

**Lac La Biche County Library Board  
Meeting of September 16, 2024  
Zoom Meeting**

**Minutes**

**Board Members Present:** L. Anderton, C. Borgun, N. Broadbent, D. Cheyne, D. Craig, H. Boudreault, J. Fulawka, L. Wozencroft (6:05pm)

**Staff & Guests Present:** M. Fisher, M. Penn, J. MacDonald

**Absent:** D. Beniuk, A. Sprecker-Peoples

<b>Item No.</b>	<b>Topic</b>	<b>Action required</b>
<b>1.0</b>	<p><b>Call to Order</b></p> <p>Meeting was called to order at 6:02pm 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>	
<b>2.0</b>	<p><b>Approval/Amendments to Agenda</b></p> <p><b>L. Anderton moved to adopt the agenda for Monday, September 16<sup>th</sup> as presented. Carried unanimously.</b></p>	
<b>3.0</b>	<p><b>Presentations</b></p> <p>3.1 NLLS – J. MacDonald</p> <ul style="list-style-type: none"> <li>• J. MacDonald presented on the NLLS services and current projects including a TRAC overlay upgrade and shelf ready project.</li> <li>• Highlighted the Stronger Together Conference.</li> <li>• Talked about the NLLS Levy increase.</li> </ul> <p>3.2 Board Recognition - N. Broadbent</p> <ul style="list-style-type: none"> <li>• N. Broadbent recognized J. Fulawka for their outstanding service to the Lac La Biche County Library Board.</li> </ul> <p><b>Action:</b> The Lifetime Membership cards and trophies to be mailed or given to J. Fulawka. The Library Board record of time sheet to be updated. L. Anderton tendered her resignation and has agreed to stay in place while we fill her position on the Board.</p>	I. Bunter

<p><b>4.0</b></p>	<p><b>Review &amp; Adoption of Prior Minutes</b></p> <p>4.1 Review of Minutes of the Meeting of Monday, June 17, 2024</p> <p><b>Motion Tabled: Approved via email on June 21, 2024.</b></p>	
<p><b>5.0</b></p>	<p><b>Business Arising from Minutes</b></p> <p>5.1 Country Agreement Follow Up - N. Broadbent</p> <ul style="list-style-type: none"> <li>The County has just sent us a draft copy of the MOU using the original format, but the Library Director and Board Chair have not completed a full review.</li> </ul> <p><b>L. Anderton moved that the Executive Committee review the draft, make any adjustments necessary, and execute the MOU with the County. Carried unanimously.</b></p> <p><b>Action:</b> The Executive and Library Director review and send any adjustments to the County prior to M. Penn’s vacation. N. Broadbent will send a summary of the agreement to the Board members for information.</p>	<p>M. Penn &amp; Executive</p> <p>N. Broadbent</p>
<p><b>6.0</b></p>	<p><b>Friends of the Libraries</b></p> <p>6.1 Appointment of Chair - N. Broadbent</p> <p><b>C. Borgun was appointed Chair of the Friends of the Libraries as per our Terms of Reference as the Vice Chair is an appointment by position.</b></p> <p><b>Action:</b> C. Borgun will be given access to the FOL Dropbox folder and the additional committee assignment on the contact list.</p>	<p>M. Penn</p>
<p><b>7.0</b></p>	<p><b>Programming and Services</b></p> <p>7.1 Programming Report - M. Penn (elec) (POS A, B, C, D &amp; E)</p> <ul style="list-style-type: none"> <li>The report was included in the electronic agenda package.</li> <li>M. Penn highlighted the SLP attendance percentage which increased to 85% and the continued participation in our onsite scavenger hunts.</li> <li>Our biggest success this summer was with our Summer Bracelet Program. We had 282 participants, with 45 people completed at least 6 weekly visits, and handed out 866 charms.</li> <li>With the Summer Reading Challenge we had people reading for total of 35,726 minutes with one avid reader logging 8,158 in just two months.</li> </ul> <p><b>Action:</b> Volunteers are still needed for the Escape Room (September 25-27 from 4-8pm) and Library Con (January 4<sup>th</sup> from 11-3:30pm).</p> <p>7.2 POS Semi Annual Review Sep 2024 - M. Penn (elec)</p> <ul style="list-style-type: none"> <li>The report was included in the electronic agenda package. M. Penn provided some highlights and information on 2025 goals.</li> <li>This report has been shared with our Programming Coordinator so the staff task and assignment sheet can be created for 2025.</li> </ul>	<p>All Board Members</p>

	<p>7.3 APL Service &amp; Programming - M. Penn</p> <ul style="list-style-type: none"> <li>• The review of the collection, weeding and inventory is now complete.</li> <li>• New materials and replacement items have been re-ordered.</li> <li>• We plan to re-open on October 1st.</li> <li>• Public Wi-Fi access for school students will be blocked through Polaris thereby helping the school follow the new rules regarding social media access.</li> <li>• The self check will be available starting on Wednesday, October 2nd.</li> <li>• During the evening hours we will have Duplo Lego available, onsite scavenger hunt, and crafting station.</li> <li>• Staff will deliver Take and Make Kits this location upon request.</li> </ul>	
<p><b>8.0</b></p>	<p><b>Marketing</b></p> <p><b>8.1 None</b></p>	
<p><b>9.0</b></p>	<p><b>Financial Matters</b></p> <p>9.1 Treasurer's Report - D. Craig (elec)</p> <ul style="list-style-type: none"> <li>• D. Craig reviewed his report.</li> </ul> <p>9.2 Review of Budget Operating Statement dated July 2024 - D. Craig (elec)</p> <ul style="list-style-type: none"> <li>• D. Craig reviewed the July BOS as tabled.</li> </ul> <p>9.3 Review of Financial and Budget Reporting - D. Craig</p> <p>The Forecast was not tabled as it will not be updated until after the November Finance Committee Meeting.</p> <p>9.4 2025 Budget - D. Craig &amp; M. Penn (elec)</p> <p><b>L. Anderton motioned to approve the 2025 Budget as presented. Carried unanimously.</b></p> <p><b>Action:</b> The cover letter and 2025 budget will be emailed to Legislative Services, Finance Department, and current County Liaison along with our official request for a delegation in December.</p> <p>9.5 Signing Authority - M. Penn</p> <p><b>C. Borgun moved to amend signing authorities to add the new Library Director, Maya Fisher effective October 1, 2024, and remove Maureen Penn effective on December 20, 2024. Carried unanimously.</b></p> <p><b>L. Anderton moved to appoint Maya Fisher as the online Servus Credit Union Account Administrator effective October 1, 2024, and keep Maureen Penn account access in place until December 20, 2024. Carried unanimously.</b></p>	<p>M. Penn, N. Broadbent</p>

