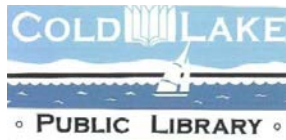


**Minutes of the Cold Lake Library Board Meeting**  
**Held Monday, February 13, 2017**  
**Program Room, Grand Centre Branch**  
**Next Meeting, Monday, March 13, 2017**

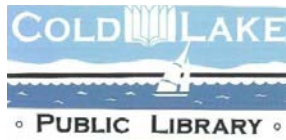
Present: Code Clements, Board Chair  
 Leslie Price, Library Director  
 Councillor Vicky Lefebvre, City of Cold Lake Representative  
 Councillor Fred Bamber, MD of Bonnyville Representative  
 Allana Nicholas, Board Member  
 Marie Manning, Board Member  
 Rebekah Valade, Board Member  
 Darren Robson, Board Member

Absent with regret: Cynthia Sloychuk, Board Vice-Chair  
 Dylan Grimm, 4 Wing Representative  
 Tanya Vasalic, Board Member

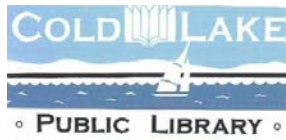
<b>Agenda Item and Discussion</b>	<b>Action</b>
<b>1.0 Call to Order</b> Meeting called to order by Board Chair Code Clements at 4:02pm.	N/A
<b>2.0 Adoption of Agenda</b> <b>MOTION 2017-06</b> Moved by Fred, seconded by Code that the agenda be adopted.	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> <b>MOTION 2017-07</b> Moved by Allana, seconded by Code that minutes of the Jan 2017 meeting be adopted.	Carried
<b>4.0 Correspondence</b>	N/A
<b>4.1 Volunteer Appreciation Event</b> a. Leslie noted that the Volunteer Appreciation Dinner is on 23 Apr 2017 and she has nominated Bruce Sloychuk for all his work done for the library. b. Leslie was wondering if anyone wanted tickets. Darren to send out reminder with minutes. See FCSS webpage for details. <a href="http://coldlake.com/content/volunteer-appreciation-event-2017">http://coldlake.com/content/volunteer-appreciation-event-2017</a> Item closed.	None  Darren
<b>5.0 Business arising from the minutes</b>	N/A



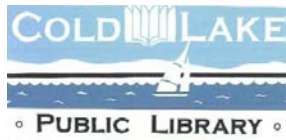
Agenda Item and Discussion	Action
<p><b>5.1 MD Funding</b></p> <p>Fred verified that funding will be the same as last year. Vicky noted that the grant from the NLLS will be sent out in one lump sum in Aug. Leslie will send out the exact numbers to the board in an e-mail. Item Open.</p>	Leslie
<p><b>5.2 Draft of 4 Wing MOU for Review</b></p> <p>Leslie provided everyone a copy of the MOU for review before the meeting. Vicky had some concerns about Section 2.2, but Allana pointed out that was a typical military contract phrase. Vicky also had concerns about Sections 4.1 and 6.1, specifically that CLPL will make available to 4 Wing Community Library ALL services that are provided by NLLS.</p> <p>After much discussion, Section 4.1 will be left as is, but Section 6.1 will be changed to read something like, CLPL will strive to make available to 4 Wing Community Library comparable services that are provided by NLLS. Leslie will update the wording of Section 6.1.</p> <p>Rebekah proposed that all board members could have until 20 Feb (one week) to send any other comments back to Leslie before she finalises the MOU. All board members agreed. Leslie will then send out the MOU for one last review and the MOU will be tabled for adoption at the next meeting. Item Open.</p>	Leslie  All Board Members
<p>5.3 There was no Item 5.3 on the Agenda.</p>	N/A
<p><b>5.4 Training from Lac La Biche County Library Board Chair</b></p> <p>Leslie reminded the board that the chair of the Lac La Biche County Library Board Chair is willing to meet with us and discuss board functions. Code suggested one evening, maybe after a monthly board meeting. Leslie said the session would be 2-3 hours and she can offer the board chair an overnight stay. Leslie will suggest the evening of 8 May, starting after the board meeting. Item Open.</p>	Leslie
<p><b>5.5 Mission and Values Statement</b></p> <p>Leslie received a few responses from board members for the best date to have Heather Nichol from St Paul come and deliver a Mission and Values Statement session. It was noted that library staff can only attend during the day, while some board members can only attend in the evening. Leslie will try to arrange for Heather to come on 15 May.</p> <p>Vicky then suggested having the board training and the mission/values statement work on the same day. Leslie will look at 15 May for both. Item Open.</p>	Leslie



