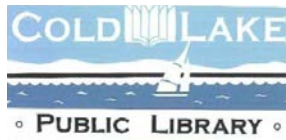


**Minutes of the Cold Lake Public Library Board Meeting**  
**Held Monday, June 12, 2017**  
**Program Room, South Branch**

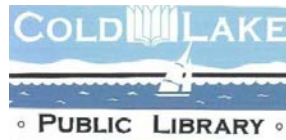
Present: Cynthia Sloychuk, Board Chair  
 Marie Manning, Board Vice-Chair  
 Darren Robson, Board Secretary / Treasurer  
 Leslie Price, Library Director  
 Councillor Vicky Lefebvre, City of Cold Lake Representative  
 Rebekah Valade, Board Member  
 Emily Heyne, Board Member  
 Daryl Gilroy, Board Member

Absent with regret: Councillor Fred Bamber, MD of Bonnyville Representative

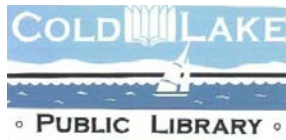
<b>Agenda Item and Discussion</b>	<b>Action</b>
<b>1.0 Call to Order</b> Meeting called to order by Board Chair at 4:00pm.	N/A
<b>2.0 Adoption of Agenda</b> Daryl pointed out his last name was spelt wrong – it should read Gilroy. Darren pointed out the next meeting is Aug 14, not Jul 10. <b>MOTION 2017-27</b> Moved by Rebekah that the agenda be adopted with two corrections.	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> <b>MOTION 2017-28</b> Moved by Daryl that the minutes of the May 2017 meeting be adopted. Cynthia noted that this will be the last time that copies of the minutes and reports will be printed for everyone.	Carried
<b>4.0 Correspondence</b>	N/A
<b>4.1 Letter from City welcoming Daryl Gilroy.</b> The letter was presented welcoming our new Board Member. The term is only until Oct 2017, probably to fill a current position. Item closed.	None
<b>4.2 Resignation E-mail from Allanah Nicholas.</b> Cynthia presented an e-mail from Allanah resigning from the board as she has been offered a job outside the country. Item Closed.	None
<b>5.0 Reports</b>	N/A



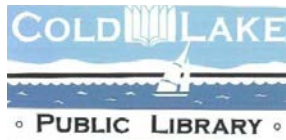
Agenda Item and Discussion	Action
<p><b>5.1 Board Chair Report</b></p> <p>The Board Chair Report for June is attached as Appendix 1. Cynthia is looking for a new meeting date and time. It is difficult for some members to make the 4PM start time and Vicky and Fred have another meeting a 6PM. Possibly a different Monday of the month and start at 4:30PM.</p> <p>Cynthia reminded the board that part of the yearly library statistics is volunteer hours. There is a binder at the front desk to fill out and its fine to add one total for each month.</p> <p><b>MOTION 2017-29</b></p> <p>Moved by Rebekah that the June Board Chair Report be accepted as presented.</p>	Carried
<p><b>5.2 Library Director Report</b></p> <p>The Library Director Report for June is attached as Appendix 2. Leslie reminded the Board about the Cenovus cheque presentation in the Reading Garden this Saturday. Leslie presented the CLPL advertisement for the City bus that was created by one the staff.</p> <p><b>MOTION 2017-30</b></p> <p>Moved by Rebekah that the June Library Director Report be accepted as presented.</p>	Carried
<p><b>5.3 City of Cold Lake Rep Report</b></p> <p>No Report.</p>	N/A
<p><b>5.4 MD Of Bonnyville Rep Report</b></p> <p>No Report</p>	N/A
<p><b>5.5 NLLS Rep Report</b></p> <p>Vicky had sent the CLPL Board the minutes from the May NLLS Board meeting and Executive meeting. They are not attached, but can be found at: <a href="http://www.nlls.ab.ca/Minutes">http://www.nlls.ab.ca/Minutes</a>. Vicky reminded the Board that for noncontroversial matters, items can be accepted by unanimous consent.</p> <p><b>MOTION 2017-31</b></p> <p>The June NLLS Rep Report was approved by unanimous consent.</p>	Carried
<p><b>5.6 Friends of the Library Report</b></p> <p>Marie presented a summary of recent Friends activities.</p> <p>In April, the Friends purchased honey for \$210 and from the sales, deposited \$340 at the end of the month. In May, the Friends purchased honey for \$428 and from the sales, deposited \$650 on June 7. On June 8, the Friends donated \$500 to the CLPL for the Reading Garden and \$500 to the CLPL for the Summer Reading Program. The Friends of the Library Report will be added to the Library Director Report next month.</p>	



Agenda Item and Discussion	Action
<p>Leslie met with the Friends of the Library and they are accepting of the idea of transitioning the Friends to a Board committee, similar to what was presented by the Lac La Biche Board. The Board will plan to complete the transition in the Fall, and Leslie will approach Dawn Weber to assist with the transition. Item Closed.</p>	Board
<p><b>5.7 Personnel Committee Report</b> No report.</p>	N/A
<p><b>5.8 Policy Committee Report</b> No formal report, but the policies related to the Board have been revised and are ready for Board approval – see Item 6.2.</p>	N/A
<p><b>5.9 Financial Committee Report</b> The Financial Committee Report for June is attached as Appendix 3. The committee has started reviewing the budget for 2018, and has been drafting staff salary grids. <b>MOTION 2017-32</b> The June Financial Committee Report was approved by unanimous consent.</p>	Carried
<p><b>5.10 Other Reports</b> Darren prepared a summary of the Google Drive account for CLPL Board documents, and it is attached as Appendix 4. It was suggested that a second person be given administrator privileges. <b>MOTION 2017-33</b> The Google Drive Report was approved by unanimous consent.</p>	Carried
<p><b>6.0 Priority Items</b></p>	N/A
<p><b>6.1 Plan of Service Quarterly Review</b> An updated Plan of Service, which includes a unique number and a Status column for each General Strategy task (Pages 7-22), is attached as Appendix 5. Cynthia reminded the Board that only the “Red” items are up for discussion. Task 1.1.1: Leslie will write a letter to Seniors Society from the Board suggesting they consider making the front door automatic, The timeframe will be changed to Feb 2018. Task 1.3.1: The grant should be approved by Sept 2017. Other libraries have suggested carpet tile is the way to go. Task 2.2.1: PR brochures will be translated to French, and library signage inside the library will be translated by staff as required by patrons. Task 2.3.1: This task made more sense when Service Canada used library space. Instead of gathering all the materials at the library, the staff will</p>	



Agenda Item and Discussion	Action
<p>continue to ensure they are able to direct patrons to the material. The timeframe will change to Ongoing, and the measure of success will change to Referrals, and the status will change to On Track.</p> <p>Task 2.4.4: Staff is working on creating a Newcomer’s Club for this Fall.</p> <p>Task 2.5.1: Starting this summer, staff will be asked to Blog more and all will be provided with the login. Perhaps Board members could create Blog entries as well.</p> <p>Task 4.2.1: The schools don’t really need the library to have a contact list. However, the staff will mention the Alberta Education online tutoring, put a link on the webpage, and put up a few posters. The timeframe will change to Dec 2017.</p> <p>Task 4.2.3: Vicky pointed out that the numbers show a slight decrease in ILL usage, not that they remain the same. There could be many reasons for the decrease; maybe e-resource usage is way up. Listing numbers for two years is not enough to determine a trend. Leslie will pull up the last 10 years of ILL usage numbers.</p> <p>Task 5.3.2: Instead of a Reader’s Theatre camp, the library has planned a Theatre Workshop Skit with Grande Parlour on July 25. The status will change to On Track.</p> <p>Task 5.3.4: The status will be updated to the same as Task 4.2.1.</p> <p>Task 5.5.2: With the success of the Pop-Up Services, the second measureable to expand services has been added.</p> <p>Vicky pointed out the at the attendance numbers presented in Tasks 5.2.1, 5.2.2 and 5.2.3 are actually down from 2015 to 2016. Leslie and Darren will look into the statistics. Item closed.</p> <p><b>MOTION 2017-34</b></p> <p>The updated Plan of Service as presented with the above corrections was approved by unanimous consent.</p>	<p>Carried</p>
<p><b>6.2 Policies for review and approval</b></p> <p>The Policy Committee had sent out the 22 policies pertaining to Board matters for review last week, and they are attached as Appendix 6. Only one correction was suggested: Policy 2064, Para 1c will be changed to Old Business. Concerns were brought up with Policy 2141 that the City won’t provide advance payments. The committee will look into the matter further, and Policy 2141 was removed from the list of policies for approval.</p> <p><b>MOTION 2017-35</b></p> <p>Emily motioned that the content of the 21 policies as presented with the one above correction be accepted.</p> <p>Vicky asked what happens now. The policies will be better formatted and</p>	<p>Carried</p>



Agenda Item and Discussion	Action
the final copies placed in the Policy binder. The PDF copies will also be added to the Google Drive account. Item closed.	
<b>7.0 Old Business</b>	N/A
<b>7.1 MD Funding</b> As Fred was absent, no update was provided. Item open.	Fred
<b>7.2 4 Wing MOU</b> From the Library Director's Report, the MOU is complete and has been sent back to 4 Wing. Leslie confirmed with Municipal Services that the CLPL is not responsible for the 4 Wing library. Item closed.	None
<b>7.3 Library Statistics Categories</b> Leslie presented a new spreadsheet format for tracking program attendance, which will link back to the Plan of Service. Vicky would like the number of computers at the branches verified. Item open.	Leslie
<b>7.4 Lease Agreements</b> Leslie is still waiting for a draft lease agreement with the City for the South Branch. Leslie will write a letter to the Senior's Society from the Board asking for an update on a lease agreement for the North Branch. Leslie will ask the Lac La Biche Library Board for a copy of their lease with the county. Item open.	Leslie
<b>8.0 New Business</b>	N/A
<b>8.1 End Panels and Canopies for South Branch</b> Leslie presented had provided the quote from Foothills for new end panels and canopies for the South Branch book shelves. Unfortunately the donation from Cenovus for \$5K will not cover the entire cost. However, the CLPL has a large surplus from the 2016 fiscal year, of which the additional \$10K could be taken from the surplus. <b>MOTION 2017-36</b> Vicky motioned that \$10K be transferred from the CLPL surplus into Revenue to cover the costs of the End Panels and Canopies at South Branch. Marie seconded the motion. Darren and Leslie will ensure the money is transferred and tracked. Item open.	Carried  Darren, Leslie
<b>9.0 Next Meeting</b> <b>Monday Aug 14, 2017 at 4:00 PM at South Branch</b> Leslie will bring quotes for replacing the carpets at both branches.	N/A
10.0 Meeting Adjourned at 6:00pm	N/A

