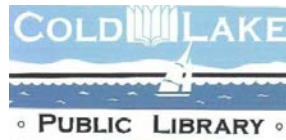


Minutes of the Cold Lake Library Board Meeting
Held Monday, March 13, 2017
Program Room, Grand Centre Branch
Next Meeting, Monday, April 10, 2017

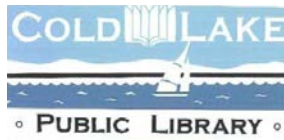
Present: Marie Manning, Board Vice-Chair
 Leslie Price, Library Director
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Councillor Fred Bamber, MD of Bonnyville Representative
 Darren Robson, Board Secretary / Treasurer
 Allana Nicholas, Board Member
 Rebekah Valade, Board Member

Absent with regret: Cynthia Sloychuk, Board Chair

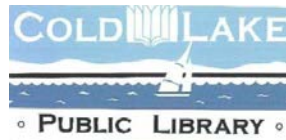
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Vice-Chair Marie Manning at 4:05pm.	N/A
2.0 Adoption of Agenda Addition of Item 6.7 Library Finances – City Briefing Addition of Item 8.4 Leslie’s Nomination for Women of Influence MOTION 2017-11 Moved by Marie that the agenda be adopted with two additions.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2017-12 Moved by Fred that minutes of the Feb 2017 meeting be adopted.	Carried
4.0 Correspondence	N/A
4.1 Letter of Resignation from Dylan Grimm (4 Wing Rep) Leslie presented letter from Dylan dated 22 Feb 17 giving his resignation as he is posted this year. The City has been informed.	None
4.2 Elected Officials Meet & Greet Leslie presented a poster for the upcoming meet and greet hosted by the Cold Lake Chamber of Commerce on 30 Mar 2017, where Board members could meet local MP and MLA and maybe discuss the importance of the library. http://business.coldlakechamber.ca/events/details/elected-officials-meet-greet-34	None



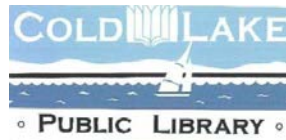
Agenda Item and Discussion	Action
<p>4.3 E-mail Resignation from Tanya Vasalic The board received a resignation e-mail from Tanya on 12 Mar 2017. Leslie notified the City and confirmed an e-mail is sufficient.</p>	None
<p>5.0 Old Business</p>	N/A
<p>5.1 MD Funding Darren had asked Fred if he could verify how the MD comes to the per capita funding of \$12.80 and a MD population of 4192 that uses the Cold Lake Public Library. Fred noted the Bonyville Library has recently asked a similar question. Fred had understood it should be Wards 5 and 6 that make up the population, but Darren noted the 2014 census numbers don't add up (2267 + 2534 = 4801). Fred will meet with Chris at the MD and ask how map is drawn. Item Open.</p>	Fred
<p>5.2 4 Wing MOU for Review and Approval Leslie received no other comments. Sections 4.1 and 6.1 were reviewed again, and the Minutes reviewed to remind the Board why Section 4.1 remained unchanged. MOTION 2017-13 Rebekah moved to accept the 4 Wing MOU, and Allana seconded. The 4 Wing MOU was accepted by the Board. Leslie will submit the MOU to the City for formal approval. Once it is approved by the City, it will be sent to 4 Wing. Item Open.</p>	Carried Leslie
<p>5.3 Training from Lac La Biche County Library Board Chair Leslie has arranged for the Board Chair, Lorraine Anderton, and the Library Director, Maureen Penn, to come to Cold Lake on 15 May 2017 from 3-6pm to present "A Board's Journey: from governance to operations". Item Closed.</p>	None
<p>5.4 Mission and Values Statement Leslie has arranged for Community Development Officer, Heather Nickel, to come to Cold Lake on 15 May 2017 from 9am-2:30pm to assist with a review of the library mission and vision statements. Item Closed.</p>	None
<p>5.5 Renovation Update Leslie informed the Board that four bids were received. She will look at them with Bruce Sloychuk on 21 Mar 2017. Item Open.</p>	Bruce



