

**Lac La Biche County Library Board  
Meeting of June 20, 2022  
Wild Rose Room**

**Minutes**

**Board Members Present:**

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

**Staff Present:**

- M. Penn

**Guest:** Staci Lattimer

Item No.	Topic	Action required
1.0	<p><b>Call to Order</b></p> <p>Meeting was called to order at 6:59 by L. Anderton</p> <p><b>1.1</b> 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. 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><b>2.1 Approval/Amendments to Agenda –</b> Added report from C. Borgun and Moved 13.1 to 3.1 presentations</p> <p><b>D. Beniuk moved to adopt the Agenda for June 20, 2022 as presented. Carried unanimously.</b></p>	
3.0	<p><b>Presentations</b></p> <p><b>3.1 Board Meetings - L. Anderton</b></p> <p>L. Anderton provided an update related to feedback from the meeting evaluations of the last meeting. She noted while the previous meeting had great engagement of Board members, in the interest of maintaining a governance approach and keeping the meetings succinct the following adjustments will be made:</p> <ul style="list-style-type: none"> <li>• Treasurer and BOS will be written reports provided in the agenda package.</li> <li>• Programs and Services will also be provided in a report starting at the fall meeting.</li> </ul>	<p>N. Broadbent</p> <p>M. Penn</p>

	<ul style="list-style-type: none"> <li>• Minutes back to concise fashion</li> <li>• At AGM invite a library user to reconnect us as to the value they find in our services.</li> <li>• All HR, Finance, Youth Programming and outreach, and FOL matters will be handled at the Committee level and presented to the Board as appropriate. It is at the Committee level that Board members engage in-depth in all matters for their consideration.</li> </ul> <p>The Board unanimously agreed with the recommendations and noted that reports can invite conversation. It was also agreed that the committee work should not be repeated in the Board as a whole unless detailed discussion is required.</p> <p>There was also a suggestion that we could start meetings earlier in the fall.</p> <p><b>D. Craig moved to adopt these changes and to adjust the start time of meetings to 6:00. Carried unanimously.</b></p>	<p>Exec &amp; M. Penn</p> <p>M.Penn</p> <p>Committees</p> <p>M. Penn</p>
<p><b>4.0</b></p>	<p><b>Review &amp; Adoption of Prior Minutes</b></p> <p><b>4.1 Review of Minutes of the Meeting of April 25, 2022</b></p> <p><b>S. Makokis moved to formally adopt the April 25, 2022 Board Meeting minutes approved previously by email. Carried unanimously.</b></p>	
<p><b>5.0</b></p>	<p><b>Business Arising from Minutes –</b></p> <p><b>5.1 County Agreement M. Penn</b>  S. Lattimer provided an update she has been working to standardize agreements and she is able to finalize our agreement now. The Executive will review it and if no significant changes are made since the Board’s initial approval of proposed changes, it will be signed and executed by all parties. If there are significant changes it will be returned to the Board for its’ review.</p>	<p>M. Penn</p>
<p><b>6.0</b></p>	<p><b>Friends of the Libraries –</b></p> <p>6.1 None</p>	
<p><b>7.0</b></p>	<p><b>Programming and Services</b></p> <p><b>7.1 Summer Reading Program – M Penn</b>  M Penn presented that Staff and Board members are welcome to participate in the programs.  (POS A)</p>	

<p><b>8.0</b></p>	<p><b>Marketing</b></p> <p><b>8.1 Community Calendars M. Penn</b> A discussion ensued regarding the posting to event calendars in the community. A letter will be drafted to LLB County addressing concerns and asking for consideration to consolidate into one community calendar. (POS Marketing)</p> <p><b>8.2 Farmer’s Market M. Penn</b> M. Penn will be onsite at the LLB Farmer’s Market on Friday Showcasing the Summer Reading program. (POS Marketing)</p>	<p>L. Anderton K. Jones M. Penn</p> <p>M. Penn</p>
<p><b>9.0</b></p>	<p><b>Financial Matters</b></p> <p><b>9.1 Treasurer Report (elec) N. Broadbent</b>  Report was provided in advance. There were no questions</p> <p><b>9.2 Review of Budget Operating Statement dated April 2022 – N. Broadbent</b>  There were no questions on the report.</p>	
<p><b>10.0</b></p>	<p><b>Human Resources</b></p> <p><b>10.1 Staffing Update - M. Penn</b> All positions are filled and all personnel will start on or before July 11.</p>	
<p><b>11.0</b></p>	<p><b>Policies and Procedures –</b> None</p>	
<p><b>12.0</b></p>	<p><b>Statistics</b> None</p>	
<p><b>13.0</b></p>	<p><b>Other Business</b></p> <p><b>13.1 Board Meetings – L Anderton</b> <b>Moved to 3.1</b></p> <p><b>13.2 Joint HR/ Finance Committee Summer Meeting - M. Penn</b> The joint meeting to discuss the budget and salary review was set for August 16 7pm by Zoom.</p>	<p>M. Penn HR &amp; Finance Committees</p>
<p><b>14.0</b></p>	<p><b>Information</b></p> <p><b>14.1 NLLS Conference Reports - M Penn (elec)</b> C. Borgun attended the Chair meeting on behalf of L. Anderton. She shared a verbal report. C. Borgun and D. Beniuk expressed their appreciation for our Library as it was highlighted for its strong practices.</p>	

	<p>The Board thanked C. Borgun, D. Beniuk and M. Penn for their representation and their reports. The Board thanked M. Penn for her diligence in bringing back her learnings from any professional development opportunity to benefit our libraries.</p> <p><b>14.2 Risk Assessment Indigenous Grant Loss (elec) N. Broadbent &amp; M. Penn</b>  There were no questions on the risk assessment presented in the agenda package.</p>	
15.0	<b>15.1 Next Board Meeting: September 19, 2022 Wildrose Room at 6pm</b>	
16.0	<b>Adjournment: 8:05 pm</b> <b>D. Beniuk moved that the meeting be adjourned. Carried unanimously.</b>	

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 \_\_\_\_\_