## Appendix 1 to CLPL Board June Meeting Minutes

**From:** Cynthia csloychuk@gmail.com

**Subject:** Chair Report

**Date:** June 9, 2017 at 11:04 PM

**To:** Vicky Lefebvre vlefebvre@coldlake.com, farravala@gmail.com, ednaman@telus.net, manager@library.coldlake.ab.ca, Fred Bamber fbamber@md.bonnyville.ab.ca, emieritz@gmail.com, drobson@incentre.net, allana4031@gmail.com, Daryl Gilroy Daryltgilroy@gmail.com



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### Chairperson's Report

This has been a very busy and productive month.  
Here are some highlight:

May 15, 2017

The first portion of the day board and staff worked together to revise Vision, Mission and Value statements. Final drafts of these will be sent to from Heather when complete.

The second part was a board workshop provided by award winning board chair and director from Lac la Biche Library. You will each receive a jump drive with the power point on it. Please take time to read it.

Some of the items covered:

- working towards a governing board
- responsibilities of the board and director
  - programs and staff directors responsibility
  - trustees deal with finances, policies and personnel (director)
- time management, more productive meetings
  - new agenda, only items listed on this will items that require motions or action, Items just for information will be addressed in reports

A lot of information and work went into this day. Thank you to all who attended, organized and led the workshops.

I also attended a meeting in Elk Point at NLLS with Leslie and Tanya regarding Plan of Service for NLLS.

I presented a gift to past board member Scott Lyons, Code declined his and no response was heard from the other two.

Plans are being made for a road trip to Lloydminster to view their library renovations and the innovative ways they have used to save space.

Please check out the new perennial heritage garden in the Reading Garden and the nearly complete renovation for the ILL department.

Sent from my iPad

## Director's Notes

June 12/17

### **MOU with 4 Wing**

Complete -Sent to 4 Wing rep. for signing

### **Librarian Council Meeting NLLS-Attended May 16<sup>th</sup>**

Updates:

Polaris will be upgraded June 26<sup>th</sup> (Library Automated System)

TownLife will be doing an update on Library Webpage Layouts system wide.

Book Allotment Accounts will no longer limit outside purchases.

Hoopla is being limited to 8 per sign out now, due to extreme costs.

### **Updates on Previous Agenda Items**

Community Facility Grant ...will be sent in by 12<sup>th</sup>.

Library Statistics numbers tied to Plan of Service .-done

City of Cold Lake Lease: City working on.

Charitable Application- Working on

### **Staffing**

Community Librarian attended a Day at Blue Quills.

New Circulation Staff Hired for North Branch

Summer Student hired and started.

## **Renovations**

Complete other than some communication changes with the computer lines.

## **Training and Vision, Mission and Values Statement ( May 15<sup>th</sup>)**

Waiting for roll out from Heather Nickel with final copies of each.( we spark learning and imagination for all through resources, programs, and staff, in an inclusive community space. )

Lac La Biche Board Chair and Director-Training on Board Governance

Quick notes from Training for Director

1. Make sure Staff has all relevant safety training
2. Formal Check List of New Employees
3. Create Evaluation for after Probation Period for staffing.
4. Link Plan of Service to Program Statistics-Done
5. Update Survey Monkey on Webpage to reflect the measurable feedback we need for Plan of Service-Done

## **Misc.**

Transit advertising for Library: One Bench in North

One indoor panel in South.

Cheque Presentation/Garden Summer Opening June 17 <sup>11am-1pm</sup>



- MLA Scott Cyr and Deputy Mayor Vicki Lefebvre will be attendance
- 4 Wing Band Playing
- Cenovus on hand to present Canada 150 donation.
- Grilled Corn etc. for food (sponsored by Cenovus)

Reading Program- Parade Entry

-Programming throughout Summer for all ages

Community Registration Day – August 26<sup>th</sup>

We are registered for a table if any Board wants to do a shift.

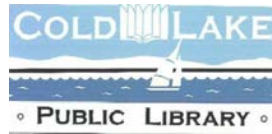
NLLS Conference – I forwarded information earlier

Foothills Library Services came in to measure and give quote for Wood shelf ends.

June 24<sup>th</sup> -NLLS is co sponsoring the Kehewin Dancers to come perform in Garden- Super excited as it is Aboriginal Day that week.

Library Signage, City Maps- still in progress

Application for Road Signage- not done (looking at fall as we are going into a busy season )

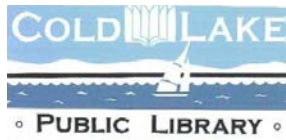


**Cold Lake Public Library Board**  
**June 2017 Financial Committee Report**

Members:     Darren Robson, Committee Chair  
                  Cynthia Sloychuk, Board Chair  
                  Leslie Price, Library Director

1. The CLPL Board Financial Committee had their first in a series of 2018 Budget meetings on June 5 (the minutes are attached). The committee reviewed library staff starting salaries and draft salary grids. The committee will meet again on June 19 and continue to review every budget item.
2. The June monthly financial report is also attached. The projected surplus for the year is \$11,129, mostly due to the project expense for Salaries and Benefits being about \$10.5K under budget.

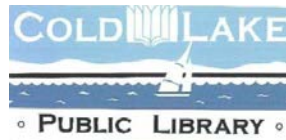
Darren Robson  
CLPL Board  
Secretary/Treasurer



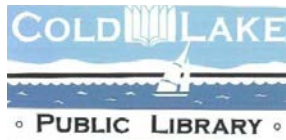
**Minutes of the CLPL Board Financial Committee Meeting**  
**Held Monday, June 5, 2017**  
**Program Room, South Branch**  
**Next Meeting, Monday, June 19, 2017**

Present: Darren Robson, Committee Chair  
 Cynthia Sloychuk, Board Chair  
 Leslie Price, Library Director

Agenda Item and Discussion	Action
<b>1.0 Call to Order</b> Meeting called to order by Committee Chair at 11:55 am.	N/A
<b>2.0 Adoption of Agenda</b> <b>MOTION 2017-FC-01</b> Moved by Cynthia that the agenda be adopted with the following addition. 5.3 End Panels and Canopies for South Brach – Extra Funding	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> N/A – no previous meeting	N/A
<b>4.0 Old Business</b>	N/A
<b>4.1</b> N/A – no previous meeting	N/A
<b>5.0 New Business</b>	N/A
<b>5.1 2018 Budget Planning: Expenses, Salaries - Regular</b> As this is the largest portion of the budget, Darren thought the committee should start budget discussions with staff salaries. The committee reviewed the current salaries provided by Leslie, as of May 2017. The vacant Clerk position is filled, as well as the Page position, both starting at \$14.14 for 3 month probation. Darren pointed out three typos (CP, JB, HH) in the Earnings column, which Leslie will correct. Corrected version attached.  Darren had taken the current hourly rates and created 5-year, 5-step salary grids for each position type. Keeping a constant COLA of 1%, Darren had worked out grids for incentive increases of 2%, 2.5% and 3% per year. Darren had then looked at the total salaries expense at the end of five year period if everyone made the maximum, and determined there is very little difference between the 2%, 2.5% and 3% totals.  Cynthia pointed out that some current salaries are bit high for the starting step. Cynthia suggested the Start level should be the salary while on probation, which lasts 3 months. The increase to the first step should be	Leslie



Agenda Item and Discussion	Action
<p>slightly larger than the following yearly increases.</p> <p>Although the COLA was left at 1% for all five years, it will be voted on by the Board every year, and Darren will need to determine how to adjust the grid if the COLA changes.</p> <p>The committee agreed to go with the 2.5% yearly incentive increase. Once approved, this will come into effect Jan 2018.</p> <p>The starting salary (ie. probation) for the Page and Clerk positions will be \$14.14 and the Step 1 salary will be \$15.00.</p> <p>Leslie will look into a job title change to the ILL Clerks. For that position, Cynthia proposed that the lower of the two current salaries (\$18.46) should become the Step 1 salary, and the committee agreed that the starting salary will be \$17.95. As a Clerk could move up into this position, the committee will have to make sure the grids don't overlap. Leslie will provide a library staff organizational chart for reference.</p> <p>Leslie will look into a job title change for the Public Service Assistant. For that position, Cynthia proposed that the position's current salary of \$19.88 should become the Step 3 salary. Darren will determine a reasonable starting salary.</p> <p>For the Public Service Librarian, Cynthia proposed the position's current salary of \$20.28 should become the Step 1 salary. Darren will determine a reasonable starting salary.</p> <p>For the ILL Manager, Cynthia proposed the position's current salary of \$20.50 should become the Step 1 salary. Darren will determine a reasonable starting salary.</p> <p>For the Assistant Director, Cynthia proposed the position's current salary of \$31.65 should become the Step 1 salary. Darren will determine a reasonable starting salary.</p> <p>For the Director, Leslie pointed out that many Library Director salary grids are covered in their contract. The committee decided to leave the grid out of the contract for now, but will add a caveat that says the Director's grid is subject to change for a new hire. Cynthia proposed the position's current salary of \$32.97 should become the Step 1 salary. Darren will determine a reasonable starting salary.</p> <p>Darren will take these recommendations, update the grids, and estimate the 2018 expenses for salaries and benefits. Item open.</p>	<p>Darren</p> <p>Leslie</p> <p>Leslie</p> <p>Leslie Darren</p> <p>Darren</p> <p>Darren</p> <p>Darren</p> <p>Darren</p> <p>Darren</p>
<p><b>5.2 2018 Budget Planning: Expenses, Employer Contributions</b></p> <p>The employer contributions for benefits are set at 27% for full-time and 10% for part-time. As they are tied to salary, there was nothing further to discuss. Item closed.</p>	<p>None</p>