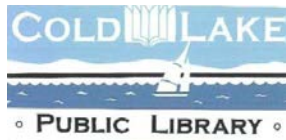
Agenda Item and Discussion	Action
<p>5.6 Library Signage</p> <p>a. City Map. Leslie has talked to the City and the map file used for tourist maps has been updated with library locations. The City will be ordering more paper copies in the summer and the online map will be updated. When the Chamber of Commerce asks the City for an updated map, they will receive the one with the libraries on it. Leslie has asked the City transit map be updated as well. http://www.coldlake.com/content/directions http://www.coldlake.com/content/cold-lake-transit</p> <p>b. Road Signage. For the highway signs coming into town, the City needs a formal letter from the Board Chair and then the City will apply for a literacy symbol to be added. Further discussion is required on whether additional signs are required on city streets. http://www.transportation.alberta.ca/1842.htm (Click on 1C and then see Item IC-78 on Page 7)</p> <p>c. Name Designation. The two branches are currently referred to as Harbour View and Grand Centre. Leslie brought up the point that these names are confusing for visitors and new citizens, and suggested switching to North Branch and South Branch.</p> <p>MOTION 2017-14</p> <p>Rebekah motioned that the branches of the Cold Lake Public Library be referred to as North and South, and Allana seconded. The Board approved the name change.</p> <p>Leslie will inform the staff about the name change and ensure that the branches are referred to by their new names. Item Open.</p>	<p>None</p> <p>Cynthia</p> <p>Carried</p> <p>Leslie</p>
<p>5.7 Community Facility Enhancement Program Grant</p> <p>Leslie report that the application is nearly complete, but a letter of support from the City is required. The grant will fund the carpet replacement (~\$30K) and purchase bookends for shelving (~\$15) for a total of \$45K. Leslie will ensure that the Letter of Support in on the agenda for the City Council meeting on 28 Mar 2017. Item Open. http://culture.alberta.ca/community/community-grants/community-facility-enhancement-program/</p>	<p>Leslie</p>
<p>6.0 New Business</p>	<p>N/A</p>



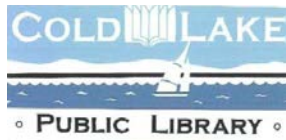
Agenda Item and Discussion	Action
<p>6.1 Alberta Charitable Organization Application</p> <p>In the past, the Friends of the Library was a registered charitable organization and acted on behalf of the Cold Lake Public Library. Marie informed the Board that the Friends lost the status quite a while ago and is having difficulty getting in back. Leslie said that becoming a Charitable Organization would allow the library to potentially receive additional money, like the Lakeland United Way Grant. Vicky asked if libraries are allowed to become charitable organizations and Leslie said yes. Leslie will create a list of what is required for the application, and then the Board can determine if it's worth the library applying. Item Open.</p>	Leslie
<p>6.2 Public Library Services for Indigenous Communities Symposium</p> <p>In the Director's Report, Leslie summarized the highlights from the symposium that took place 22-24 Feb in Edmonton. She notes 11 Best Practices that should be implemented in Cold Lake. Darren suggested writing them into the minutes.</p> <p>MOTION 2017-15</p> <p>Vicky motioned that the Director's Report should always be added to the meeting minutes, and Rebekah seconded. The Board approved.</p> <p>The first Best Practice to be addressed is adding a section to the Plan of Service (during its next review in May) on providing Services to Indigenous Communities. Christine Pilkington's Pop-Up Service monthly update was provided for the Board to read about successes and suggestions. Item Open.</p>	Carried Board
<p>6.3 NLLS Librarians Council</p> <p>In the Director's Report, Leslie summarized the highlights from the quarterly meeting in Elk Point last week. The NLLS Conference is scheduled for 14-15 Sept 2017, and Leslie has been asked to present on the success of the Reading Garden. Item Closed.</p>	None
<p>6.3 Board Committee Membership</p> <p>Note: The agenda has Item 6.3 listed twice. The Board verified the current membership of the following committees:</p> <ul style="list-style-type: none"> a. Personnel – Cynthia, Vicky and Allana. b. Policy – Cynthia, Vicky and Rebekah. c. Financial – Cynthia and Darren. <p>Leslie let the Board know that she has the most current copies (paper and e-copy) of the Board Policies. Item Closed.</p>	None



