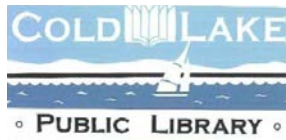


Minutes of the Cold Lake Library Board Meeting
Held Monday, May 8, 2017
Program Room, South Branch

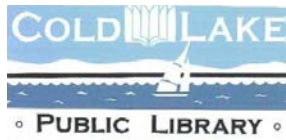
Present: Cynthia Sloychuk, Board Chair
 Darren Robson, Board Secretary / Treasurer
 Leslie Price, Library Director
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Rebekah Valade, Board Member
 Allana Nicholas, Board Member
 Emily Heyne, Board Member

Absent with regret: Marie Manning, Board Vice-Chair
 Councillor Fred Bamber, MD of Bonnyville Representative

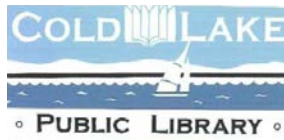
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:05pm.	N/A
2.0 Adoption of Agenda MOTION 2017-22 Moved by Rebekah that the agenda be adopted. Seconded by Vicky that the agenda be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2017-23 Moved by Vicky that the minutes of the April, 2017 meeting be adopted. Seconded by Rebecca that minutes be adopted.	Carried
4.0 Correspondence	N/A
4.1 Letter from City welcoming Emily Heyne. The letter was presented welcoming our new Board Member. She will be here for two years. Item closed.	None
5.0 Old Business	N/A
5.1 MD Funding As Fred was unable to attend the meeting, the item is carried to next meeting. Item open.	N/A



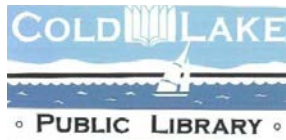
Agenda Item and Discussion	Action
<p>5.2 4 Wing MOU</p> <p>The City is good with the MOU and will not be providing a letter. The City will not provide any additional funding for memberships. Before the MOU is returned to 4 Wing, Leslie will contact NLLS to seek clarification about CLPL responsibilities for the 4 Wing library. Item open.</p>	Leslie
<p>5.3 South Branch Renovations</p> <p>R. Reid Projects Ltd. continues work on the new interlibrary loan room, and is ready for painting and carpets this week. An extra light switch was added for \$300 and number of phone jacks is being confirmed. Item open.</p>	None
<p>5.4 Library Signage</p> <p>a. City Maps. Continuing to wait for online city map to be updated with library locations. Item open.</p> <p>b. Road Signage. The library staff is working on the application for Alberta Highway Signs/Alberta Tourism Signs. Item open.</p>	None Leslie
<p>5.5 Community Facility Enhancement Program Grant Application</p> <p>The grant application will be ready for the deadline on June 15. Item open.</p>	Leslie
<p>5.6. Alberta Charitable Organization</p> <p>The library staff is completing the application and should have it ready next month. From the Alberta Library Conference (ALC), Vicky passed on that many Friends of the Library organizations raise \$25K each year with their charity status. Through Friends, the Library had access to \$5K-\$10K of Lakeland United Way funding each year. Vicky suggested a Board Member could help the Friends, and Leslie suggest Dawn Weber, an active community member, could help. Leslie will contact Dawn and try to attend the next Friends' meeting with her. Item open.</p>	Leslie
<p>5.7 Plan of Service Quarterly Review</p> <p>The Board was not ready to review the Plan of Service this month. The review will be the primary topic at the June meeting. From the ALC, Vicky attended a good seminar that described how to update your plan. Seminar suggested adding colours (Red = behind, Green = meeting, Blue = exceeding) to give a quick visual indication of progress. Leslie pointed out that goals need to be measureable and need ability to change goals. For example, Ladies Night Out program not working and Indigenous Services needs to be added. Darren still uncertain how to revise plan and will look into method to track changes. Item open.</p>	Board Darren