Agenda Item and Discussion	Action
<p><b>5.3 End Panels and Canopies for South Brach – Extra Funding</b></p> <p>Leslie has received a quote from Foothills Systems for End Panels and Canopies for the South Branch book shelves. The least expensive option came in at \$14,334.77, which is much more than the \$5000.00 that will be donated to the library by Cenovus. The Board will have to approve the additional \$9334.77 expense. Darren will add the item to the next Board meeting agenda. Item closed.</p>	Darren
<p><b>6.0 Next Meeting</b></p> <p><b>Monday June 19, 2017 at 11:30am at South Branch</b></p> <p>Darren pointed out that the committee will be going through each G/L line currently used by the City. Leslie asked about creating a Miscellaneous G/L for small jobs often required at the libraries. Leslie asked about differentiating between Operational budget items and Capital budget items.</p>	N/A
11.0 Meeting Adjourned at 1:05pm	N/A

Current Salaries  
May 2017

EMPLOYEE	#		HOURS	SALARY	SALARY	WK/YR	EARNINGS	BENEFITS	
<b>MANAGEMENT</b>									
<b>Based on Salary Grid</b>									
Library Director LP	1		35	\$32.97	\$60,005.40	52	\$60,005.40	\$16,201.45	27%
Assistant Director TB	1		35	\$31.65	\$57,603.00	52	\$57,603.00	\$15,552.81	27%
ILL Manager HL	1		35	\$20.50	\$37,310.00	52	\$37,310.00	\$10,073.00	27%
Public Service LibrarianCP	1		35	\$20.28	\$36,909.60	52	\$36,545.60	\$9,867.31	27%
<b>SUB TOTAL</b>							<b>\$191,464.00</b>	<b>\$51,694.57</b>	
<b>Administration Assistants</b>									
<b>Salary Grid</b>									
ILL Clerk - GH	1		20		\$18.46	52	\$19,198.40	\$1,919.84	10%
ILL Clerk - MM*	1		35		\$18.66	52	\$33,961.20	\$9,169.52	27%
Public Services Assistant	1		20		\$19.88	52	\$20,675.20	\$2,067.52	10%
<b>SUB TOTAL</b>							<b>\$73,834.80</b>	<b>\$13,156.88</b>	
<b>LIBRARY CLERKS PERMANENT PART-TIME</b>									
<b>Salary Grid</b>									
Clerk - Grand Centre - SR	1		29		\$15.38	50	\$22,301.00	\$2,230.10	10%
Clerk - Grand Centre -CP	1		27		\$14.14	50	\$19,089.00	\$1,908.90	10%
Clerk - Harbour View - CE	1		27		\$15.38	50	\$20,763.00	\$2,076.30	10%
Clerk Harbour View CM	1		27		\$15.38	50	\$20,763.00	\$2,076.30	10%
Clerk - Grand Centre - JP	1		20		\$15.38	50	\$15,380.00	\$1,538.00	10%
Clerk -Grand Centre -	1					50			10%
Clerk - Grand Centre JB	1		20		\$15.38	50	\$15,380.00	\$1,538.00	10%
Clerk -- Grand Centre -HH	1		15		\$15.38	50	\$11,535.00	\$1,153.50	10%
Page	1		25		\$14.14	50	\$17,675.00	\$1,767.50	10%
<b>SUB TOTAL</b>							<b>\$142,886.00</b>	<b>\$14,288.60</b>	
<b>GRANT EMPLOYEES: FULL-TIME TEMPORARY</b>									
SRP(2 people)		temp	35			16	\$0.00	\$0.00	10%
CAP SI-		temp	30			13	\$0.00	\$0.00	10%
Step(1 person)		temp	30		\$14.14	12	\$5,090.40	\$509.04	10%
<b>SUB TOTAL</b>							<b>\$5,090.40</b>	<b>\$509.04</b>	

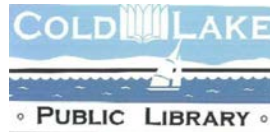
will receive 2940.00

	EARNINGS	BENEFITS
Administration	\$265,298.80	\$64,851.45
Clerical	\$147,976.40	\$14,797.64
<b>SUB TOTAL</b>	<b>\$413,275.20</b>	<b>\$79,649.09</b>
Grant	\$10,000.00	
<b>Salaries Total</b>	<b>\$403,275.20</b>	

\* salaried

Total: **\$482,924.29**

Notes: Projected Step: 3360 Actual 3120

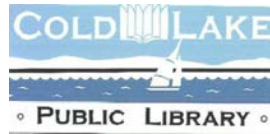


**Cold Lake Public Library**  
**June 2017 Financial Report**

	Mar 2017	Apr 2017	May 2017	Year-To-Date	Projected	Budgeted	Variance
<b>REVENUES</b>							
MEMBERSHIPS	0.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00
SALES	186.55	325.50	233.25	1,199.55	2,878.92	3,050.00	-171.08
BOOK REPLACEMENT	149.92	5.00	283.77	571.10	1,370.64	1,000.00	370.64
LIBRARY FINES	327.60	246.25	270.65	1,280.40	3,072.96	2,000.00	1,072.96
DONATIONS	105.90	170.15	-192.95	526.60	1,263.84	7,000.00	-5,736.16
MISC REVENUE	334.39	46.00	150.45	689.64	1,655.14	1,000.00	655.14
PROVINCIAL GRANT	0.00	0.00	0.00	0.00	87,334.00	87,334.00	0.00
M.D OF BONNYVILLE	13,414.40	0.00	0.00	26,828.80	77,159.41	76,598.40	561.01
CITY OF COLD LAKE	0.00	0.00	430,694.00	430,694.00	430,694.00	430,694.32	-0.32
<b>TOTAL REVENUE</b>	<b>14,518.76</b>	<b>792.90</b>		<b>466,790.09</b>	<b>610,428.91</b>	<b>613,676.72</b>	<b>-3,247.81</b>
<b>EXPENSES</b>							
SALARIES & BENEFITS	35,233.27	49,943.40	36,090.72	187,955.57	451,093.37	461,616.67	10,523.30
PERSONAL DEVELOPMENT	1,607.98	165.00	905.84	2,992.61	7,182.26	7,000.00	-182.26
POSTAGE & TELEPHONE	443.69	29.95	420.07	1,674.61	4,019.06	6,500.00	2,480.94
ADVERTISING & PROMOTION	518.72	57.99	980.41	1,802.67	4,326.41	2,000.00	-2,326.41
AUDIT	0.00	0.00	4,350.00	4,350.00	4,350.00	4,000.00	-350.00
CONTRACTED SERVICES	1,637.49	1,282.42	2,506.11	8,442.98	20,263.15	23,400.00	3,136.85
MEMBERSHIPS	55.00	50.00	0.00	80,491.25	81,911.25	81,410.96	-500.29
INSURANCE	0.00	0.00	0.00	3,599.30	4,000.00	4,000.00	0.00
SUPPLIES	165.13	545.27	669.55	4,280.94	10,274.26	7,200.00	-3,074.26
COLLECTIONS	802.05	146.77	146.47	1,503.76	3,609.02	3,000.00	-609.02
PROGRAMS	789.64	700.39	509.34	2,351.76	5,644.22	8,000.00	2,355.78
BOOKS & EQUIPMENT	33.89	55.47	263.03	1,094.54	2,626.90	3,500.00	873.10
<b>TOTAL EXPENSES</b>	<b>41,286.86</b>	<b>52,976.66</b>		<b>300,539.99</b>	<b>599,299.91</b>	<b>611,627.63</b>	<b>12,327.72</b>
Surplus / Deficit	-26,768.10	-52,183.76		166,250.10	11,129.00	2,049.09	