Agenda Item and Discussion	Action
<p>6.4 Year-End Financial Report</p> <p>Darren provided the Board a copy of the Dec 2016 Financial Report (for information only). Using the year-end variance report from the City, it totaled the revenue and expenses from the year and noted the large variances from the budget in some categories. Leslie expects the official 2016 Library Financial Statements from the City by end of April. Item Closed.</p>	None
<p>6.5 Monthly Financial Report</p> <p>Darren provided the Board with a Mar 2017 Financial Report. Using the monthly G/L reports from the City, it totaled revenue and expenses to date and projected year-end totals for comparison to the budget. The Board agreed it was a useful report, but asked it be sent out in advance of the meeting to allow time for review. Darren will continue to create the reports, but the Item will become part of the Financial Committee Report each month. Item Closed.</p>	Darren
<p>6.6 Online File Sharing/Storage</p> <p>Darren went through the number of paper copies that Code left with the Board last month and found that they were all online. He suggested to the Board that it could be useful to have online storage for useful Board reference documents, as well as meeting agendas and minutes and Board Policies. The Board thought it was an idea worth pursuing, but there was some concern about trusting a service like Google Drive to keep important documents. Darren will continue looking into the service and present more details to the Board next meeting. Item Open</p>	Darren
<p>6.7 Library Finances briefing from the City</p> <p>Vicky said General Manager of Corporate Services, Linda Mortensen, from the City is willing to provide a briefing on how the City handles the library finances. As Treasurer, Darren will get in touch with her and arrange a briefing. Item Open.</p>	Darren
<p>7.0 Reports</p>	N/A
<p>7.1 Board Chair Report</p> <p>No Report</p>	None
<p>7.2 Library Director Report</p> <p>Leslie had provided her monthly report, and as noted with Item 6.2, it will become part of the meeting minutes. In addition to the NLLS Librarians Council and Public Library Services summaries, she noted that CLPL is registered for Outside the Lines this year and there will be a Poetry Contest in April with Lakeland Connect.</p> <p>http://www.getoutsidethelines.org/</p>	None



Agenda Item and Discussion	Action
7.3 City of Cold Lake Rep Report No Report	None
7.4 MD Of Bonnyville Rep Report Fred gave an update that the Water for Life report.	None
7.5 NLLS Rep Report Vicky provided a summary from the NLLS Board meeting in Feb. The NLLS has a balance of \$1.2 million, so there will be no increase in fees. The NLLS will start working on their next Plan of Service. Tanya Fontaine, is the new Indigenous Services Library Liaison. She noted the Board is very pleased with Christine's Pop-Up Service. The NLLS will be looking at updating library websites. http://www.nlls.ab.ca/Committee-Meeting	None
7.6 Friends of the Library Report Marie provided some updates on fundraising and purchases. In Dec, they bought \$96 of honey from Parkland and the sold for \$420. In Jan, \$230 purchased and sold for \$795. In Feb, purchased \$338 and sold for \$510. They donated \$350 to the Festival of Words, and bought new shelving units for the library for \$225.	None
7.7 Personnel Committee Report No Report	None
7.8 Policy Committee Report No Report	None
7.9 Financial Committee Report No Report. See Item 6.5.	None
8.0 Miscellaneous	N/A
8.1 High School Student collecting work experience at South Branch Leslie noted that Sarah Higgins will continue to work 1.5 hrs every day until the end of June.	None
8.2 Marketing packages being made for Maple Flag Leslie says they are still being put together and will be ready on time.	None
8.3 Virus protection being updated on all library computers As noted in the NLLS Report, all computers are updated.	None



