



Minutes of The City of Cold Lake Public Library Board Meeting
Held Monday, January 20, 2025
4:30 PM at the South Branch Library

Present:

Ryan Deschamps, Board Vice-Chair
 Suzanne Aessie, Board Secretary
 Nicole Parker, Board Treasurer
 Dawit Worku, Board Member
 Aline Chow, Board Member
 Leslie Price, Library Director
 Vicky Lefebvre, NLLS Representative
 Ryan Bailey

Absent with regret:

Ben Fadeyiw

| Agenda Item and Discussion | Action |
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| 1.0 Call to Order Meeting called to order by Board Vice-Chair at 4:30 pm. | N/A |
| 2.0 Adoption of Agenda Suzanne remembered we needed to add the By-election for Board Chair to the agenda. MOTION 2025-01 Moved by Suzanne that the agenda as presented with the addition for Item 7.1, <i>By-election for Board Chair</i> , be adopted. All members voted in favour. | Carried |
| 3.0 Adoption of Minutes from previous meeting 3.1 MOTION 2025-02 Moved by Nicole that the minutes of the 25 November meeting be adopted as presented. All members voted in favour. | Carried |
| 4.0 Correspondence | N/A |
| 4.1 Letter: MLA Scott Cyr wrote a letter to extend his congratulations to the City of Cold Lake Library Board on being awarded \$14,673 in funding to replace the flooring at the Cold Lake Public Library South Branch. | None |
| 4.2 Letter RE: Community Facility Enhancement Program (CFEP) Small Grant has been approved for the replacement of the flooring at the Cold Lake Public Library South Branch. | None |
| 5.0 Reports | N/A |



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| 5.1 Board Chair Report No report this month. | None |
| 5.2 Library Director Report The Library Director Report for January is attached as Appendix 1, and includes the statistics for December 2024. The Library Director made business cards for board members as well as for library staff to pass out to a patron if it is ever required. The library board email is on the card. Some highlights from the director's report are as follows: <ul style="list-style-type: none"> • The library float in Santa Claus Parade won first place for non-profit entries. • Bluey Family Christmas Party went really well and had 315 participants • The library will be renting out the Bluey costume for a nominal fee as part of raising funds in 2025. • Library Director and Assistant Director are applying for grants and donations to help with programming due to lack of funds for 2025 budget MOTION 2025-03 The Library Director Report was approved by unanimous consent. | Carried |
| 5.3 NLLS Rep Report Weekly updates are sent to board members by NLLS Executive Director. Our computer login and internet safety request is being discussed at the next meeting. The print wireless will be installed soon in all libraries. | None |
| 5.4 Personnel Committee Report The Performance Evaluation Review for the library director is complete and has been shared with the director. The Performance Review is in excellent standing and the staff and library board appreciate her continuous leadership, concern for safety, and strategic planning toward library and community initiatives. | None |
| 5.5 Policy Committee Report No report this month. | None |
| 5.6 Financial Committee Report The Library Financial Committee Report is attached as Appendix 2 and is attached to the meeting minutes. MOTION 2025-04 The Financial Committee Report was approved by unanimous consent. | Carried |
| 6.0 Priority Items | N/A |



| Agenda Item and Discussion | Action |
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| 6.1 None | None |
| 7.0 Old Business | N/A |
| 7.1 By-election for Board Chair Board members nominated Nicole as Board Chair. The Vice-chair asked if there were any further submissions – there were none. MOTION 2025-05 Suzanne moved that Nicole be accepted as Board Chair. All members voted in favour. Item closed. | Carried |
| 8.0 New Business | N/A |
| 8.1 Summary of Motions 2024 - Information Item The 2024 Summary of Motions is attached to the minutes as Appendix 3. The Board reviewed the motions and has no issues. Item closed. | None |
| 8.2 2024 Annual Report - Review and Approval The Library Annual Report is attached as Appendix 4 and is attached to the meeting minutes. Suzanne noted to change the date from 2025-01-27 to the new meeting date of 2025-01-20. The board reviewed the report and had no issues. Item closed MOTION 2025-06 Ryan B. moved to accept the Annual Report as amended with the change of review date. All members voted in favour. | Carried |
| 8.3 New Plan of Service - Information Item The library director will share the Plan of Service PPT with board members before the next meeting in February for review and suggestions. Item open. | None |
| 8.4 Revised Budget 2025 - Review and Approval The revised budget 2025 is attached as Appendix 5 and is attached to the meeting minutes. The revised budget aimed at minimizing disruptions to public services and staffing. With this revised budget, we will need to concentrate on securing sponsorships for programs and other expenses. The main changes will be closing the North Branch Library on Saturdays and Wednesday evenings to help balance the budget. Projected donations/fundraising increased from \$11000 to \$15000. Item closed. MOTION 2025-07 Nicole motioned to approve the revised budget 2025. All members voted in favour. | Carried |
| 8.5 Proposed Salaries - Review and Approval Board members reviewed the proposed salaries for 2025. Board members had no issues. Item closed. | |



| Agenda Item and Discussion | Action |
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| MOTION-2025-08 Dawit motioned to approve the proposed salaries for 2025. All members voted in favour. | Carried |
| 8.6 Flooring - Information Item Due to the Community Facility Enhancement Program (CFEP) Small Grant being approved for the replacement of the flooring at the Cold Lake Public Library South Branch, the Library Director will go ahead and make arrangements to start the flooring project in April 2025. Item closed. | None |
| 9.0 Next Library Board Meeting - Monday, 24 February, 2025 @ 4:30 PM | N/A |
| 10.0 Meeting Adjourned at 5:17 pm | N/A |

Board Chair or Delegate

Date