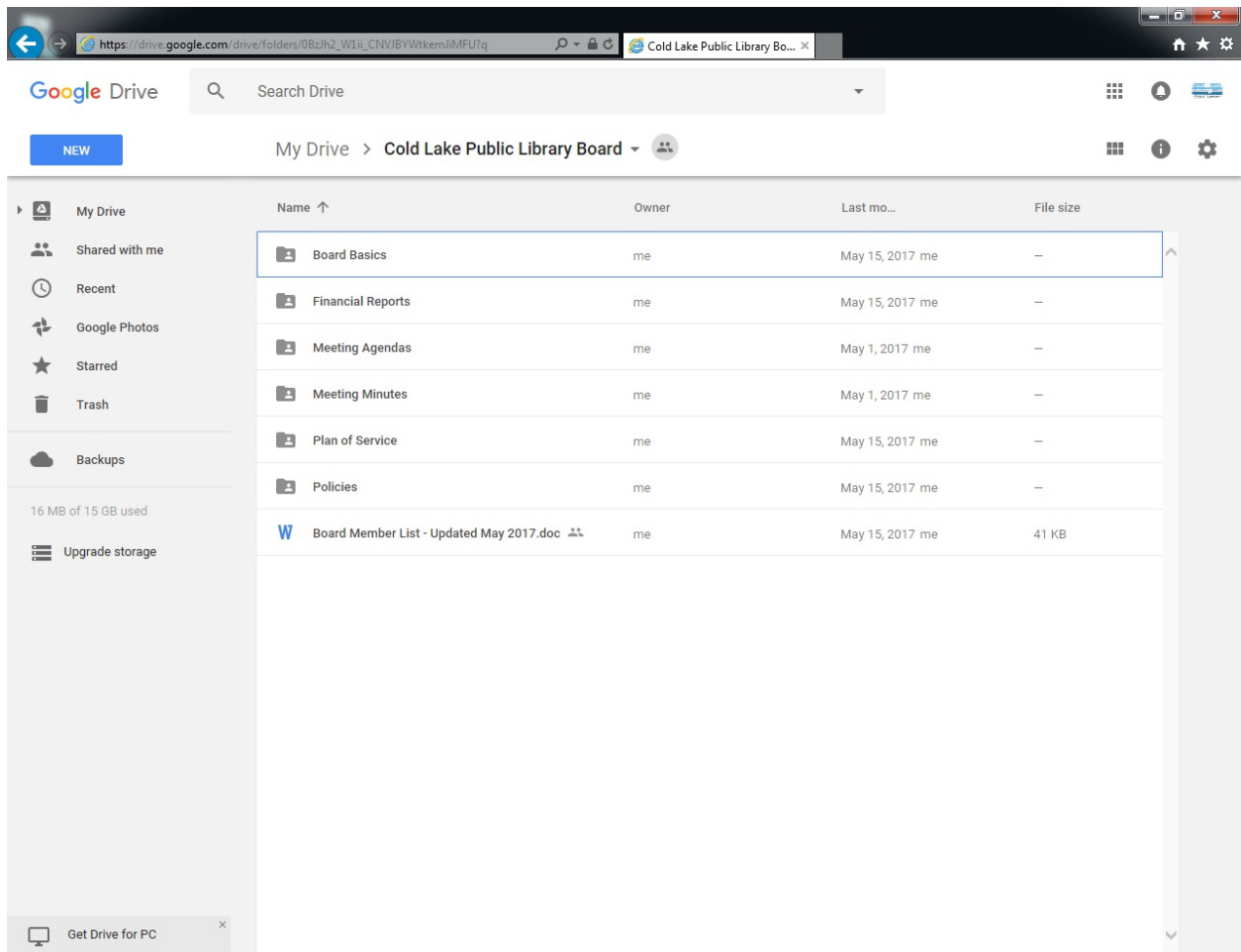
Notes:

1. The negative revenue for Donations in May is the result of returning \$225 to the FCSS (see Motion 2017-020).
2. The majority of the budgeted donation revenue comes from the Friends of the Library.
3. The projected expense for Salaries and Benefits is about \$10.5K under budget.
4. The projected expense for Contracted Services is about \$3K under budget, and various entries need to be clarified with City staff.
5. The projected expense for Library and Office Supplies is about \$3K more than budgeted.
6. The projected expense for Library Programs is about \$2.5K under budget.
7. The project surplus for the year is about \$11K.
8. In addition, there is currently \$25.5K of South Branch renovation expenses against the Contracted Services category (not shown above), and no matching revenue from the City.



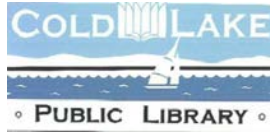
## Cold Lake Public Library Board Google Drive Shared Documents Report

1. I have created a CLPL Board Google Drive account and set up a shared folder.
2. [https://drive.google.com/drive/folders/0BzJh2\\_W1ii\\_CNVJBYWtkemJiMFU](https://drive.google.com/drive/folders/0BzJh2_W1ii_CNVJBYWtkemJiMFU)



3. Currently, I am the only one with write access, but that could be changed as required.
4. The Board Basics folder has all the documents that should help new members become familiar with how a library board works. If you have a useful document, let me know and I will add it to the folder.
5. As the Board Secretary, I will add PDF copies of Agendas and Minutes that should make for easier review.





6. As the Board Treasurer, I will add PDF copies of financial reports and monthly summaries.
7. The Board can keep the current and updated version of the Plan of Service here as well.
8. As the Board approves updated Policies, I hope that the Policy Committee will add PDF copies.
9. Folders and files can be easily added, moved or deleted, so if you have any suggestions, just let me know.

Darren Robson  
CLPL Board  
Secretary/Treasurer



<b>1 COLD LAKE PUBLIC LIBRARY ENVISIONS AN ACCESSIBLE, INVITING ENVIRONMENT FOR THE WHOLE COMMUNITY.</b>				
Target Audience		All library users		
Previous Successes		Murals in both branches Library signage visible from street for both branches New patio and patio door at South Branch Reading garden at South Branch Flooring refinished in South Branch adult area New furniture at both branches		
1.1	General Strategy 1	Improve our physical accessibility		
	Task	Timeframe	Measures of Success	Status
1.1.1	Both branches completely handicap accessible	<del>Immediate</del> December 2017	All access points handicap accessible	South Branch Complete  North Branch does not have automatic doors, and requires working with Seniors Society.
1.1.2	Providing family parking spots close to main entrance at both branches	Summer 2016	Signage in place	Complete
1.2	General Strategy 2	Increase location visibility		
	Task	Timeframe	Measures of Success	Status
1.2.1	Hang banner on exterior wall near entrance at South	March 2016	Banner installed	Complete
1.2.2	Paint library logo on window facing parking lot at North	March 2016	Window painted	Complete

1.3	General Strategy 3	Maintain and improve interior spaces		
	Task	Timeframe	Measures of Success	Status
1.3.1	Replace carpets in both branches	<del>December 2016</del> December 2017	New carpets installed	Searching for funding Applied for Community Facility Enhancement Program Grant
1.3.2	Renovate ILL workroom	<del>December 2016</del> Fall 2017	ILL department moved into new workroom	On track Renovation in progress
1.3.3	Upgrade metal shelves with wooden ends	December 2017	Wooden ends installed	On track Funding partially secured for South – donation from Cenovus Applied for Community Facility Enhancement Program Grant
1.4	General Strategy 4	All staff have the tools to be welcoming, approachable, and knowledgeable.		
	Task	Timeframe	Measures of Success	Status
1.4.1	Staff trained to always acknowledge anyone entering library	Ongoing	Patron/public feedback	On track Survey Monkey feedback gives staff 4.9/5 for being approachable and helpful Staff attended NLLS Serving the Public training Staff discusses at Monthly Staff meetings.

1.5	General Strategy 5	Keep library space clean, current and uncluttered.		
Task	Timeframe	Measures of success	Status	
1.5.1	All staff will have pride in the library and help to keep it clean and uncluttered	Ongoing	The library is a clean and safe environment for all.	<p><b>On track</b></p> <p>South Branch has a student dusting every day.</p> <p>South Branch has a volunteer 2 times a week Aligning Books and Straightening Shelves</p> <p>At both branches, Opening and Closing Procedure for staff is straightening up all areas.</p> <p>Staff is reminded to clean up areas from night before every morning.</p>
1.5.2	Staff talents will be used to create displays	Ongoing	Peace and harmony reign	<p><b>On track</b></p> <p>Examples of displays over last year:</p> <p>Rodeo, Gardening, Father’s Day, Spring, New Books, Buzz Books, Summer Reading Program</p>

<b>2 COLD LAKE PUBLIC LIBRARY IS COMMITTED TO MEETING THE NEEDS OF A CONTINUALLY CHANGING COMMUNITY.</b>			
Target Audience	All library users, especially newcomers to the community		
Previous Successes	<p>Improved selection of French material</p> <p>Updated GED, IELTS, and TOEFL study guides</p> <p>Provided class space for ESL classes</p>		
2.1	General Strategy 1	Keep all library information on internet current and relevant	
	Task	Timeframe	Measures of success
	Status		
2.1.1	Google library regularly to ensure top links are accurate	Ongoing	Links to library are consistently accurate and current.
			<b>On track</b> Staff monitor weekly or monthly.
2.1.2	Update Website	Ongoing	Website content is fresh and accurate
			<b>On track</b> Staff updates Events weekly. After NLLS web page update, staff will work on a new tab to include Indigenous Services and Materials. (Summer 2017 ) Link will be added for Youth Magazine called RedRising
2.2	General Strategy 2	The library will reflect the diversity of our community	
	Task	Timeframe	Measures of success
	Status		

<p>2.2.1 Library marketing material translated into other languages</p>	<p><del>September 2016</del> December 2017</p>	<p>Material is utilized Patron/Public feedback</p>	<p><b>Partially complete</b> Advertising has been done in Dene Maple Flag brochures done in French <b>PR brochures need translation.</b> <b>Library signage needs translation.</b></p>
<p>2.2.2 The library will provide material in languages other than English</p>	<p>Ongoing</p>	<p>Material circulates</p>	<p><b>On track</b> Dene and Cree literature ordered for Pop Up Services, and will continue to grow French Collection kept current and up to date by Francophone Staff member on Collections Team. Developing Children’s Learning Languages materials.</p>
<p>2.3 General Strategy 3 Create an New Canadian Information Centre</p>			
<p>Task</p>	<p>Timeframe</p>	<p>Measures of success</p>	<p>Status</p>
<p>2.3.1 Consolidate citizenship, language and employment information pertinent to immigrants and TFWs in one location</p>	<p><del>December 2016</del> Fall 2017</p>	<p>Items circulate</p>	<p><b>Not Complete</b> New Canadians tab on CLPL webpage Staff is also knowledgeable in directing patrons to material <b>Still need to consolidate into one area</b></p>

2.4	General Strategy 4	The library is a “First Responder “ for community information		
Task	Timeframe	Measures of success	Status	
2.4.1	Gather community information	<del>December 2016</del> Ongoing	Information is used	<b>On track</b> Staff keeps Event Posters on Community Board updated Belong to Cold Lake Interagency Email resource Joined Facebook Pages of local organizations and get their feeds. Survey Monkey feedback says 26/52 responders come to library to find information
2.4.2	New display unit/area for community information	December 2016	Information is used	<b>Completed Spring 2017</b>
2.4.3	Staff will be very familiar with community so they can refer users to the correct agency	<del>December 2016</del> Ongoing	Feedback	<b>On track</b> Staff keeps up to date on community information Survey Monkey feedback gives staff 4.9/5 for being approachable and helpful Could add more specific surveys