Agenda Item and Discussion	Action
<p>8.4 Nomination for Women of Influence Award</p> <p>Vicky wanted to acknowledge Leslie’s nomination for Cold Lake Women of Influence Award in the category of Arts and Culture (demonstrating artistic achievements or contributions to the cultural community). The Board offered their congratulations to Leslie.</p> <p>https://lakelandconnect.net/2017/02/27/women-influence-nominees-announced/</p>	None
<p>9.0 Next Meeting</p> <p>Monday April 10, 2017 at <u>4 (four) PM</u> at South Branch</p> <p>Vicki would like an agenda item next meeting to review how the categories of library statistics are determined for year-end reporting.</p> <p>Darren and Allana will not be able to attend the April meeting, but Board agreed to keep meeting on April 10.</p>	Darren
11.0 Meeting Adjourned at 5:45pm	N/A

Director Report

Board Meeting

March 13/17

1. Librarians Council Updates:

New Provincial E-Book Launch needs some work.

Covering of Books under 11.00\$ will no longer be provided.

NLLS providing an Author Visit :

The author is Shari Narine, and she is an award-winning journalist from Edmonton. She has served as editor for newspapers and magazines and she currently works at the Aboriginal Multi-Media Society (AMMSA), Playhouse Publications. Her first book, called *Oil Change at Rath's Garage*, will be released mid-May.

NLLS Conference scheduled for Sept. 15th

(I have been asked to present about our Reading Garden)

2. The Library is registered for the 2017 OTL Promotion.

Outside the Lines returns in 2017! Whether you're looking for fresh ideas for community engagement, creative marketing tactics or a way of furthering your organization's strategic goals, make OTL work for you in 2017. Outside the Lines provides a framework for libraries – no matter their size or type – to share their story and connect with their community in new and exciting ways.

3. I attended the Public Library Services for Indigenous Communities Feb. 22-24 in Edmonton.

- Highlights
- Funding for Indigenous Populations is now a Budget Line for the Public Library Services Branch
- 670,000 for systems and Large Stand Alone Libraries

Our Library will receive funding from NLLS in the form of service /goods.
Libraries do not receive cash.

We formed an MOU with NLLS to assist with our staffing for POP Up Libraries for 2016/17.

How to form partnerships on Settlements/Reserves

- Approach Elders not politicians
 - Proper Protocols for meeting with Elders- presenting of tobacco etc.
-
1. Open Attitude: entering the community as learners and being prepared to listen
 2. Involvement: Involving the community; remaining open to new directions or ideas (and to criticism)
 3. Preparation: Researching the community
 4. Finding Gatekeepers- Developing relationships with several key people
 5. Respect cultural differences

Panel for Sharing Knowledge and Best Practices from across the province.

Some of the Best Practices to implement for Cold Lake:

- 1) Special Indigenous section on our Webpage
 - 2) Staff continue training in inclusive service
 - 3) Expand our Services by looking into developing Podcasts of Traditional Storytelling
 - 4) Would like to add to Plan of Service as a category
 - 5) Work with NLLS on having Culturally Appropriate MetaData on our records
 - 6) Links on Webpage to Youth Magazine RedRising
 - 7) Familiarize myself and Staff on Treaty Six and know where we live and the diversity of the nations represented
-
- 8) I attended the opening ceremonies of Treaty Days at English Bay last year, would like to expand into having Library Services available during the event this year.
 - 9) Welcoming Indigenous Décor added to our Library
 - 10) Reading Garden Presentations of Dancers, Storytelling and a Raised Garden Bed highlighting Indigenous Medicinal Plants
 - 11) Continue to grow an appropriate Book Collection
**** Never Treat this as “look what we are doing for you” – Careful with attitudes and presentation.

Poetry Contest partnership coming in April with Lakeland Connect.