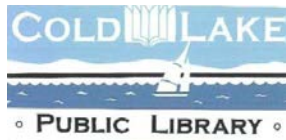
Agenda Item and Discussion	Action
<p><b>5.6 Cost of Living Allowance (COLA)</b></p> <p>Leslie provided some basic COLA information, pointed out that there is no set formula for calculating COLA and that it is determined by each employer, and also summarized how various percentage increases would impact the budget. Code and Fred pointed out the budget is tight.</p> <p><b>MOTION 2017-08</b></p> <p>Moved by Code, seconded by Fred, that a 1% Cost of Living increase be accepted for this year, 2017. It was voted and approved by the board.</p> <p>Item Closed.</p>	Carried
<p><b>5.7 Programming / Service Reports</b></p> <p>As requested last meeting, Leslie provided a complete list of CLPL Programs run during 2016, which includes attendance. She also provided a summary of CLPL Programs run during Jan 2017. Both documents were received. The monthly report included library webpage traffic and Google My Business traffic. The monthly summaries will be presented at each board meeting. Item Closed.</p>	None
<p><b>5.8 Board Elections</b></p> <p>Code declared that he won't be running for Chair this year.</p> <p>a. <u>Chair</u>. During the 1<sup>st</sup> call for nominations, Rebekah reminded the board that Cynthia had declared her interest by e-mail. Fred then nominated Code, but he declined. During the 2<sup>nd</sup> and 3<sup>rd</sup> call, there were no further nominations for Chair. Cynthia was elected 2017 Board Chair by acclamation.</p> <p>b. <u>Vice-Chair</u>. During the 1<sup>st</sup> call for nominations, Rebekah nominated Marie. During the 2<sup>nd</sup> and 3<sup>rd</sup> call, there were no further nominations for Vice-Chair. Marie was elected 2017 Board Vice-Chair by acclamation.</p> <p>c. <u>Secretary/ Treasurer</u>. During the 1<sup>st</sup> call for nominations, Allana nominated Darren. During the 2<sup>nd</sup> and 3<sup>rd</sup> call, there were no further nominations for Secretary/Treasurer. Darren was elected 2017 Board Secretary/ Treasurer by acclamation.</p> <p>Item Closed</p>	None
<p><b>6.0 Old Business</b></p>	N/A
<p><b>6.1 Carpets at North Branch</b></p> <p>Leslie passed on that the Seniors are busy with upstairs gym renovations, and will meet about the carpets when they are less busy. Item Closed</p>	None



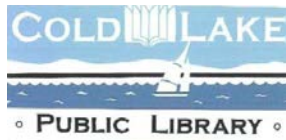
Agenda Item and Discussion	Action
<p><b>6.2 Renovation Update</b></p> <p>Leslie will provide a copy of the finalized Scope of Work for those interested. Last meeting, Allana had asked about having a transparent bid evaluation, so Leslie received help from the City to create a bid evaluation package. The deadline to receive bids is 1 March.</p> <p>The board decided that the Project Manager (Bruce Sloychuk) should review the bids first and present his findings to the Board for final approval. As he is away until mid-March, he will present his findings at the April board meeting. Item Open.</p>	Bruce
<p><b>6.3 Plan of Service (PoS)</b></p> <p>Leslie is continuing to look for comments and feedback on current Plan of Service. Vicky had some questions about strategies that have dates that are now passed. For example, the strategy to increase location visibility had a timeframe of Mar 2016 and has been completed successfully. While the strategy to maintain and improve interior spaces had a timeframe of Dec 2016 to replace carpet in both branches, but will not be completed at the moment due to lack of funding. Vicky was wondering how we confirm when strategies are accomplished, and Darren was wondering how timeframes get adjusted and how do we follow up on progress.</p> <p>Rebekah suggested we review the PoS quarterly, and Code suggested Feb, May and Nov. Leslie will add a “last updated” page to the front of the PoS so that progress can be tracked.</p> <p><b>MOTION 2017-09</b></p> <p>Moved by Code, seconded by Rebekah to review the PoS three times a year in Feb, May and Nov. It was voted and approved by the board.</p> <p>Item Closed. PoS review will be added to the May meeting agenda.</p>	<p>Leslie</p> <p>Carried</p> <p>Board to review PoS in May</p>
<p><b>6.4 Signage / Library Locale</b></p> <p>a. <u>Chamber of Commerce</u>. Leslie noted that library not on website. She contacted Chamber, and they said they draw their info from the City.  <a href="http://www.coldlakechamber.ca/images/Community_guide.pdf">http://www.coldlakechamber.ca/images/Community_guide.pdf</a></p> <p>b. <u>City Map</u>. Leslie noted that the library is not on the City Map, but the library does have a link on the City website.  <a href="http://www.coldlake.com/content/directions">http://www.coldlake.com/content/directions</a></p> <p>c. <u>Road Signage</u>. Not discussed</p> <p>d. <u>Name Designation</u>. Not discussed</p> <p>Rebekah noted Infomall does not seem to list library, but Leslie pointed out that it should as library pays a yearly fee.</p> <p>No action items assigned at this time. Item Open.</p>	None



