

**Lac La Biche County Library Board
Meeting of Monday, April 29th, 2024
Zoom Meeting**

Minutes

Board Members Present:

- L. Anderton • D. Beniuk • C. Borgun • H. Boudreault • N. Broadbent
- F. Chowdry • J. Fulawka • A. Peoples-Sprecker • L. Wozencroft

Staff Present:

- M. Penn

Absent:

- D. Craig

Guest:

- S. Lattimer

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 6:04 by L. Anderton.</p> <p>1.1 We recognize that we are on Treaty 6 land and the homeland of the Métis. We are grateful to the original caretakers of the land and seek to create a new relationship that is respectful and truthful. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis, and Inuit peoples.</p>	
2.0	<p>Approval/Amendments to Agenda</p> <ul style="list-style-type: none"> • Addition of 7.5 APL Services – M. Penn • Addition of 13.1 NLLS – M. Penn <p>N. Broadbent moved to adopt the Agenda for April 28th, 2024 as amended. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 None</p>	
4.0	<p>Review & Adoption of Prior Minutes</p> <p>4.1 Review of Minutes of the Meeting on Monday, January 22nd, 2024</p> <p>Minutes were approved via email on January 24, 2024 They are included in the package for the record. Carried unanimously.</p>	
5.0	<p>Business Arising from Minutes</p> <p>5.1 Country Agreement Follow Up – Broadbent</p>	

	<ul style="list-style-type: none"> We are working on a Pop-Up library schedule for students and teachers of École Plamondon for the various locations including weekly visits to the Portage College Library. Special library programming and tours are being arranged for the of École Plamondon classes. 	
<p>8.0</p>	<p>Marketing</p> <p>8.1 <u>New Website</u> - M. Penn</p> <ul style="list-style-type: none"> M. Penn provided an overview of the new website and its features. 	
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer's Report - N. Broadbent (elec)</p> <ul style="list-style-type: none"> N. Broadbent reviewed her report as appended. There has been a change to the Servus online banking which has required some internal process and login changes. <p>9.2 Review of Budget Operating Statement dated January 2024 - N. Broadbent (elec)</p> <p>As this only reflects one month of operations, the trending of actuals to budget was not discussed.</p> <p>9.3 Review of Financial and Budget Reporting - N. Broadbent (elec)</p> <ul style="list-style-type: none"> The new forecast template presented will become part of the quarterly review by the Finance Committee and is intended to provide opportunity to review variances on operating and accumulated surplus spending. The Finance Committee noted specified variances from budget noted on this document These changes will increase the proposed spending of the accumulated surplus including use of the expiring GIC. Future year forecasts have not been adjusted at this point. The Board accepted this Budget Forecast from the Finance Committee as information. <p>9.4 2023 Statement of Receipts and Disbursements - N. Broadbent (elec)</p> <ul style="list-style-type: none"> N. Broadbent provided an overview of the 2023 final results which was also reviewed by the Finance Committee. The year ended with a small operating surplus of 6% plus the grant received from MEG of \$10,000. This was a very minor deviation from third quarter which anticipated a small deficit. A full report of the variance at year end was provided to the Finance Committee and was included in the Board package. <p>C. Borgun moved to approve the 2023 Statement of Receipts and Disbursements as presented. Carried unanimously.</p>	<p>M. Penn</p>

	<p>10.4 Executive Committee Terms of Reference - L. Anderton (elec)</p> <ul style="list-style-type: none"> L. Anderton noted that the terms of reference have been updated. The only substantive change recommended was to list the Chair of the HR Committee to be a member of the Executive Committee as it may not always be the Board Chair as it is currently. <p>S. Peoples-Sprecker moved to accept the revised Executive Committee Terms of Reference as presented. Carried unanimously.</p> <p>Action: M. Penn to update Board Orientation Binder</p> <p>10.5 Director's Recruitment Update – L. Anderton</p> <ul style="list-style-type: none"> L. Anderton updated the Board on the Recruitment plan which has been developed and reviewed by the Human Resources and Executive Committee. A timeline, roles and responsibilities have been detailed for recruitment and orientation. Applications are being received. <p>Action: N. Broadbent and L. Anderton will be doing the screening interviews.</p> <p>10.6 Director's Retirement Celebration – L. Anderton</p> <ul style="list-style-type: none"> L. Anderton noted that a public event is being planned by the staff in the library. Board members have been invited to this event. She further noted that M. Penn would like to celebrate her retirement with staff and the Board by attending the Plamondon Christmas Event which is already suggested for the staff Christmas celebration. Board members will be asked to pay for their own tickets. <p>A. People's-Sprecker moved to approve the purchase tickets for all staff members and their plus ones for the Christmas. Carried unanimously.</p> <p>Action: M. Penn will reach out to Board and staff members to get numbers and place the preorder.</p>	<p>M. Penn</p> <p>M. Penn</p> <p>L. Anderton N. Broadbent</p> <p>M. Penn</p>
<p>11.0</p>	<p>Policies and Procedures</p> <p>11.1 AD:SOC - Social Media Policy – M. Penn</p> <ul style="list-style-type: none"> M. Penn highlighted the recommended changes to the policy. The original discussion arose out of the risk assessment completed regarding Tik Tok. It was noted that it now includes a section on third party posts, which platforms we use, what inform we release to the companies, and an acknowledgment section for staff to sign. <p>L. Wozencroft moved to approve the amendments to the AD:SOC - Social Media Policy as presented. Carried unanimously.</p> <p>Action: M. Penn to remove the Soundcloud reference from the AD: SOC - Social Media Policy and update the Admin Binder.</p>	<p>M. Penn</p>

Signed

J. Maduon

Date

June 17, 2024