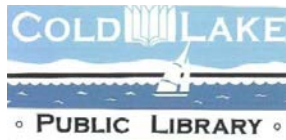


Minutes of the Cold Lake Library Board Meeting
Held Monday, April 10, 2017
Program Room, South Branch

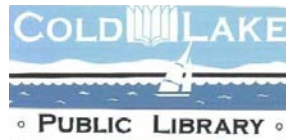
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Board Vice-Chair
 Leslie Price, Library Director
 Tanya Boudreau, Library Assistant Director (Secretary for Meeting)
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Councillor Fred Bamber, MD of Bonnyville Representative
 Rebekah Valade, Board Member

Absent with regret: Darren Robson, Board Secretary / Treasurer
 Allana Nicholas, Board Member

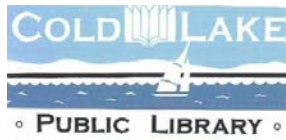
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Vice-Chair Marie Manning at 4:10pm.	N/A
2.0 Adoption of Agenda MOTION 2017-18 Moved by Vicky that the agenda be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2017-19 Moved by Fred that the minutes of the March 13, 2017 and the March 27, 2017 meetings be adopted. Seconded by Rebecca that minutes of both meetings be adopted.	Carried
4.0 Correspondence	N/A
4.1 Resignation from Code Clements. The letter was presented in camera at a previous City Council meeting. The Board is fine with not seeing the letter. Item closed.	None
4.2 Letter from FSCC about repaying portion of grant. MOTION 2017-20 Fred moved to transfer funds from the Library GL to the FSCC GL. Leslie will work with the City to ensure the funds are transferred. Item open.	Carried Leslie
4.3 Letter from Cold Lake Community Learn Council Leslie presented a letter from the Cold Lake Community Learn Council thanking the library for participating in Festival of Words. Item closed.	None



Agenda Item and Discussion	Action
5.0 Old Business	N/A
5.1 MD Funding Fred did not have a chance to talk to Chris yet and seek verification of how the population numbers are determined. Carried to next meeting. Item open.	N/A
5.2 4 Wing MOU Leslie is waiting for a letter from the City accepting the MOU. Vicky still has concerns about CLPL responsibilities for the 4 Wing library. Leslie will contact NLLS to seek clarification. Item open.	Leslie
5.3 South Branch Renovations R. Reid Projects Ltd. has started work on the new interlibrary loan room. They are almost finished the tear down and they have ordered the cabinets and flooring. Item open.	None
5.4 Library Signage <ol style="list-style-type: none"> a. City Maps. Andrew has been contacted about adding the library to the city map and transit map. The transit map online has been updated, but the city map has not. Item open. b. Road Signage. Instead of a letter from the Board to the City as discussed last meeting, Leslie has information about applying for the Alberta Highway Signs/Alberta Tourism Signs grant. Tabled to next meeting. Item open. c. Name Designation. The branch names have been changed in Polaris and online. (See Library Director's report for more details). Item closed. 	None Leslie None
5.5 Community Facility Enhancement Program Grant Application The library did receive a letter of support from the City and the Seniors. The grant application will be ready for the deadline on June 15. Item open.	Leslie
5.6. Alberta Charitable Organization The library is an eligible organization. Leslie presented the application package and will proceed with completing it. Item open.	Leslie
5.7 Plan of Service - Providing Services to Indigenous Communities This will be included in the library plan of service review in May. Leslie will email the board members the plan of service for review. Item open.	Leslie
5.8 Online File Sharing/Storage Darren is still looking into file sharing services and will provide an update at the next meeting. Item open.	Darren



