

**Lac La Biche County Library Board
Meeting of January 17, 2022
Zoom Meeting**

Minutes

Board Members Present:

- L. Anderton • D. Beniuk • N. Broadbent • D. Thomas
- A. Peoples-Sprecker • C. Borgun • S. Makokis • D. Craig

Staff Present:

- M. Penn

Absent:

- R. Clark J. Fulawka

Guest:

- S Lattimer

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 7:01 by L. Anderton</p> <p>1.1 We recognize that we are on Treaty 6 land and the homeland of the Metis. We are grateful to the original caretakers of the land and seek to create a new relationship that is respectful and truthful.</p>	
2.0	<p>Approval/Amendments to Agenda –</p> <p>D Craig moved to adopt the Agenda for January 17, 2022 as presented. 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 of November 15, 2021</p> <p>C Borgun moved to approve the November 15, 2021 Board Meeting minutes. Carried unanimously.</p>	
5.0	<p>Business Arising from Minutes –</p> <p>5.1 Indigenous Grant Follow-Up M. Penn</p> <p>The grant applications have been submitted to NLLS and are waiting approval. We have received verbal direction to proceed with services as identified in the submission. We have also learned that next year we will be able to send one grant for all our communities rather than separate ones.</p>	

	<p>Pop-up services have started at Kikino in space provided by the community. FCSS has asked about joining the pop-ups which will be discussed with the community liaison and implemented if it is wanted by the community.</p> <p>There is confusion about whether members of the First Nation and Metis Communities must pay the non-resident membership fees even though those were eliminated by our Library several years ago. Advertising by the community is underway to promote the services explaining that they are free.</p> <p>Heart Lake services are delayed due to facility issues.</p> <p>Beaver Lake prefers to participate at our location and is enjoying use of the kit programs.</p> <p>While we didn't apply to service Buffalo Lake we were able to supply kits with the funds left over in our 2021 grant.</p> <p>M. Penn has established a new data collection system which is required for accountability reporting on the grants.</p> <p>(Indigenous)</p>	M. Penn
6.0	<p>Friends of the Libraries – 6.1 None</p>	
7.0	<p>Programming and Services</p> <p>7.1 Winter Reading Package – M Penn M. Penn reviewed the following programs: Reading Logs for January and February; Snow Sculpture Competition –all photo submissions are required by January 31 and voting occurs in February; and Read for 15 challenge which is scheduled on February 27 – world literacy day. Enrolment in the in-house scavenger hunts is going well with at least 15 entrants so far. This is especially good given COVID19.</p> <p>Library Con was a success with 75 people throughout the day, five activities were available. There were 133 participants in the take and make kits. Plans for next year are already started including the same company for special guests and a possible theme. Guests mentioned they cannot wait for a return to full onsite Library Con to return.</p> <p>The Lego competition is also coming up with some modifications from previous years due to health restrictions.</p> <p>(POS B)</p> <p>7.2 POS 2022 Goals M. Penn M. Penn reviewed the report she had provided in the agenda package. The report includes all the items that were in the Library's Plan of Service for the 2022 year. While some items are required to be assigned to specific staff, most of the specifics have been designed so that the activities can be launched.</p>	M. Penn