2.4.4	Create a “Newcomer’s Club” for the community	<del>December 2016</del> December 2017	Users Feedback	Partially complete No current program by this name, but new patrons come and meet other patrons at existing programs. Create specific program
2.5	General Strategy 5	The library will have an improved internet presence		
	Task	Timeframe	Measures of success	Status
2.5.1	Develop a library blog to highlight such information as staff “bios”, what we are reading, “Did you know?” services and programs, etc.	<del>Beginning March 2016</del> December 2017	Blog hits (visitor stats)	Started but needs more updates and awareness Summer 2017 will assign a staff to keep it more current.
2.6	General Strategy 6	The library will streamline feedback.		
	Task	Timeframe	Measures of success	Status
2.6.1	Create a system to collect feedback from our users	March 2016	System is in place Feedback is collected	Complete Feedback received informally on Social Media CLPL webpage has link to survey questions that can be updated as required



3 COLD LAKE PUBLIC LIBRARY ENCOURAGES THE ACTIVE EXPRESSION OF CREATIVITY AND IMAGINATION			
Target Audience	All community members		
Previous successes	Craft classes Art lessons Ladies Night Out Teen Tech and Pre-teen Tech Manga & Anime Club Storytime Drop In and Draw Stitch and Chat		
3.1	General Strategy 1	The Reading Garden will become a performing arts venue	
	Task	Timeframe	Measures of success
3.1.1	The library will host events such as open mic events, movie nights, tea afternoons, live music etc.	Summer 2016	Attendance, Feedback, Requests, Talent coming forward
			<b>Complete</b> 4 Wing Band concerts 2017 Summer 7 Sessions in the works for Garden Entertainment/Information Session
3.2	General Strategy 2	Develop Makerspace programs that stimulate imagination using new and traditional methods	
	Task	Timeframe	Measures of success
3.2.1	Schedule programs to use existing Makerspace resources and develop new activities	Ongoing from March 2016	Program attendance
			<b>Complete</b> In 2015, offered 17 times, 184 patrons In 2016, offered 13 times, 111 patrons

3.3 General Strategy 3		Continue Ladies' Night Out		
Task	Timeframe	Measures of success	Status	
3.3.1 Continue to partner with local talent to expand on topics/ offer new subjects	Continuing Review at end of 2016	Program attendance New participants	<b>Complete</b> In 2015, offered 9 times, 117 patrons In 2016, offered 5 times, 27 patrons	

4 COLD LAKE PUBLIC LIBRARY PROMOTES LEARNING AS A LIFELONG JOURNEY WITH DIVERSE PATHS				
Target Audience		All community members		
Previous Successes		Basic PC training Ladies' night out Armchair travel Sessions Seniors teas Books on Wheels		
4.1	General Strategy 1		Help patrons become comfortable with computer technology	
	Task	Timeframe	Measures of success	Status
4.1.1	Continue to offer one-on one training on PCs, iPads, and other devices	Continuing	Sessions scheduled Feedback	<b>On track</b> Staff does this informally daily, but no official sessions Survey Monkey feedback gives staff 4.9/5 for being approachable and helpful
4.1.2	Provide ereaders and iPads/tablets to borrow	Continuing	Devices being borrowed	<b>On track</b> Survey Monkey feedback gives library 4.5/5 for providing technology needed Currently about 24 uses per year for 2 readers. Could be increased.
4.2	General Strategy 2		Provide homework help	
	Task	Timeframe	Measures of success	Status

4.2.1	Provide contact information for available tutors	<del>April 2016</del> April 2018	Parent & student feedback	Needs Work
4.2.2	Provide information & instruction on how to use library resources	<del>April 2016</del> Ongoing	Increased user stats	<p><b>On Track</b></p> <p>Tutorial on the Webpage on how to use all of our digital resources, and has resulted in increase use over the past year.</p> <p>Staff provides Library Tours, and provides information daily.</p>
4.2.3	Promote ILL usage for project resources	<del>April 2016</del> Ongoing	Increased ILL usage	<p><b>Remains the same</b></p> <p>In 2015, 37,338 items borrowed and 26,328 items lent</p> <p>In 2016, 34,712 items borrowed and 27,974 items lent</p>
4.3	General Strategy 3	Continue to bring new and current users through our doors		
	Task	Timeframe	Measures of success	Status
4.3.1	Intentional partnerships with community organizations	Ongoing	<p>Satisfied new patrons</p> <p>Increased circulation</p>	<p><b>On Track</b></p> <p>School Visits have increased and been rebooked every year</p> <p>Partnerships formed with FCSS- Parent Link, Cub/Scouts, CLCLC, Toast Masters, Settlements/Reserve, Music Festival, Credit Union, Ag. Society, NL School Division</p>

4.3.2 Share interagency information with all staff	March 2016	Feedback from patrons	<p><b>Complete</b></p> <p>One staff goes to meetings and presents at Staff meetings</p>
4.3.3 Showcase library assets “We can help you...” through social media	March 2016	<p>Feedback from satisfied patrons</p> <p>Circulation stats</p>	<p><b>Complete</b></p> <p>Feedback on Facebook and Twitter</p>

5 COLD LAKE PUBLIC LIBRARY RECOGNIZES EARLY LITERACY AS AN ESSENTIAL COMPONENT TO LIFE DEVELOPMENT.				
Target Audience		Children and their parents & caregivers		
Previous Successes		Baby Rhyme Time Storytime Baby Book Program Early Literacy Computer School & community tours Parent/child book clubs		
5.1	General Strategy 1	Update Early Literacy stations at both libraries		
Task		Timeframe	Measures of success	Status
5.1.1	Purchase Crayon Kiosks and iPads for both branches	End February 2016	Usage Feedback	<b>Complete</b> Daily usage and positive feedback
5.2	General Strategy 2	Continue with current children’s and family programming		
Task		Timeframe	Measures of success	Status
5.2.1	Continue existing preschool programs	Ongoing	Increased attendance	<b>On Track</b> In 2015, Baby Rhyme Time offered 44 times with 1161 patrons In 2016, Baby Rhyme Time offered 45 times with 988 patrons In 2015, Storytime offered 98 times with 2289 patrons In 2016, Storytime offered 93 times with 1600 patrons

5.2.2	Continue parent/child book club	Ongoing	Increased attendance	<b>On Track</b> In 2015, Parent-Child Book Club offered 12 times with 156 patrons In 2016, Parent-Child Book Club offered 10 times with 57 patrons
5.2.3	Continue school/daycare visit program	Ongoing	Increased tour bookings	<b>On Track</b> In 2015, 7 school tours with 476 visitors In 2016, 13 school tours with 461 visitors
5.3	General Strategy 3	Provide resources for homework help		
	Task	Timeframe	Measures of success	Status
5.3.1	Offer a read to a dog program	Fall 2016	Attendance Feedback	<b>Complete</b> Substituted other animals, 40 patrons
5.3.2	Run a Reader's Theatre camp/program	<del>Summer 2016</del> Summer 2017	Attendance	<b>Not Complete</b>
5.3.4	Provide contact information for available tutors	<del>April 2016</del> Ongoing	Feedback	<b>Continual-Verbal</b>
5.4	General Strategy 4	Promote creative writing		
	Task	Timeframe	Measures of success	Status

5.4.1	Run monthly games or contests tied into monthly themes at both branches	Ongoing for 2016	Entries/participation	<b>On Track</b> Name the Cat, Poetry Contest On-Line contests for Marketing
5.5	General Strategy 5	Continue to develop relationships with other community agencies		
	Task	Timeframe	Measures of success	Status
5.5.1	Maintain good relationship with existing community partners	Ongoing	Continued joint projects	<b>On Track</b> CLCLC- Toastmasters, Festival of Words and Community Registration Schools - Tours Elizabeth Settlement - Pop Up Libraries
5.5.2	Pursue agreement with Elizabeth Settlement & NLLS to improve library service to Settlement residents	<del>Ongoing</del> December 2017	Agreement is reached Services expanded	<b>Partially complete</b> Funding secured and Pop-Up Service established for Settlement and Cold Lake First Nations Develop podcasts of traditional storytelling Reading Garden presentations of dancers and storytelling
5.6	General Strategy 6	Provide relevant, popular and critically acclaimed items in all collections		
	Task	Timeframe	Measures of Success	Status



5.6.1	Create a Collection Development team	Ongoing Review January 2017	Items purchased circulate locally and within TRAC	<b>Complete</b> Team meets once or twice a year formally. Meets weekly informally.
5.6.2	Keep on top of weeding to ensure collections are not dated	Ongoing	Outdated items are removed from circulation	<b>On Track</b> Staff assigned different genres to keep current.
5.6.3	Create dynamic display of new materials drawing on our collection and those within the system	Ongoing	Displayed items circulate	<b>On Track</b> Changes constantly
5.7	General Strategy 7	Continue the Baby Board Book program		
	Task	Timeframe	Measures of success	Status
5.7.1	Keep board book stocks on hand	Ongoing	Always have books to hand out	<b>On track</b>
5.7.2	Offer board books to parents of young babies at programs and at circulation desk	Ongoing	Books are distributed	<b>On track</b> Over 100 per year Purchased suitable title for Pop Up Service (25 books in 2017 at Pop Up Service)

**Cold Lake Public Library  
Policy Manual  
Policy Number: 2000  
Policy Title: Legal Status**

**Date Passed:  
Date Amended: April 11, 2017  
Review Date: April 11, 2017**

### **LEGAL STATUS**

1. Cold Lake Public Library Board is governed by the Alberta Libraries Act ([www.QP.Alberta.ca/Documents/acts/L11.pdf](http://www.QP.Alberta.ca/Documents/acts/L11.pdf)) and the Library Board Bi-Laws as stated in the Cold Lake Public Library.
2. Bylaw #587-BD-16 of the City of Cold Lake in the province of Alberta established the Cold Lake Library Board.

## **BOARD MEMBERS – POWERS AND DUTIES**

### ***INTENT***

The Cold Lake Library Board is the entity responsible for the library's highest level of decision making and legal authority. The Board represents a community trust which goes far beyond the immediate concerns of the library. The Board has the ultimate responsibility of implementing the library's purpose, and is the owner of the organizational structure set up to fulfil the library's goals.

