surplus spending. MOTION 2020-42 The Financial Committee Report was approved by unanimous consent.	Carried
6.0 Priority Items	N/A
6.1 Staff Pay During Library Closure The Board needs to extend the current plan for staff reduced hours until the end of June (currently ends 31 May), so the Board would not have to meet again before the next normally scheduled Board meeting. However, the province may announce Stage 2 re-opening mid-June, and Staff hours and pay may need to be different at that point. Item open. MOTION 2020-43 Alysha moves that the City of Cold Lake Library Staff continue to be paid until the start of Stage 2 re-opening, up to a maximum of 254 hours per week (30% reduction). Darren seconded. All members voted in favour.	Carried
7.0 Old Business	N/A



Agenda Item and Discussion	Action
<p>7.1 Surplus Budget Tracking</p> <p>As summarized in the May Financial Committee Report, the library actually started the year with only \$17,606, not the \$29,500 as previously reported in mid-Jan. As the library has committed \$20,300 in Surplus funds this year, the library is \$2694 short in Surplus funding. The library must either find an alternative source of funds for the remaining CFEP Grant contribution or not apply for the Grant. The library communicated to the City last month that there will be a reduction in Expenses this year. For example, with no conferences this year, the library will not be spending \$9000 for Staff and Board members to attend.</p> <p>MOTION 2020-44</p> <p>Vicky moves that the library continue with the CFEP Grant application and cover the remaining Grant funding through other budget funds. Ben seconded. All members voted in favour.</p> <p>Alysha wondered if a 2020 Budget update should be put together for the Board. Darren agreed, and said he would prepare an update for next meeting. Leslie then asked if the new budget would need to be passed to the City for them to adjust accounting numbers. Darren didn't think so, as the City is still providing the full amount of funding for 2020. The budget update will just be for the Board as this time. Item open.</p>	<p>Carried</p> <p>Darren</p>
<p>8.0 New Business</p>	<p>N/A</p>
<p>8.1 Plan for Library Stage 2 Re-opening</p> <p>Following PLSB guidance, Leslie had put together a document (attached as Appendix 3 to the meeting minutes) summarizing the precautions the library would take once the date for Stage 2 re-opening is officially announced. Stage 2 is currently expected to start mid-June. The Board had a chance to review the document over the weekend. To start with, Leslie plans on reduced weekday opening hours and closed on Saturdays, as there will still be no on-site programs and fewer computers. The reason for patron sign-in is to assist with contact tracing. Leslie plans to limit the number of patrons in the branches, and will keep track with a numbering system. The door to the Children's Area at the South Branch will stay closed, and patrons will be told they can go through once they have checked in at the circulation desk. The document planned for one adult per family and no children. The Board discussed possible allowing children of a certain minimum age (9 or 10) with a parent. However, the day-to-day operations are still up to Leslie and the Staff, and the Board is there to decide if the library should re-open and if so, determine the opening hours. The Board asked Leslie is she feels ready to re-open and she said yes, from Monday to Friday, 10-4, and staying open until 8PM one night per week at each branch. Leslie also feels she can work with the</p>	



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current reduced staffing levels and meet those opening hours. Item open. MOTION 2020-45 Ben moves that, once the government announces the official start of Stage 2, the City of Cold Lake Library re-open both branches from Monday to Friday, 10-4, with each branch staying open until 8PM one night a week, while maintaining current staffing levels at the maximum of 254 hours per week (30% reduction). Vicky seconded. All members voted in favour.	Carried
9.0 Next Meeting, Mon June 29, 2020 at 4:30 PM via Zoom.	Carried
10.0 Meeting Adjourned at 5:26 pm	N/A

Board Chair or Delegate

Date