	<p><b>D. Craig moved to appoint Maya Fisher as the Sage Administrator effective December 20, 2024, and remove Maureen Penn access at the same time. Carried unanimously.</b></p> <p><b>L. Wozencroft 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> Make the required changes to administrative rights and signing authority.</p> <p>9.6 Credit Card Proposal - D. Craig &amp; M. Penn</p> <p>C. Borgun motion that M. Penn will work on setting up a Credit Card with a different institution for M. Fisher that has a good rate and low fees to be approved by the Treasurer.</p> <p><b>Action:</b> Meet with the bank(s) to review Credit Cards details, get approval and confirmation from the treasurer regarding next steps.</p>	<p>M. Penn</p> <p>M. Penn, M. Fisher</p> <p>D. Craig, M. Penn &amp; M. Fisher</p>
<p><b>10.0</b></p>	<p><b>Human Resources</b></p> <p>10.1 Library Director’s Work Review - N. Broadbent (in camera)</p> <p><b>J. Fulawka motioned to go in camera at 7:38pm. Carried unanimously.</b></p> <p>M. Penn left the meeting and L.Anderton provided an overview of the 360 feedback and the work review completed by the HR Committee.</p> <p><b>L. Anderton motioned to come out of camera at 7:53pm. Carried unanimously.</b></p> <p><b>C. Borgun motioned to administer the Annual Review as presented and lump sump payment as discussed. Carried unanimously.</b></p> <p><b>Action:</b> N. Broadbent to meet with M. Penn to go over the results of the 360 Work Review</p> <p>10.2 HR Committee Board Recruitment Procedure 2024 - N. Broadbent (elec)</p> <p><b>D. Craig motioned to approve the HR Committee Board Recruitment Procedure as presented. Carried unanimously.</b></p>	<p>N. Broadbent, M. Penn</p>
<p><b>11.0</b></p>	<p>11.1 AD LIB – Library Hours - N. Broadbent &amp; M. Penn (elec)</p> <p><b>C. Borgun motioned to approve the AD LIB – Library Hours policy as presented. Carried unanimously.</b></p> <p><b>Action:</b> Update the policy binders and ensure copies are in Dropbox and on the website as required.</p>	<p>M. Penn</p>

<p><b>12.0</b></p>	<p><b>Statistics</b></p> <p>12.1 August Statistics - M. Penn (elec)</p> <ul style="list-style-type: none"> <li>The statistics report was included in the electronic agenda package. M. Penn mentioned the weeding is reflected in the circulation data.</li> </ul>	
<p><b>13.0</b></p>	<p><b>Other Business</b></p> <p>13.1 Library Board Meeting Schedule for 2025 - M. Penn (elec)</p> <ul style="list-style-type: none"> <li>This year is a POS year so there will be six meetings as opposed to the normal five.</li> <li>The two in person meetings are scheduled in May and June with the first focusing solely on the Plan of Service and the second coincides with our AGM.</li> </ul> <p><b>Action:</b> The approved Board Meeting Schedule will be included in the Board Orientation Manual and emailed to NLLS &amp; Legislative Services.</p> <p><b>Action:</b> The Board Meeting calendar invitations in Outlook for the 2025 schedule sent out with the Zoom login information when applicable by December 31, 2024.</p> <p><b>Action:</b> Book the WRR for the May and June Board Meetings.</p> <p>13.2 Board Mileage - M. Penn (elec)</p> <p><b>Action:</b> Mileage submissions to be sent via email to I. Bunter (ibunter@llbcl.ca) by November 25, 2024.</p>	<p>M. Penn</p> <p>M. Fisher</p> <p>M. Fisher</p> <p>All Board Members I. Bunter</p>
<p><b>14.0</b></p>	<p><b>Information</b></p> <p>14.1 Procedure for Volunteer, Board &amp; Staff Recognition - M. Penn (elec)</p> <p>14.2 Board &amp; Staff Contact List in Dropbox - M. Penn</p> <p><b>Action:</b> Update the Board and Staff contact lists.</p> <p>14.3 Executive Meeting Minutes August 19<sup>th</sup> - N. Broadbent (elec)</p> <p>14.4 Youth Committee Minutes September 5<sup>th</sup> - M. Penn (elec)</p>	<p>M. Penn. M. Fisher</p>
<p><b>15.0</b></p>	<p><b>15.1 Next Meeting:</b></p> <p><b>Board Meeting to be held on Monday, November 18, 2024, at 6:00pm via Zoom.</b></p>	
<p><b>16.0</b></p>	<p><b>Adjournment: 7:54pm</b></p> <p><b>D. Cheyne moved that the meeting be adjourned. Carried unanimously.</b></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 \_\_\_\_\_