<p>8.0</p>	<p>Marketing</p> <p>8.1 Rural Library Corner Update The January issue of the pod cast has been cancelled due to an inability to connect with Community Learning. It was suggested that February is Spay Neuter Awareness Month and perhaps this could be the February pod cast. It is a partnership between LLB Humane Society and LLB County. M. Penn will follow-up.</p> <p>(POS Marketing)</p>	<p>M. Penn</p>
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer Report – In Camera– N. Broadbent The work to get the CRA online has been completed since our last meeting. M. Penn now has access to add and delete members and can see our full CRA account. We are not eligible to pay our payroll deductions online due to our bank being Servus. Discussions ensued about options to pay online. The Finance Committee was asked to follow-up on these recommendations.</p> <p>N. Broadbent noted that she did not reach out to D. Craig and D. Beniuk to establish the means to conduct the Finance Committee, she will do this before the next meeting.</p> <p>In camera L. Anderton motioned to go in camera at 8:45 Carried Unanimously Discussion occurred</p> <p>L. Anderton motioned to come out of camera at 9:03 Carried Unanimously</p> <p>N. Broadbent motioned to implement the recommended changes to our administrative structure as discussed. Carried Unanimously</p> <p>9.2 Review of Budget Operating Statement dated November 2021 – N. Broadbent N. Broadbent reviewed the BOS for November noting that we will likely close the year end with a small surplus given that we received approximately \$10,000 for employment grants and we will see a savings in employee benefits. M. Penn clarified that all of the Indigenous grant was expended.</p> <p>9.3 Employment Grants M. Penn M. Penn has applied for the Canada Summer Jobs and Young Canada Works grants to cover the costs of our Summer Literacy Program.</p> <p>She has also completed the pre-application packages for Rupertsland Institute for the Metis Youth Summer Placement program which is a seven-week position for a high school student who we will hire to help with collection and circulation. We would need to receive approve for at least one other of the employment grants to make this position workable.</p>	<p>N. Broadbent</p> <p>N. Broadbent</p> <p>L. Anderton M.Penn HR Committee</p>

	<p>9.4 Capital Purchases M. Penn There are no capital requirements at this time that are not within our existing budget. We are still waiting on the new copier to be delivered.</p> <p>9.5 Debit Card Minimum M. Penn Current state is that Debit and Credit card purchases need to be a minimum of \$5 according to our practice. We pay a flat fee of \$0.10 per transaction for debit card regardless of amount. M. Penn recommended removing the minimum for debit card purchases. She noted that the credit card minimum should remain at \$5 since our fees on that are 2.65%.</p> <p>L. Anderton motioned to eliminate the minimum fee for debit card purchases. Carried Unanimously</p>	M. Penn
10.0	<p>Human Resources</p> <p>10.1 Board Member Appointment L. Anderton</p> <p>The HR Committee reviewed applications for our Board vacancy and recommends appointment of J. Browlee to our Board. J. Brownlee works part time at LLB County. There is nothing in our bylaws, The Libraries Act/Regulations or our policies/procedures that would prevent a Board member from also working at LLB County.</p> <p>L. Anderton motioned to appoint Jody Brownlee to our Board for a three-year term and ask LLB County for ratification. Carried Unanimously</p> <p>L Anderton motioned to reappoint N. Broadbent upon the expiry of her current term to the Board and to ask LL B County for a special ratification due to the fact that her term exceeds the standard appointment. Carried Unanimously</p> <p>N. Broadbent motioned to reappoint L Anderton upon the expiry of her current term to our Board and to ask LL B County for a special ratification due to the fact that her term exceeds the standard appointment. Carried Unanimously</p> <p>L. Anderton made a call for a board member to join the Human Resources Committee. A. Peoples-Sprecker expressed interest. L. Anderton will reach out to provide information and orientation.</p> <p>10.2 Staff Update M. Penn There are still some patrons non-compliant with masking. Staff is doing their best to manage.</p> <p>To make the Plamondon evening schedule work, two staff will continue to work their scheduled evening hours and the Director will cover one shift per month there on a day where she is already working full time in Lac La Biche.</p>	<p>M. Penn L. Anderton</p> <p>M. Penn L. Anderton</p> <p>M. Penn L. Anderton</p> <p>L. Anderton</p>

