

**Lac La Biche County Library Board  
Meeting of Monday, June 17<sup>th</sup>, 2024  
Wild Rose Room**

**Minutes**

**Board Members Present:** Loraine Anderton, Janice Fulawka, Nancy Broadbent, Darlene Beniuk, Colette Borgun, Adrienne Peoples-Sprecker, Lee Wozencroft, David Cheyne, Dylan Craig

**Staff Present:** Maureen Penn

**Absent:** Faiza Chowdhury, Harvey Boudreault

Item No.	Topic	Action required
1.0	<p><b>Call to Order</b></p> <p>Meeting was called to order at 7:10 pm by N. Broadbent.</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><b>Approval/Amendments to Agenda</b></p> <p><b>Adrienne Peoples-Sprecker moved to adopt the Agenda for Monday, June 17th (as amended). Carried unanimously.</b></p>	
3.0	<p><b>Presentations</b></p> <p>3.1 None</p>	
4.0	<p><b>Review &amp; Adoption of Prior Minutes</b></p> <p>4.1 Review of Minutes of the Meeting of Monday, April 29<sup>th</sup>.</p> <p><b>C. Borgun moved to approve the April 29<sup>th</sup> Board Meeting minutes. Carried unanimously.</b></p> <p><b>Action:</b> Upload the April Board Minutes to the website and send copies to Legislative Services.</p>	M. Penn
5.0	<p><b>Business Arising from Minutes</b></p> <p>5.1 None</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>7.1 Programming Report - M. Penn</p> <ul style="list-style-type: none"> <li>The report was included in the electronic agenda package. M. Penn provided some highlights. Note the MOU and funding related to Indigenous outreach services remains outstanding from NLLS for this year, but our services are being continued.</li> <li>Volunteers still required for the Art Celebration which we are hosting on Thursday, September 19<sup>th</sup>.</li> </ul> <p>(POS A, B, C, D &amp; E)</p> <p><b>Action:</b> Call for volunteers for the Art Celebration on Thursday, September 19<sup>th</sup>.</p> <p>7.2 2024 Programming Survey Results - M. Penn</p> <ul style="list-style-type: none"> <li>The survey results were included in the package. M. Penn noted the large number of responses received for just a half year of collation. A volunteer roaming events and soliciting input has greatly increased our feedback rate.</li> </ul> <p>7.3 APL Update - M. Penn</p> <ul style="list-style-type: none"> <li>The review of the collection is well underway.</li> <li>The current plan is to move the collection along with some furnishings back in late August.</li> <li>NLLS to re-setup the network on Wednesday, September 4<sup>th</sup>.</li> <li>The self check at this will be set up for the beginning of September.</li> <li>A call for volunteers may be made to help speed up set-up.</li> <li>The new circulation desk is ready and waiting in Ontario.</li> </ul> <p>7.4 <a href="#">Library Membership Online Form</a> - M. Penn provided an overview and explanation for new form and its' function.</p>	<p>Board Members</p>
<p><b>8.0</b></p>	<p><b>Marketing</b></p> <p>8.1 None</p>	
<p><b>9.0</b></p>	<p><b>Financial Matters</b></p> <p>9.1 Treasurer's Report - N. Broadbent</p> <ul style="list-style-type: none"> <li>N. Broadbent reviewed her report.</li> </ul>	