Agenda Item and Discussion	Action
<p><b>6.5 Pop Up Indigenous Services</b></p> <p>Leslie provided a summary letter from Christine Pilkington on the success of the Pop Up Library Service at Cold Lake First Nations. The letter was received. The service is being offered in conjunction with an existing community soup and bannock program. She hopes to begin the Elizabeth Metis Settlement service in March, but is looking for a spot in the community. Item Closed.</p>	None
<p><b>6.6 Community Facility Enhancement Program Grant</b></p> <p>The CLPL will be applying for the grant to fund the carpet replacement and purchase bookends for the shelving. Leslie will complete the application and seek \$30K. Item Open.</p> <p><a href="http://culture.alberta.ca/community/community-grants/community-facility-enhancement-program/">http://culture.alberta.ca/community/community-grants/community-facility-enhancement-program/</a></p>	Leslie
<p><b>7.0 New Business</b></p>	
<p><b>7.1 Student Temporary Employment Program (STEP)</b></p> <p>Leslie has sent in the application to seek funding for a garden page intern from May to Aug this year. She expects to hear back in May if approved. Item Closed</p> <p><a href="http://www.albertacanada.com/opportunity/employers/summer-temporary-employment-program.aspx">http://www.albertacanada.com/opportunity/employers/summer-temporary-employment-program.aspx</a></p>	None
<p><b>7.2 Year-End Report for Province</b></p> <p>Leslie had sent out year-end report for review. None of the board members had any concerns.</p> <p><b>MOTION 2017-10</b></p> <p>Moved by Code, seconded by Fred to accept the report. It was voted and approved by the board.</p> <p>Leslie will submit the year-end report. Item Closed.</p>	<p>Carried</p> <p>Leslie</p>



Agenda Item and Discussion	Action
<p><b>7.3 Financial Reporting</b></p> <p>Leslie informed the board that the final 2016 City reports are not ready yet, but will bring them to the board, along with any audit paperwork, when they are ready. Leslie provided a copy of the City financial report from Jan 2017 and a copy of the 2017 Budget, noting that the MD amount is actually slight more.</p> <p>Leslie pointed out that although the City does the books, and signs the cheques, they are not accountable – the Board is. Leslie has arranged for the City to provide a financial summary every two weeks to better track accounting and auditing throughout the year. The summaries will be reviewed and signed by the Library Director, Board Chair and City Rep, and then presented to the Board for review each month. Item Closed.</p>	None
<p><b>7.4 Year End Statistics</b></p> <p>In-Camera at 5:37pm</p>	N/A
<p><b>7.5 Continued In-Camera</b></p> <p>Out-Camera at 6:07pm</p>	N/A
<p><b>8.0 Reports</b></p>	N/A
<p><b>8.1 Board Chair Report</b></p> <p>No Report</p>	None
<p><b>8.2 Library Director Report</b></p> <p>Leslie had provided her monthly report, but there was no time for discussion. It will be reviewed next month.</p>	None
<p><b>8.3 City of Cold Lake Rep Report</b></p> <p>No Report</p>	None
<p><b>8.4 MD Of Bonnyville Rep Report</b></p> <p>No Report</p>	None
<p><b>8.5 NLLS Rep Report</b></p> <p>Vicky noted she had some items to present, but there was no time. She will present them next month.</p>	None
<p><b>8.6 Friends of the Library Report</b></p> <p>Marie noted she had some items to present, but there was no time. She will present them next month.</p>	None
<p><b>8.7 Personnel Committee Report</b></p> <p>No Report</p>	None



Agenda Item and Discussion	Action
<b>8.8 Policy Committee Report</b> No Report	None
<b>9.0 Miscellaneous</b>	N/A
9.1 High School Student collecting work experience at South Branch There was no time for Leslie to present. She will update Board next month.	None
9.2 Marketing packages being made for Maple Flag There was no time for Leslie to present. She will update Board next month.	None
9.3 Virus protection being updated on all library computers There was no time for Leslie to present. She will update Board next month.	None
<b>10.0 Next Meeting</b> <b>Monday March 13, 2017 at <u>4 (four ) PM</u> at South Branch</b>	N/A
11.0 Meeting Adjourned at 6:10pm	N/A