	<p>Staff will be onsite in Plamondon on Wednesdays and completing the book run to Plamondon on Monday afternoons.</p>	
<p>11.0</p>	<p>Policies and Procedures –</p> <p>11.1 Library Hours Policy (AB:LIB) M Penn M. Penn provided an overview of the operating hours for the Plamondon branch. She recommended that the hours on Wednesday be adjusted to close at 7pm rather than 8pm. She recommends this based on stats, survey data and comparable service levels in other libraries. She noted that she is looking forward to service level increases as traffic has been low since the onset of COVID19 when public access was restricted in the school.</p> <p>L. Anderton motioned to approve the change to the policy as recommended. Carried Unanimously.</p> <p>11.2 Holiday Hours 2022 M. Penn M Penn reviewed the stats of previous holidays and anticipated requests from staff for time off given that Christmas Eve and New Years Eve are both on Saturday in 2022. She recommended that for 2022 that the library be closed on Christmas Eve and New Years Eve.</p> <p>D. Craig motioned to approve the change to the policy as recommended. Carried Unanimously.</p> <p>11.3 Bylaw Review. M. Penn No adjustments were proposed by M. Penn. Bylaws are available on the website in the Admin Policy binder and in the Board folder on Dropbox. https://www.llbcl.ca/public/download/files/126459.</p> <p>11.4 Policy Binder Follow-up M. Penn The updated policy binders are now in the Board Folder on Dropbox. The Admin Policies are on the website under the Board section. https://www.llbcl.ca/public/download/files/126459</p> <p>Updated copies have been provided to PLSB and NLLS. This work is part of our due diligence practices as identified in our Accountability Document.</p>	<p>M. Penn</p> <p>M. Penn</p>
<p>12.0</p>	<p>Statistics</p> <p>12.1 2021 Statistics M. Penn</p> <p>12.2 ALLB Annual Report (PLSB) M. Penn. This document is required annually by the Public Library Services Branch. M. Penn reviewed the document highlights. Some impacts of Covid19 including increases to interlibrary loans, use of Wi-Fi and programming were highlighted. Accomplishments that were noted in the document included some of our recently added collections including our musical instruments & cake pans, positive feedback from patrons, and the feature article in Booklist Online.</p>	<p>M. Penn</p>

	<p>S. Makokis motioned to submit the Annual Report as presented for ALLB. Carried Unanimously</p> <p>12.3 APL Annual Report (PLSB) M. Penn M. Penn share that this report has lots of information linked back to the ALLB report. She noted the impact of COVID19 and lack of access due to school legislation and also that many users did choose to pick up resources at the LLB Branch.</p> <p>C. Borgun motioned to submit the Annual Report as presented for APL. Carried Unanimously</p> <p>12.4 2021 Annual Review M. Penn L. Anderton presented the draft Annual Review. The Board expressed their appreciation for this document as a promotional piece. L. Anderton will work this summer with M. Penn to develop a bookmark style information item for Board members to be able to advocate for our Libraries.</p>	<p>M. Penn</p> <p>L. Anderton M. Penn</p>
<p>13.0</p>	<p>Other Business</p> <p>13.1 County Agreement M. Penn The agreement was reviewed in December and sent back to the County with some changes recommended. The agreement was reformatted by the County to be mores similar to their standard agreement. It is being reviewed by the County.</p> <p>S Lattimer shared that she is now M. Penn’s one point of contact with the County. She spoke positively about the opportunities to promote library programs and services including the activity guide, posters etc. She also noted that she is hopeful the agreement will be ready for signing soon.</p>	<p>L. Anderton M. Penn</p>
<p>14.0</p>	<p>Information</p>	
<p>15.0</p>	<p>15.1 Next Meeting: April 27, 2022</p> <p>Meeting to be held at 7:00pm, in the Wild Rose Room or via ZOOM</p>	
<p>16.0</p>	<p>Adjournment: 9:05 pm</p> <p>D.Craig moved that the meeting be adjourned. Carried unanimously.</p>	

Note: The letter/number shown in brackets, e.g. (A1) at the end of topics refer to the Plan of Service 2021-25 Goal/Objective.

Signed _____ Date _____