Agenda Item and Discussion	Action
<p>5.8 Online File Sharing/Storage</p> <p>Darren created a Google Drive account for the Library Board. He started uploading some documents. He will first invite Leslie to ensure the program will work, and then invite the rest of the Board. Item open.</p>	Darren
<p>5.9 Canada 150 Donation from Cenovus</p> <p>Leslie is looking to set up a cheque presentation on June 17 in the garden. She is looking at a red/white theme for the flowers for the 150. The staff will get the planters done on May 28 using the money from the Co-op donation from last year. Leslie will try to have the book ends here by then. Item open.</p>	Leslie
<p>5.10 Drug and Alcohol Awareness Training</p> <p>Some of the library staff attended a NLLS course and then passed on the training to the remainder of the staff. They found the course very helpful. Cynthia is still looking for input to help with policy creation and heard that the RCMP is a good resource. Leslie and Cynthia to contact the RCMP. Item open.</p>	Leslie Cynthia
<p>5.11 Library Statistics Categories</p> <p>Vicky is looking for clarification on some of the statistics entered in the year-end report to the province. It was pointed out that this review could need a dedicated meeting as well, but it's also tied to the Plan of Service review. Leslie and Darren will ensure the stats are available for the next meeting. Item open.</p>	Leslie Darren
<p>5.12 Lease Agreement</p> <p>No update from the City. Item open.</p>	None
<p>5.13 Tool Lending Program</p> <p>As Fred was unable to attend, the discussion is tabled to the next meeting. Leslie will bring information on tool lending programs at other libraries to the next meeting. Item open.</p>	Leslie
<p>6.0 New Business</p>	N/A
<p>6.1 Alberta Library Conference (ALC)</p> <p>Vicky and Cynthia attend the conference from April 27-30 in Jasper. Leslie was unable to attend as she was sick. Vicky passed on to the library many free resources and activities. She provided some brochures on how libraries are saving money with technology; how space can be saved with rolling track shelves; and how books can be scanned easily with KIC Bookeye. Library should consider using Survey Monkey to ask community how library can improve. Library should have a fire/water proof box that holds passwords, USB drive of key documents and keys.</p>	



Agenda Item and Discussion	Action
<p>Shane Anderson, the minister responsible for libraries did not come to the conference, but libraries were encourage to write him letters to promote library services. Cynthia will look at writing such a letter. Vicky noted we should be getting update e-mails from ALTA – Leslie will look into it. The keynote from Rick Mercer, a big advocate for libraries, was especially good, as well as the panel on Sharing Indigenous Perspectives, which stressed the importance of libraries to document history and continue awareness. Item open.</p>	<p>Cynthia Leslie</p>
<p>6.2 New Board Member Cynthia recommended the Board accept the application for the new board member, Daryl Gilroy. MOTION 2017-24 Rebekah moved to accept Daryl Gilroy as new Cold Lake Library Board member. Seconded by Allana. Leslie will send Board decision to City for approval at next Council meeting. Item open.</p>	<p>Carried Leslie</p>
<p>6.3 Gifts for Previous Board Members Cynthia recommended that parameters be drawn up by Policy Committee to set time served and what each milestone will mean as far as recognition for the Member. MOTION 2017-25 Rebekah moved to create milestones for Board Member recognition. Seconded by Allana. Policy Committee to draft new policy. Item open.</p>	<p>Carried Policy</p>
<p>6.4 Library Staff Stat Holidays The policy outlining the Library Staff Stat Holidays requires updating. MOTION 2017-26 Allana moved that the policy be updated. Seconded by Vicky. Policy Committee will update the staff Stat Holiday Schedule and include when the Library can be closed by Director and when the Board needs to approve. Item open.</p>	<p>Carried Policy</p>
<p>7.0 Reports</p>	<p>N/A</p>
<p>7.1 Board Chair Report No Report</p>	<p>None</p>



Agenda Item and Discussion	Action
7.2 Library Director Report The report is attached to the minutes, but main points include: STEP funding approved for summer student. Audit is complete but waiting for signed report from City.	None
7.3 City of Cold Lake Rep Report No Report.	None
7.4 MD Of Bonnyville Rep Report No Report	None
7.5 NLLS Rep Report No Report.	None
7.6 Friends of the Library Report No Report.	None
7.7 Personnel Committee Report No report. Emily Heyne joined the committee.	None
7.8 Policy Committee Report A variety of policies are being worked on for next meeting.	None
7.9 Financial Committee Report The monthly financial summary for May was presented.	None
8.0 Miscellaneous	N/A
8.1 All-Day Training Session Just a reminder about the upcoming all day training session next week on May 15, 2017.	None
9.0 Next Meeting Monday June 12, 2017 at <u>4:00 PM</u> at South Branch The Plan of Service will be the main point of discussion.	N/A
10.0 Meeting Adjourned at 6:00pm	N/A

Directors Report May 8th

1. Funding for STEP student has been approved.
May1 -Aug. 31- We received 17 resumes for the clerk position. Tanya and I will be doing interviews within the next week or two.
2. June 17th ...Cenovous cheque presentation ...in garden
3. Audit is done waiting for Linda to sign.