# Lac La Biche County Library Board Meeting of November 21, 2022 Zoom

## **Minutes**

#### **Board Members Present:**

- D. Craig
   D. Beniuk
   N. Broadbent
   J. Fulawka
- L. Anderton
   C. Borgun

### **Regrets:**

• A. Peoples-Sprecker • S. Makokis

#### Staff Present:

M. Penn

| ltem<br>No. | Торіс   | Action required |
|-------------|---|-----------------|
| 1.0         | Call to Order   |                 |
|             | Meeting was called to order at 6:00 by L. Anderton  |                 |
|             | 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. 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.  |                 |
| 2.0         | <ul> <li>2.1 Approval/Amendments to Agenda –<br/>Added 10.5 Library Board Recruitment:<br/>Move 10.4 Director's Review to In Camera at the end of the meeting</li> <li>N. Broadbent moved to adopt the Agenda for November 21, 2022 as<br/>presented. Carried unanimously.</li> </ul>   |                 |
| 3.0         | Presentations   |                 |
|             | <b>3.1 NLLS Update J. MacDonald</b><br>J. MacDonald reported that NLLS installed monitoring equipment and collected<br>feedback from vendors as to the network concerns our library has faced. It<br>appears to be related to the way the computers are imaged. All computers will<br>need to be re-imaged at many libraries. LLB County Libraries will be prioritized<br>for the re-imaging. NLLS is looking to purchase software to help with remote<br>support of the network and computers. The hope is to have the network speed<br>issues resolved in early 2023. |                 |

|     | <ul><li>J. MacDonald also noted that the budget for NLLS will be presented at the end of the month with a 1.5% increase to the levy and that a grant was received by NLLS to help increase the bandwidth in smaller libraries.</li><li>L. Anderton thanked J. MacDonald for acknowledging our network concerns for working with us to find solutions and for attending to update the Board.</li></ul>            |                             |
|-----|--|-----------------------------|
| 4.0 | Review & Adoption of Prior Minutes   |                             |
|     | 4.1 Review of Minutes of the Meeting of September 19, 2022   |                             |
|     | C. Borgun moved to formally adopt the September 19, 2022 Board Meeting minutes. Carried unanimously.   | M. Penn<br>K. Jones         |
| 5.0 | Business Arising from Minutes –  |                             |
|     | 5.1 None   |                             |
| 6.0 | Friends of the Libraries   |                             |
|     | <b>6.1 Update J. Fulawka</b><br>J. Fulawka noted that updates to the Terms of Reference for Friends of the<br>Libraries will be forthcoming. Board members were asked to recommend<br>individuals to J. Fulawka from the general public who could contribute as active<br>FOTL members.  | J. Fulawka<br>Board Members |
| 7.0 | Programming and Services   |                             |
|     | <b>7.1 Programming Survey Results - M. Penn</b><br>M. Penn providing highlights from the survey including awareness of<br>programming and requests for services that currently overlap with other service<br>providers. The response rate was quite low which led to some suggestions<br>from the Board. Follow-up will occur so that survey respondents know we<br>heard their feedback.<br>(POS A, B, C, D, E) | M. Penn                     |
|     | <b>7.2 POS Review - M. Penn</b><br>The report was accepted with no questions.<br>(POS A, B, C, D, E)   |                             |
| 8.0 | Marketing  |                             |
|     | 8.1 Website Adjustments – L. Anderton  |                             |
|     | The report from NLLS on our website was presented in the Agenda package.<br>There were no questions from the Board. M. Penn reported that some<br>recommendations have already been implemented.   |                             |
|     |  |                             |