The Board trustee is accountable to the Cold Lake Library Board. As part of this policy governing board, the Cold Lake Library Board trustee supports the mission of the Board through five functional areas: Advocacy, Services/Programs, Financial Matters, Personnel and the Policy/Governance of the System.

### **RESPONSIBILITIES**

1. **Purpose:** establishing the library's purpose or mission.
2. **Continuity:** providing continuity for the management and implementation of the library's affairs.
3. **Progress:** setting the rate of progress that the library takes in reaching its mission.
4. **Identity:** securing community support and appreciation for the library's objectives, beliefs, vision, mission and long-term direction.

### **GUIDELINES**

1. A Cold Lake Library Board trustee is a citizen appointed and entrusted by local government to manage library services for the benefit of the community. This is accomplished by establishing the purpose, continuity, progress and identity of the library in order to sustain it through periods of changing staff and conditions.
2. Board trustees shall actively participate in board business, through discussions, workshops, and committees.
3. Board trustees shall set, implement, review and evaluate policies and plans in appropriate areas.
4. Board trustees shall inform one another of concerns or recommendations raised by individuals or organizations within the community.
5. A Board trustee shall be aware of issues affecting libraries.

6. A Board trustee shall behave ethically and comply with the Libraries Act and Regulations, Cold Lake Public Library Bylaws and policies and the ALTA Code of Ethics.
7. A Board trustee shall bring to the attention of the Cold Lake Library Board issues or concerns that may affect Library services.

## **PROCEDURES**

1. Attend all regular and special board meetings.
2. Play an active role in assigned committee.
3. Maintain an up-to-date Board Trustee Binder.
4. Read Board packages prior to Board meetings.
5. The Board each year will review this policy.

## **BOARD ELECTIONS**

1. Cold Lake Public Library Board will hold annual elections according to City of Cold Lake Bylaw #587/BD/16 Section 7.
2. The elections shall be held during the regularly scheduled meeting in January.
3. Each position is a one year term and shall be held for a maximum of three years. In extenuating circumstances if a suitable replacement can not be found, the board has authority to reappoint.
4. Positions for Election:  
  
Chairperson  
Vice Chair  
Secretary/Treasurer
5. By-election will be held if any position becomes vacant prior to the one year term.
6. In case the chairperson leaves their position prior to their one year term, the Vice Chair will move into the position, and the Vice Chair position will be replaced.
7. A Nomination Committee will be appointed at the call of the Chair prior to elections.
8. Voting will be done by ballot.

## **BOARD MEMBERS – POWERS AND DUTIES**

### **COLD LAKE PUBLIC LIBRARY JOB DESCRIPTION**

**Position: BOARD MEMBER (Library Trustee)**

#### **Authority and Responsibility**

The Library Board is the legal authority for the Cold Lake Public Library. As a member of the Board, a Board Member acts in a position of trust for the community, and is responsible for the effective governance of the library. **Must act within the Library Codes of Ethics and Conduct.**

#### **Requirements**

Requirements of Board membership include:

1. Commitment to the work of the library.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy.
3. Willingness and time to serve on committees.
4. Regular attendance at monthly Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Attendance at **board** meetings.
8. Support of, and participation in, fund-raising events.
9. Ensuring financial **viability** of the Cold Lake Public Library.
10. **Must be a member of the Cold Lake Public Library in good standing.**
11. **Board members must be a resident of Cold Lake or the MD of Bonnyville.**

#### **Appointment**

Council appoints the Board Member to the library board for **one, two or three years**. Council may renew the appointment according to the Libraries Act.

:

A Board Member is fully informed on library matters, and participates in the Board's deliberations and decisions on matters of policy, finance, programs and personnel and advocacy.

The Board Member must:

1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees, and senior staff.
2. Monitor all Board policies
3. Review the bylaws and policy manual annually and make necessary additions or changes.
4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments in accordance with the Libraries act.
5. Participate in the development of Cold Lake Public Library's library plan **of service** and annual review.
6. Approve Cold Lake Public Library's budget and forward a request for funding to Council no later than November 1.
7. Approve the hiring and release of the Library Director, including approval of the Library Director's employment contract, based on the recommendation of the Personnel Committee.
8. Support and participate in evaluating the Library Director.
9. Assist in developing and maintaining positive relations among the Board, committees, staff members, Town Council and Administration, and community to enhance Cold Lake Public Library's mission.

### **Termination**

1. Termination of trusteeship (as specified in the Libraries Act) may occur: at the completion of the appointed term; after three consecutive missed board meetings, not preauthorized by the board; by the decision of council; or by resignation.
2. A board members actions may be reviewed by the Board in instances where concerns have been raised regarding code of conduct or ethics, or meeting requirements.

### **Evaluation**

~~A Board Member's performance is evaluated annually, based on the performance of assigned Board requirements and duties.~~

**COLD LAKE PUBLIC LIBRARY**  
**POLICY MANUAL**  
**POLICY # 2030**  
**Policy Title: Board Member – Powers and Duties**  
~~Review Date and Approval Date~~

**Date Passed: May 29, 2001**  
**Date Amended: April 11, 2017**  
**Date Reviewed: April 11, 2017**

~~The Personnel Committee annually reviews the Board Member Job Description, and presents recommended changes to the Board.~~



## BOARD MEMBERS – POWERS AND DUTIES

### COLD LAKE PUBLIC LIBRARY JOB DESCRIPTION

**Position:** Library Board Chairperson

**Description:** Elected by the Trustees of the Cold Lake Public Library Board, annually, the Chairperson acts as the spokesperson for the Cold Lake Public Library Board: directs the Cold Lake Public Library in so far as policies are in place and that the facilities operate on a basis that is conducive to the needs of the citizens of Cold Lake.

**Relationships:** The Chairperson acts as the liaison between the **Director** of the Cold Lake Public Library and the Board; with the Municipal Council; with the Alberta Library Trustees Association; and with the Minister of Alberta Community Development.

**Duties:** Provides leadership to the Board.  
Sets the tone and climate for Board activity.  
Ensures that the Board meets the requirements of trusteeship.  
Determines the need for meetings, sets the time, sets the agenda, and chairs the meetings according to the procedure accepted by the Board.  
Calls the meeting to order and adjourns them within the appointed times.  
Pursues knowledge of board and chair responsibilities, appropriate legislation, bylaws, policies, and rules of order through ongoing development and education opportunities.  
Summarizes and brings closure to discussion, without introducing personal opinion and biases.  
Facilitates the contribution of all trustees to Board business.  
Ensures that the Board plans are followed, adhering to legislation, bylaws, and policy.  
Ensures that proper records are kept and signs adopted minutes of Meetings.  
Has signing authority for library accounts.  
Implements the decisions of the Board, usually assigning specific tasks or delegating to committee.  
Ensures that committee Chairs are in place, and may appoint committee Chairs.

**The Chairman shall bring all Board Membership applications to the Board for review and approval.**

Cold Lake Public Library  
Policy Manual  
Policy Number: 2032  
Policy Title: Vice Chairperson – Powers and Duties

Date Passed: October 23, 2007  
Date Amended: April 11, 2017  
Review Date: April 11, 2017

## BOARD MEMBERS – POWERS AND DUTIES

### COLD LAKE PUBLIC LIBRARY JOB DESCRIPTION

**Position:** Library Vice-Chairperson

**Description:** Elected annually by the Trustees of the Cold Lake Public Library.

**Duties:** Assumes duties of the Chair in the absence of the Chair.  
May have signing authority on library accounts.  
May have on-going assigned duties, such as trustee recruitment or Orientation.  
The Vice Chair will be the Chair of the Policy Committee.  
In the event of the Chairperson position becoming vacant, the Vice Chair shall take on the position of Chairperson.

Cold Lake Public Library  
Policy Manual  
Policy Number: 2033  
Policy Title: Secretary of the Board – Job Description

Date Passed: October 23, 2007  
Date Amended: April 11, 2017  
Review Date: April 11, 2017

## **BOARD MEMBERS – POWERS AND DUTIES**

### **COLD LAKE PUBLIC LIBRARY JOB DESCRIPTION**

**Position:** Library Board Secretary

**Description** Elected Annually by the Trustees of the Cold Lake Public Library. The Secretary along with senior staff ensures that the operation of the Cold Lake Public Library is within the budget approved by the Board on an annual basis.

**Duties:** Records the minutes of the Board meetings and provides Electronic copies to trustees at least one week prior to next meeting, together with agendas and other required materials.  
Maintains a file of original minutes and copies of reports and correspondence, etc., at the library.  
Notifies Board members of meetings.  
Handles library correspondence as directed by the Boards.  
May hold signing authority for library accounts.  
Acts a s chair if both chair and vice-chair are absent.  
Confirms locations for meetings.  
Brings required materials (board manual, minutes, and reports) to meetings.  
Assist chair in developing agenda.

**Note:** The Secretary position may be combined with the Treasurer position.

## BOARD MEMBERS – POWERS AND DUTIES

### COLD LAKE PUBLIC LIBRARY JOB DESCRIPTION

**Position:** Library Board Treasurer

**Description:** Elected Annually by the Trustees of the Cold Lake Public Library. The Treasurer along with senior staff ensures that the operation of the Cold Lake Public Library is within the budget approved by the Board on an annual basis.

**Duties:** Chairs finance committee; prepares agenda for finance committee meetings.  
**Monitors bookkeeping/accounting procedures.**  
Is familiar with current accounting practice and applicable legislation.  
Submits a financial summary and status report to Board Meetings.  
Has, with two or three others, signing authority for library accounts.  
Prepares with senior staff person, an annual financial statement.  
Ensures that the annual report required by Alberta Community Development is properly prepared, audited and submitted.  
**Maintains a file of revenue resources, including application criteria, procedures and deadlines, and ensures that grants and special funding are correctly applied for.**  
Presents the Board's budget and estimate of funds to council and other funding bodies.  
Spearheads the development of Board financial policy.  
Takes advantage of training opportunities to enhance knowledge of library financial management.

