

Lac La Biche County Library Board Meeting Agenda

Date: **Monday, January 22nd, 2024**

Time: **6:00 pm**

Location: **Via Zoom**

Minutes

Board Members Present:

- L. Anderton
- D. Craig
- N. Broadbent
- H. Boudreault
- A. Peoples-Sprecker
- C. Borgun
- L. Wozencroft
- D. Beniuk

Staff Present:

- M. Penn

Absent:

- F. Chowdry
- J. Fulawka

| Item # | Topic | Action Required |
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| 1 | <p>1.1 Call to Order</p> <p>Introductions</p> <p>Meeting was called to order at 6:04 by L. Anderton</p> <p>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 | <p>Approval/Amendments to Agenda</p> <p>2.1 To approve or amend Agenda (elec)</p> <p>C. Borgun moved to adopt the Agenda for January 22, 2024, as presented. Carried unanimously.</p> | |
| 3 | <p>Presentations</p> <p>3.1 None</p> | |
| 4 | <p>Review & Adoption of Prior Minutes:</p> <p>4.1 Review of Minutes of Meeting on Monday, November 27, 2023 (elec)</p> <p>D. Craig moved to approve the November 27, 2023 Board Meeting minutes. Carried unanimously.</p> | K. Jones |

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| <p>5</p> | <p>Business Arising from Minutes:</p> <p>5.1 APL Update – M. Penn & A. Peoples Sprecker</p> <ul style="list-style-type: none"> • The concerns with the wiring were passed to the school including the exposed wiring and the second line. A. Peoples-Sprecker is following up with the school division. • The circulation desk was also discussed and the School Staff at the Learning Commons are excited about the proposed set up as it will improve professionalism of the public library image and also make the space more flexible. | <p>M. Penn & A. Peoples Sprecker</p> <p>M. Penn</p> |
| <p>6</p> | <p>Friends of the Libraries</p> <p>6.1 None</p> | |
| <p>7</p> | <p>Programming & Services</p> <p>7.1 Programming Report – M. Penn (elec) (POS A, B, C, D & E)</p> <p>M. Penn reviewed the following highlights:</p> <ul style="list-style-type: none"> • The daycare expectations letter can be shared with Board if they are interested and sessions at All About Play have yet to be confirmed. • Gaming statistics are low however game pass is working well as we no longer need to buy games. Our VR replacement computer was ordered in 2023. • Scavenger hunts continue to be big hit. • Still looking for an additional volunteer for LEGO. • Ladies Night for February scheduled is now conflicting with other community events that have arisen since we chose the date. We anticipate a lower attendance for this online session. • Travel talks are coming up next week. <p>7.2 Programming Survey Results - M. Penn (elec)</p> <ul style="list-style-type: none"> • Social media and Word of Mouth are still the best to promote our programs and services. • Some of the suggestions in the survey do not fit with our principle of avoiding overlapping with other services available in the community. <p>7.3 Art Circulating Collection - M. Penn</p> <ul style="list-style-type: none"> • Purchasing is complete, the grant reporting will be underway with the cataloguing to follow. Exhibit and event is tentatively set for September. <p>7.4 External Engagement Proposal RE: POS - M. Penn (elec)</p> <ul style="list-style-type: none"> • The external proposal development, while robust has a high cost. The Executive Committee will discuss the process for date collection and community engagement for the 2025 year. | <p>Board Members</p> <p>M. Penn</p> <p>M. Penn Executive Committee</p> |

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| 8 | <p>Marketing</p> <p>8.1 None</p> | |
| 9 | <p>Financial Matters</p> <p>9.1 Treasurer’s Report - N. Broadbent (elec)</p> <ul style="list-style-type: none"> • N. Broadbent reviewed her report noting that the investment suggestion requires amendments based on the rates now available in January. • She noted that the year end is being completed, the auditor has been secured and that an adjusting payroll was needed to correct T4’s and reconcile CRA. <p>L. Anderton motioned to amend the previous investment decision as follows: \$100,000 in the redeemable 1-year term, \$100,000 in the nonredeemable 1-year term and \$100,000 in the nonredeemable 2-year term Carried unanimously.</p> <p>9.2 Review of Budget Operating Statement dated November 2023 - N. Broadbent (elec)</p> <ul style="list-style-type: none"> • N. Broadbent reviewed her assessment from her Treasurer report. Fall projections were anticipating a small deficit due to adjusted revenues and spending approvals made by the Board. This small deficit is appearing to be on track from the preliminary year end numbers and the November BOS. She reminded the Board that over the regular operations is the MEG donation and the impact of the Indigenous grant. <p>9.3 2024 Capital Purchases – M. Penn (elec)</p> <ul style="list-style-type: none"> • N. Broadbent reviewed draft criteria for the Board to use when reviewing requests to spend outside the approved budget. • The Finance Committee was asked to create a procedure for approving amounts outside the budget. • Finance Committee to meet and develop a process to apply the draft criteria to spending requests outside the approved budget. • The draft decision criteria was applied to the capital purchases presented that were not already approved in the budget as requested by M. Penn. <p>N. Broadbent motioned to approve the couch, chairs and circulation desk for a total of \$30,600 from the unrestricted surplus. Carried unanimously.</p> | <p>N. Broadbent</p> <p>Finance Committee</p> <p>M. Penn</p> |