| 9.0  | Financial Matters  |                         |
|------|--|-------------------------|
|      | <b>9.1 Treasurer Report - N. Broadbent</b><br>The report was provided in the Agenda package for information.<br>L. Anderton noted that the budget presentation to LLB County is scheduled for<br>December 6, 2022.   |                         |
|      | 9.2 Review of Budget Operating Statement dated September 2022 – N.<br>Broadbent  |                         |
|      | N. Broadbent noted that we are trending to a surplus due to the Canada job<br>grant and savings in benefits. She noted that the Finance Committee will be<br>watching for the Bank of Canada decision in December and will be investing<br>the redeemable GIC which is currently earning a low return.   | N. Broadbent            |
|      | 9.3 2023 Auditor – N. Broadbent  | N. Broadbent            |
|      | L. Anderton moved to appoint JMD as the 2023 Auditor. Carried unanimously.   |                         |
| 10.0 | Human Resources  |                         |
|      | <b>10.1 Staffing Update - M. Penn</b><br>A resignation was received from a staff member and a part time cover off is in place.   | M. Penn                 |
|      | <b>10.2 Program Coordinator Position – L. Anderton &amp; M. Penn</b><br>The Finance and HR Committee had previously reviewed a potential<br>restructure for the library's future succession planning including a new Program<br>Coordinator position. With the recent resignation of a Circulation Clerk, it was<br>noted that we would have sufficient budget to fill the Program Coordinator role<br>earlier than planned and begin the training required for some pieces of the<br>succession plan. The HR Committee recommends adoption of the job<br>description and associated wage band and filling the Program Coordinator<br>position in January. | M. Penn<br>K. Jones     |
|      | L. Anderton moved to approve recruitment of the Program Coordinator as presented. Carried unanimously.   |                         |
|      | <b>10.3 Annual Staff Recognition – L. Anderton</b><br>L. Anderton overviewed past practice for annual staff recognition.   |                         |
|      | L. Anderton motioned to approve the staff recognition as recommended for full time, regular part time and temporary part time staff. Carried unanimously.  | K. Jones<br>L. Anderton |
|      | 10.4 Director's Annual Review – L. Anderton (in camera)  | L. Anderton             |
|      | <b>D. Beniuk motioned to go in camera at 7:14. Carried unanimously</b><br>M. Penn left the meeting.  |                         |

|      | L. Anderton motioned to come out of camera at 7:40 Carried unanimously  |                                  |
|------|---|----------------------------------|
|      | C. Borgun motioned approval of the Director's Annual Review as discussed and the resulting fiscal implications. Carried unanimously.  | L. Anderton                      |
|      | <b>10.5 Library Board Recruitment</b><br>L. Anderton advised that an existing Board Member has offered her resignation.<br>We will recruit for her replacement along with the youth position.   |                                  |
|      | L. Anderton reported that the previous vacant Board position was advertised and<br>an application has been received. The Human Resources Committee having<br>vetted the application unanimously recommend the appointment of Lee<br>Wozenccroft to this Board.  |                                  |
|      | L. Anderton moved that Board recommend the applicant for ratification by LLB County. Carried unanimously.   | L. Anderton<br>K. Jones          |
|      | A letter will be prepared for submission to LLB County.   |                                  |
|      | L. Anderton reported that she has reached out to previous members of the Board to gauge their interest in rejoining. Board members were asked to provide names to L. Anderton of potential Board members.   | Board Members                    |
| 11.0 | Policies and Procedures   |                                  |
|      | 11.1 None   |                                  |
| 12.0 | Statistics<br>12.1 October 2022 – M. Penn<br>The statistics were included in the agenda package for information. It was noted<br>that while active memberships are slightly down over last year most of the other<br>statistics are dramatically up which is wonderful news. It was noted that M. Penn<br>has been following upon on some concerns with NLLS on the Microsoft BI<br>software. |                                  |
| 13.0 | Other Business  |                                  |
|      | <b>13.1 Letter to Alberta Government – L. Anderton</b><br>L. Anderton reported that the letter to respond to NLLS Board Chair call for<br>support was completed. A letter welcoming the new Minister of Municipal<br>Affairs will be sent.  | L. Anderton<br>K. Jones          |
|      | <b>13.2 Community Calendar Follow up – C. Borgun</b><br>C. Borgun is following up on the Community Calendar consolidation with LLB<br>County. It was noted that the Community Futures calendar will be ending and<br>previous users will be recommended to go to the private provider of this<br>service. We will continue to submit information and events to the Local Buzz.                | C. Borgun<br>M. Penn<br>K. Jones |

|      | 13.3 2023 Board Meeting Schedule – L. Anderton   |  |
|------|--|--|
|      | D. Craig moved to accept the 2023 Meeting Schedule as presented. Carried unanimously.                                  |  |
| 14.0 | Information<br>14.1 Executive Meeting Minutes November 9, 2022 – L. Anderton<br>There were no questions on the minutes |  |
| 15.0 | 15.1 Next Board Meeting: January 23, 2023 at 6pm on Zoom   |  |
| 16.0 | Adjournment: 7:42 pm   |  |
|      | D. Beniuk moved that the meeting be adjourned. Carried unanimously.  |  |

Signed \_\_\_\_\_ Date \_\_\_\_\_