**Note:** The Treasurer position may be combined with the Secretary position.

## CODE OF ETHICS AND CODE OF CONDUCT

### Code of Ethics

1. A Library Trustee must want to serve as a Trustee.
2. A Library Trustee must endorse, without reservation, the mission of the Library Board.
3. A Library Trustee must believe in the values of libraries.

### Code of Conduct

When an individual agrees to serve as a trustee, he or she takes on the following six legal obligations:

1. A Library Trustee is expected to manage the affairs of the library system with the same degree of skill, hard work and care he or she brings to their own affairs.
2. A Library Trustee has a duty to become informed about the business of the board, including: applicable legislation, and what is required in order to be an effective trustee.
3. A Library Trustee must keep confidential, private information he/she learns as result of their activity as a trustee, and may not personally benefit from it, either during the term or after.
4. A Library Trustee must put the best interests of the board before their own or any other.
5. A Library Trustee may not make advance agreement with another person or organization to vote a certain way.
6. If A Library Trustee stands to make a personal profit from any activity of the board, he/she must declare his/her interests, and may not participate in discussion or vote in relation to it.

### **APPOINTED BOARD OFFICIALS – LIBRARY DIRECTOR**

1. The Library Board is responsible for the hiring of the Library Director.
2. The Board may appoint a hiring committee, but the final decision will be done by the Board.
3. Information to assist Boards in hiring can be found at [www.MunicipalAffairs.Alberta.ca](http://www.MunicipalAffairs.Alberta.ca) (libraries act and libraries regulations).

### **BOARD - LIBRARY DIRECTOR RELATIONSHIP**

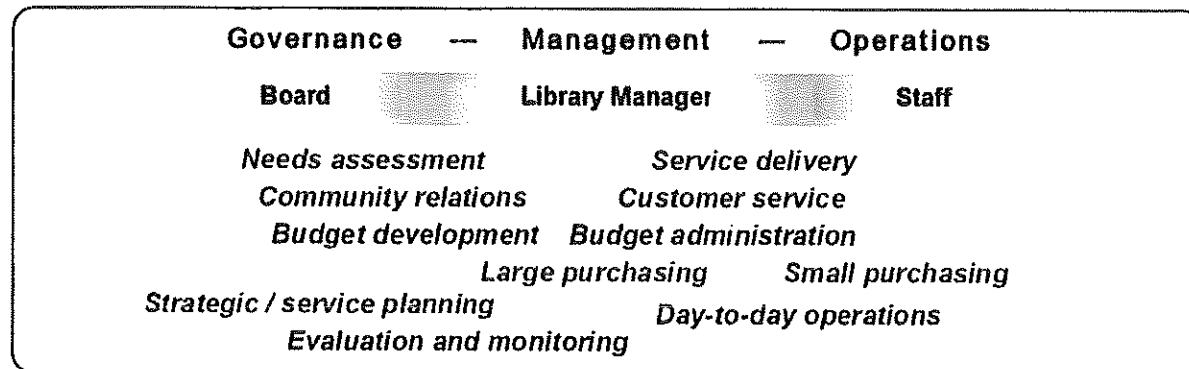
1. The Library Director is the one employee that the Board should work with as an employer. The Board should communicate expectations, and evaluate performance, be consistent, and let the Director manage staff and operations of the Cold Lake Public Library, as set out in the Plan of Service.
2. For general information, or clarity, the Board members may go directly to the Library Director. The Library Chair is the first point of contact with cases of conflict or issues, and then will be provided to the Board for awareness, and discussion. This includes all forms of communication.
3. See Schedule A for Board and Staff relations.

# Schedule A

## Board and Staff: Who Does What

Board and staff have different roles. The board should concentrate on governance and advocacy, while operations and staff supervision should be delegated to the library manager.

Board	Library Manager	Other Staff & Volunteers
Accountable and legally responsible for the library	Manages day-to-day operation of the library	Carry out daily procedures
Assesses community's needs	Helps board clarify patron needs; develops programs and services	Provide patron service; suggest and help develop new programs
Sets policies	Assists with policy development; implements policies.	Identify policy gaps and implementation issues
Sets budget and ensures sufficient funds to achieve it	Prepares budget in consultation with board; manages expenditures	Identify needs; account for expenditures
Hires, instructs, monitors, and evaluates senior staff position	Hires, supervises, and evaluates staff and volunteers	Work as members of a professional team
Develops plan of service	Assists board in plan development; implements plan.	Provide information for planning process; helps implement plan.
Monitors and evaluates library's operation	Evaluates operations; reports to the board	Maintain required records and reports; provide feedback on programs and services
Advocates for value of libraries; builds community relationships	Promotes library activities; seeks community support	Provide service; represent the library to the community
Establish board committees, officers, other board structure	Supports board function; usually attends board and committee meetings	Provide information and assistance to board as needed via library manager



## Effective supervision of the library manager

- Supervise only the library manager. Staff and volunteers are the manager's responsibility.
- Be sure you clearly define how the board will supervise the library manager. Will it be done through the Board Chair, a Personnel Committee, or some other way?
- All employees (managers included) deserve clear expectations, feedback and evaluation, a safe environment, and every chance to succeed and thrive.
- If you volunteer, act as one and expect to be told what to do – on that day anyway.
- Work with the manager as a board – not as individual trustees.

**BOARD MEETING - ORGANIZATIONAL**

1. Every January the organizational meeting shall be held prior to the regular meeting.
2. Elections and committee selections shall be held at that time.
3. The Positions are as follows:
  - Chairperson
  - Vice Chairperson
  - Secretary
  - Treasurer.
4. The Secretary and Treasurer positions may be held by one person.
5. The committees are:
  - Finance – usually chaired by Treasurer
  - Personnel - usually chaired by Board Chair
  - Policy - usually chaired by Vice Chair
6. Ad hock committees may be formed as required. Committees shall consist of at least three members.
7. Committees will bring their recommendations to the Board for final decision.
8. Regular meeting dates and times will be determined annually.



**BOARD MEETINGS - REGULAR**

1. There will be a minimum of four meetings per year as per Alberta Libraries Act.
2. Meetings shall be limited to a two-hour time unless there is a unanimous motion for continuance.
3. Meetings shall follow Roberts Rule of Order.
4. A quorum is needed to make decisions, or hold a meeting. A quorum will be 50% plus one.
5. New meeting date may be set if a quorum is not available.
6. Agendas and information should be forwarded at least a week prior to meetings.
7. Additions to agenda are to be sent prior to meetings unless an emergent matter.
8. The Library Director must be available and present to hold a meeting.
9. Emergency meetings may be called within a minimum of 24 hours as per Library Bylaws.
10. If unable to attend, board members are required to contact the Chair or Director to ensure quorum.
11. Emergency decisions and actions may be undertaken, but they must be ratified at the next meeting.
12. All regular board meetings are open to the public.
13. Requests for presentations or discussions with the Library Board should be directed to the Chairperson and/or Director at least one week prior to the meeting. The Board Chairperson and Director will determine the best meeting date for the delegations.
14. The Board can meet as a committee of the whole and can have an informal discussion with no rules, but no decisions can be made until a Regular Board Meeting is held, i.e. Plan of Service.

BOARD MEETINGS – IN-CAMERA

1. In-Camera shall be limited to sensitive land, legal, financial and personnel issues to maintain privacy.
2. The time is to be recorded when going in and out of Camera sessions.
3. Minutes or notes shall not be made during these sessions.
4. Matters discussed during In-Camera sessions are considered private and confidential, and not to be shared with any other persons who were not privy to the In-Camera session.
5. Board members can be held accountable in accordance with the Code of Ethics and Conduct.
6. In-Camera sessions may be held toward the end of the meeting's agenda where possible, to be called by the Chair at request of Board members.

## **BOARD MEETINGS REGULAR AGENDA**

1. The order of business is regularly:
  - a. Call to order by Chairperson
  - b. Approval of agenda
    - a. Committee and Officer reports
    - b. Special priority Items
    - c. Old business
    - d. New business
    - e. Meeting adjourned.
2. Only one motion can be active at a time. Motion can be removed from discussion being voted on or being tabled.
3. It is not necessary for motions to be seconded.
4. The Chair can speak in discussions, make motions and vote.
5. The Board cannot delegate authority.
6. The Board can establish committees to work on particular issues but the committee must report back to the Board for decision and action.

## **PUBLIC PARTICIPATION IN LIBRARY DECISION MAKING**

1. Citizens are welcome at any open meetings of the Library Board either as observers or to present information and concerns to the Board. Library Board meetings will be held in compliance with the Alberta Libraries Act.
2. Any group or individual wishing to speak to the Library Board regarding a library related matter should contact the Library Director or Board Chair one week prior to the Board meeting so the item can be placed on the official agenda for action.
3. Guest speakers are asked to indicate group affiliation (if speaking on behalf of anyone other than self), and to limit comments and general information to (**a specified time**). Library administration and the Board welcome written documentation to support or restate information and concerns, but written documents are not required.
4. When public information gathering, forums are planned, care will be taken to schedule forums at times that are convenient to potential participants. Unless otherwise specified, care will also be taken to ensure that the role of trustees and staff attending the forums will be that of observer and not participant. Library staff and trustees are encouraged to attend public forums however, the venue for library employees and trustees to express their viewpoints is through the established chain of command as set out in the library's organizational chart.
5. Library employees may attend Board meetings but any questions or concerns are to be directed through the proper channels as outlined in the organizational chart – from staff to immediate supervisor.