	<p>9.2 Review of Budget Operating Statement dated April 2024 available as posted electronically - N. Broadbent</p> <ul style="list-style-type: none"> <li>N. Broadbent reviewed the April BOS as tabled.</li> </ul> <p><b>L. Wozencroft moved to amend signing authorities to reflect the new Executive including adding Dylan Craig and Collette Borgun and removing Loraine Anderton and Janice Fulawka. Carried unanimously.</b></p> <p><b>C. Borgun moved to conduct an email approval of these minutes. Carried unanimously.</b></p> <p><b>Action:</b> The minutes will be circulated via email so they can be approved prior to the next meeting and be utilized at Servus Credit Union for the necessary changes.</p> <p><b>Action:</b> As the new Treasurer, D. Craig will be provided with additional Dropbox access.</p> <p>9.3 Review of Financial and Budget Reporting - N. Broadbent</p> <p>9.4 Budget &amp; Salary Survey Review Meeting – N. Broadbent This meeting will take place August 19<sup>th</sup> at 5 p.m. via Zoom. It is to include the Finance Committee and Executive as well as the Chair of the HR Committee. The Salary Survey is to be shared with the HR Committee for information and comment prior to that Meeting.</p> <p>Action: Share the completed salary survey with the HR Committee.</p> <p><b>Action:</b> Send the Zoom calendar invitation for the Budget Meeting to the Executive, Finance Committee, and HR Chair.</p>	<p>M. Penn</p> <p>M. Penn</p> <p>M. Penn</p> <p>M. Penn</p> <p>M. Penn</p>
<p><b>10.0</b></p>	<p><b>Human Resources</b></p> <p>10.1 Staffing Recommendation - M. Penn</p> <ul style="list-style-type: none"> <li>M. Penn provided a recommendation to remove a part time position and add the hours unto two other staff members. As this is entirely within budget and existing job descriptions no motion or budgetary change approval is required.</li> </ul> <p>10.2 Board Recruitment &amp; Committee Appointments - N. Broadbent</p> <ul style="list-style-type: none"> <li>Board Member terms ending. J. Fulawka advised that because of her move out of the community she will not be applying for reappointment to the Board after the September meeting. Janice was thanked for her many years of dedicated service. It was suggested that the County be requested to delay Board vacancy recruitment until all vacancies are confirmed.</li> </ul>	

- Possible County changes to the Board Appointment procedure. N. Broadbent advised of conversations she has had with County staff regarding the proposed changes. The Board will have an opportunity for comment and input to these. N. Broadbent will write a letter to the County expressing Board suggestions for the new process.

**Action:** Compose a letter the County regarding the possible changes to the Board appointment process.

N. Broadbent

**Action:** Send the above-mentioned letter via email to the County Associate COE and Legislative Services.

M. Penn

- Committee Appointments made as follows. Noted that the Friends of the Libraries Committee will require a new Chair upon J. Fulawka's departure, and this will be addressed in the September Meeting. A new Chair of the Human Resources Committee will also need to be named.

**L. Anderton moved to appoint D. Beniuk to the Human Resources Committee from the Finance Committee. Carried unanimously.**

**D. Beniuk moved to appoint D. Cheyne to the Finance Committee. Carried unanimously.**

10.3 Board Volunteer Hours - N. Broadbent

- The significance of these hours being maintained and reported was reviewed. The members agreed that the email immediately after the meeting is a great reminder to log-in and complete them at that time. Detail by day or event is not required, just the need to capture the amounts and date ranges.

10.4 Lifelong Memberships for Board and Staff - M. Penn

- A lifetime membership has been awarded once in the past in recognition of longtime service or accomplishment.

**N. Broadbent moved to amend our procedure for Volunteer, Board & Staff Recognition to make this option available on a case-by-case basis with approval by the Board. Carried unanimously.**

**Action:** M. Penn to revise the **Volunteer, Board & Staff Recognition** procedure for N. Broadbent's review.

M. Penn

10.5 Library Director Recruitment – L. Anderton

- To date no qualified candidates meeting our criteria have applied. The use of a Headhunting agency was discussed and was recommended by the Executive.

**C. Borgun moved to secure the services of an Agency to conduct the outreach portion of our recruitment efforts based on the quoted amount discussed. Carried unanimously.**

	<b>Action:</b> N. Broadbent will reach out to the one agency already known and identify a second source, if possible, to commence this work as soon as possible on behalf of the Board.	N. Broadbent
<b>11.0</b>	<b>Policies and Procedures</b>  11.1 None	
<b>12.0</b>	<b>Statistics</b>  12.1 None	
<b>13.0</b>	<b>Other Business</b>  13.1 Country Agreement Follow Up – N. Broadbent <ul style="list-style-type: none"> <li>• Work is in progress and continues.</li> </ul>	
<b>14.0</b>	<b>Information</b>  14.1 Volunteer Recognition - M. Penn (see 10.4 above)  14.2 Board Contact List - M. Penn  <b>Action:</b> Inform M. Penn if any contact information requires adjusting.  14.43 Executive Committee Minutes from May 13 <sup>th</sup> - L. Anderton	Board Members
<b>15.0</b>	<b>15.1 Next Meeting:</b>  <b>Board Meeting to be held via Zoom on Monday, September 16th, 2024 at 6:00pm.</b>	
<b>16.0</b>	<b>Adjournment: 8:45 p.m.</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 \_\_\_\_\_