Agenda Item and Discussion	Action
<p>5.9 Library Finances Briefing from the City</p> <p>Cynthia and Leslie presented the discussion summary from the meeting with Linda Mortensen and Tolulope Maraiyesa on 31 Mar 2017. The Board had no further questions. Leslie will contact Linda to see if the city has a lease for the North Branch library and the Seniors. Item closed.</p>	None (see Item 6.5)
6.0 New Business	N/A
<p>6.1 New Board Member</p> <p>Cynthia recommended the Board accept the application for the new board member, Emily Hyne.</p> <p>MOTION 2017-21</p> <p>Rebekah moved to accept Emily Hyne as new Cold Lake Library Board member. Seconded by Marie.</p> <p>Leslie will send Board decision to City for approval at next Council meeting. Item open.</p>	Carried Leslie
<p>6.2 Canada 150 Donation from Cenovus</p> <p>Cenovus donated \$5,000 to the library. Leslie discussed getting wooden book ends for the South branch. Item open</p>	Leslie
<p>6.3 Library Patron Drug and Alcohol Awareness</p> <p>A new policy is being drafted by the Policy Committee. Leslie will contact a police officer for staff training ideas. Item open</p>	Policy Leslie
<p>6.4 Library Statistics Categories</p> <p>From the end of the last meeting, Vicky had asked for a review of how the categories for library statistics are determined. There was no time for Leslie to present. She will update the Board next meeting. Item open.</p>	Leslie
<p>6.5 Lease Agreement</p> <p>Linda Mortensen, the City General Manager for Corporate Services, is drafting a Lease Agreement for the South Branch. As noted in Item 5.9, Leslie will ask Linda if a Lease Agreement will be drafted for the North Branch as well. Item open.</p>	Leslie
<p>6.6 Tool Lending Program</p> <p>Fred does not feel that the library should be lending out tools. The Board has concerns about insurance coverage. Leslie will bring information on tool lending programs at other libraries to the next meeting. Item open.</p>	Leslie
7.0 Reports	N/A
<p>7.1 Board Chair Report</p> <p>No Report</p>	None



Agenda Item and Discussion	Action
<p>7.2 Library Director Report The report is attached to the minutes, but main points include: Leases are being renewed for both photocopiers. Faxing will be set up for public access. The staff are creating a Marketing Plan.</p>	None
<p>7.3 City of Cold Lake Rep Report Vicky discussed a few things that happened at the last City council meeting.</p>	None
<p>7.4 MD Of Bonnyville Rep Report No Report</p>	None
<p>7.5 NLLS Rep Report Vicky shared the bibliographic services operational policy she received at the last NLLS board meeting.</p>	None
<p>7.6 Friends of the Library Report Donation was made as a result of monthly honey sales.</p>	None
<p>7.7 Personnel Committee Report No report.</p>	None
<p>7.8 Policy Committee Report A variety of policies are being worked on for next meeting.</p>	None
<p>7.9 Financial Committee Report The monthly financial summary for April was presented. The committee is looking into creating a salary grid for the library staff.</p>	None
<p>8.0 Miscellaneous</p>	N/A
<p>8.1 All-Day Training Session Just a reminder about the upcoming all day training session on May 15, 2017.</p>	None
<p>8.2 Board meetings in July and August. Rebekah suggested cancelling the meetings in July and August. MOTION 2017-22 Marie moved to cancel the July Board meeting and keep the August Board meeting.</p>	Carried
<p>9.0 Next Meeting Monday May 8, 2017 at <u>4:00 PM</u> at South Branch</p>	N/A
<p>10.0 Meeting Adjourned at 6:08pm</p>	N/A

April 10th

Director's Report

General

Contract signed with contractor for renovations. Renovations have started and are moving along nicely. Safety Binder of contractor shared with City Safety Staff, all is fine.

R. Reid Projects Ltd.

It does not appear, the Branch will need to close.

Leases due for both photocopiers at end of April. Both will be renewed with updated machines.

Going to be set up for public faxing, so the staff does not have to do in back office and be away from counter.

I will be away from April 13-May 1st. Part of this time is at Jasper Conference. Tanya is in charge while I am away.

EBSCO yearly magazine subscriptions have all been updated. New magazines will start in both branches this fall.

All Library Volunteers have been offered a ticket to the up-coming Volunteer Appreciation on April 23rd.

Changing Name Designation of Branches to date:

Book Records on Polaris are all changed.

New Stamps for our new books have been ordered.

Web Page has been changed.

Hour Magnets have been adjusted.

Finishing up changing all of our on-line presences. le Chamber, City etc.

Up-Coming Programs

Author Visit sponsored by Cenovous Word Power: Jaqueline Guest and Dave Poulsen.

Battle of Books partnership with NL School Division.-Authors have sent videos and messages for kids for some of the Books that were on the Reading List. Date change to April 28th.

Summer Reading Program them is Canada 150.

All Regular Programming.

Staffing

CELA Frontline staff training webinar - shorter overview of CELA service intended for frontline library staff who need to know the basics of CELA service. [Wednesday April 12 2:00-2:45pm EDT](#)

Centre for Equitable Library Access

2 Staff will be applying for Commissioner of Oath designation, as we have a lot of requests for this service.

Paystubs and all financial for staff will be coming electronically to staff now.

Staff participated in recent Trivia Night at Holy Cross School...4th Place!!!

Working on a Marketing Plan with one of our Staff who has a marketing degree, and has graciously agreed to assist.