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| <p>10</p> | <p>Human Resources</p> <p>10.1 PT Staffing Update – M. Penn</p> <ul style="list-style-type: none"> • M. Penn provided an update for the positions being recruited which are within budget. <p>10.2 Board Recruitment County Ad – M. Penn</p> <ul style="list-style-type: none"> • M. Penn noted the ad will run in February. | <p>M. Penn</p> <p>M. Penn</p> |
| <p>11</p> | <p>Policies & Procedures</p> <p>11.1 By-Law Annual Review – M. Penn</p> <ul style="list-style-type: none"> • M. Penn noted that she reviewed the By- Laws and no changes are recommended at this time. | |
| <p>12</p> | <p>12.1 LLBCL 2023 Board Report (PLSB) – M. Penn (elec)</p> <ul style="list-style-type: none"> • L. Anderton reminded Board members to fill in their volunteer hours after each meeting. <p>N. Broadbent moved to approve LLBCL Board Report for the Public Library Services Branch as presented. Carried unanimously.</p> <p>12.2 APL 2023 Annual Report (PLSB) – M. Penn (elec)</p> <p>C. Borgun moved to approve 2023 Annual Report for Plamondon Branch as presented. Carried unanimously.</p> <p>12.3 ALLB 2023 Annual Report (PLSB) – M. Penn (elec)</p> <p>D. Craig moved to approve 2023 Annual Report for Stuart McPherson Branch as presented. Carried unanimously.</p> <p>12.4 LLBCL Annual Review 2023 – M. Penn (elec)</p> <ul style="list-style-type: none"> • Interlibrary loans and circulation are up over past year. • Program offerings session are lower as was expected due to removed gaming tracking as programs as per PLSB directives. • Overall programming attendance is probably the highest it has ever been. • A Board member was thanked for his quote which was an excellent summary of our programs and services. • The Board accepted the report as information and complemented on the quality of the report. <p>12.5 LLBCL 2023 Snapshot Bookmarks – M. Penn (elec)</p> <ul style="list-style-type: none"> • M. Penn explained the new format. Board members accepted the Bookmarks as information. | <p>M. Penn</p> <p>M. Penn</p> <p>M. Penn</p> <p>M. Penn</p> <p>M. Penn</p> |

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| <p>13</p> | <p>Other Business:</p> <p>13.1 Peoples Experiencing Homelessness – L. Anderton & M. Penn L. Anderton summarized the complexity of the situation that the Stuart McPherson Branch is facing. She noted that the library is open to all people and that all patrons are held to the same standard for conduct in the library. She noted that there have been complaints but none brought directly to the Library Director.</p> <p>It was agreed by the Board that we are open for all and that the standards of conduct if enforced equally we are fulfilling our mandate as a public library.</p> | |
| <p>14</p> | <p>Information</p> <p>14.1 Health and Safety Summary 2023 - M. Penn (elec)</p> <ul style="list-style-type: none"> • M. Penn shared the activities that are being done to ensure standards are being met. The report helps the Board members fulfill their diligence on this matter. <p>14.2 Executive Committee Minutes January 8, 2024 – L. Anderton (elec)</p> <ul style="list-style-type: none"> • The Board accepted the minutes as information. <p>14.3 Youth Committee Minutes January 15, 2024 - M. Penn (elec)</p> <ul style="list-style-type: none"> • The Board accepted the minutes as information. | |
| <p>15</p> | <p>Date: Board Meeting - Monday, April 29th, 2024 Time: 6:00pm Location: Wild Rose Room</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> - Evening Rhyme and Story Time – January 25th at 6:30pm - Death Café – January 29th at 6:00pm - Travel Talks - January 31st at 6:30pm - Lego Competition – Saturday, February 3rd - Journey North Talk – Monday, February 5th at 7:00pm <p>There are too many events to list them all so subscribe to our calendar to keep up to date. https://www.llbcl.ca/calendar#grid</p> | |
| | <p>Time: 7:15 pm 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: _____