MINUTES AND RECORDS

1. Minutes shall be recorded by the Secretary or another member if the Secretary is not available.
2. The draft minutes may be sent electronically, as soon as available to each member after each meeting. Completed minutes are to be resent to each member one week prior to the next meeting.
3. Library Board Minutes and agendas, agreements, annual reports, assets, and final audit reports including financial statements, final budgets, bylaws, committee meetings, historical correspondence, court cases, deeds, insurance claims, general ledger, daybook, general journal, legal opinions and proceeding, records of files destroyed, maintenance reports, media releases, photos, income tax records, will be held permanently in accordance with Municipal Affairs.Alberta.ca.
4. Financial records shall be kept for a period of 12 years.
5. Superseded policies must be kept for a period of 5 years after being superseded.
6. Board minutes are available to the public, and a hard copy to be kept at Cold Lake Public Library South Branch, and other copies maintained online at the Cold Lake Public Library website.

## **BOARD COMMITTEES**

1. The committees are:

Finance – usually chaired by Treasurer, plus two additional trustees;

Personnel - usually chaired by Board Chair, plus two additional trustees; and

Policy - usually chaired by Vice Chair, plus two additional trustees.

2. Ad hoc committees may be formed as required. Committees shall consist of at least three members.
3. All recommendations of the committees require formal Board approval prior to any action being taken.
4. Minutes of meetings will be taken by the Finance and Personnel Committees. The Policy Committee shall submit Policies as necessary.
5. Motions for recommendations to go to the Board require a majority vote.

### **Finance Role**

The Finance committee role is to provide fiscal oversight to monthly annual and special reporting financial functions of the Board; and make fiscal recommendations.

1. To help prepare the annual budget and presentation for Board and City of Cold Lake and the MD of Bonnyville.
2. The committee must meet quarterly or as deemed necessary to review the fiscal position of the Cold Lake Public Library.
3. Is responsible to identify any significant variances from the approved budget and where necessary to recommend contingency plans.
4. Is responsible to review the annual report financial documents.
5. Is responsible for reviewing or possibly drafting required fiscal policies for the Policy Committee for Presentation and approval to the Board.

### **Personnel Role**

The Personnel committee is responsible to make recommendations for recruitment, compensation, performance evaluation, or any other human resources matter.

1. The Personnel committee is responsible to oversee the annual performance review process of the Director.
2. Responsible to review Trustee appointment terms, and identify when Trustee recruitment and or reappointment processes must be undertaken.
3. To oversee the maintenance of accurate and up to date job descriptions for the Library Director.
4. Is available to the Director or acting Supervisor to consult on matters of concern related to general personal matters.
5. To assess and review contracted services, i.e. janitorial, etc., as referred by the Director.

**Cold Lake Public Library  
Policy Manual  
Policy Number: 2060  
Policy Title: Board Committees**

**Date Passed:  
Date Amended: April 12, 2017  
Review Date: April 12, 2017**

Policy Role

The Policy committee is responsible for creation, development and maintenance of Cold Library Policies.

1. Review and bring forward to the Board all policies that are due for amendment and/or approval.
2. The committee shall meet quarterly or as deemed required.
3. New policies will be written as deemed necessary by the Cold Lake Library Board.
4. Special Policy Committee meetings may be called to address immediate concerns regarding health and safety of staff and patrons.

POLICY DEVELOPMENT

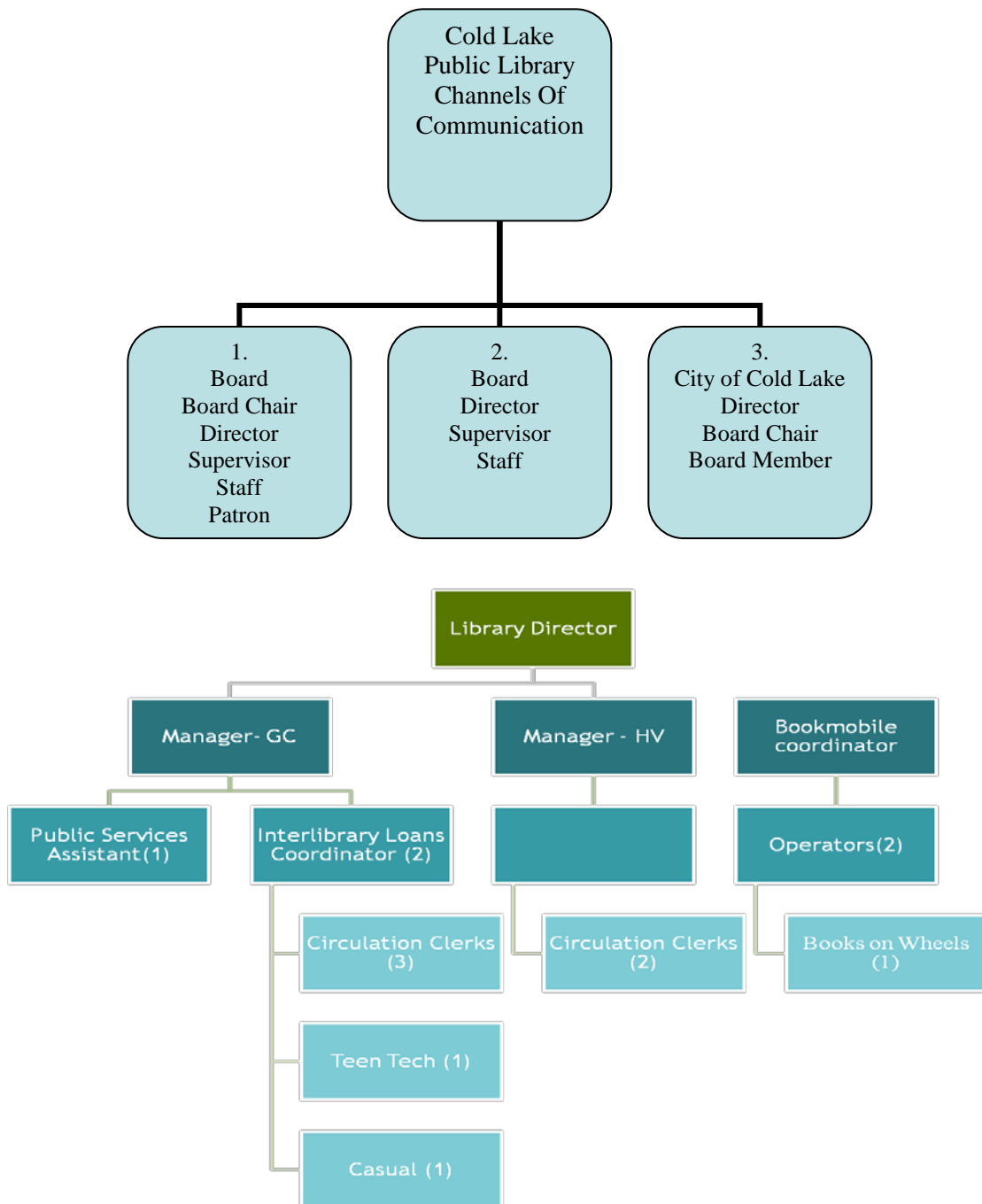
1. Policies are rules to guide future actions. They help the Board to govern proactively, and to help protect the Library in controversial situations.
2. The following policies are required by law:
  - a. Confidentiality of user records;
  - b. Orientation and continuing education of Board and staff.
  - c. Finance;
  - d. Personnel;
  - e. Selection, acquisition and purchase disposition of materials;
  - f. Resource sharing;
  - g. Provision for persons unable to use conventional print resources;
  - h. Provision for Library resources to be lent;
  - i. Hours of service
  - j. Terms and conditions for use of public meeting space;
  - k. FOIP bylaw;
  - l. Records retention policy and schedule\FOIP;
  - m. Policy and personnel information banks\FOIP
  - n. Workplace violence, harassment and other unacceptable behavior (OH&S)
  - o. Working alone policy and hazard assessment (OH&S).
3. Policies need to be reviewed on a regular basis.
4. All policies shall be dated stamped and initialed at time of Board approval.



CHANNELS OF COMMUNICATION

1. Patrons > Staff > Supervisor > Director > Library Board Chairperson > Library Board
2. Staff > Supervisor > Director > Board.
3. Board Member > Library Board Chairperson > Director > City of Cold Lake.

\* For general information or clarity, the Board members may go directly to the Library Director.



**MEDIA RELATIONS**

1. The Board Chairperson shall be considered the media contact person for the Board.
2. The Board Chairperson along with the Library Director for media releases.
3. Any media contact should be referred to the Library Board Chairperson or Library Director.
4. The Board will strive to maintain a positive relationship with the media, and the public, speaking with one voice.

## BOARD ORIENTATION AND CONTINUING EDUCATION

An ongoing Orientation Process the Board ensures that a new Trustee has enough information to quickly become an effective and contributing member.

### Alberta Regulation Number: Part 1 Section 7.1.b

1. Orientation of Board Members:
  - a. The Board recognizes the need to orientate new board members and the need to provide opportunities to acquire skills and knowledge relating to their role as a Library Board member or trustee.
  - b. A new member will meet with the Board Chair or Vice Chair prior to the first Board meeting. This meeting will include a tour of the libraries and review of the services and programs it offers.
  - c. The Board will provide an orientation binder to each new Board which will include the following:
    - List of Board member's names; position, if any; email address; telephone number; and Canada Post address;
    - Library Director business contact information;
    - The City Bylaw Creating the Library Board;
    - The Alberta Library Trustee Handbook;
    - The current plan of service which is the guide to library direction and policy; and
    - Board member job description.
  - d. And make the Board member aware that addition information is available in the library from the Library Director such as:
    - The Alberta Library Act and Regulations;
    - Current Financial Statements;
    - Sources of Funding;
    - Cold Lake Library Board Bylaws and Policy Manual;
    - Record Book of Minutes;
    - Annual report to Province;
    - Information on Northern Lights Library System and Provincial Library System; and
    - Organization Chart and Names and Positions of Staff.

2. Continuing Education of Board Members:

- a. The Board wants informed trustees. Within the limits of the Board's financial resources, the Board will support and encourage attendance at library conferences and relevant workshops, as well as membership in library organizations.
- b. Trustees may attend library or related conferences and workshops within the area, nominally within 170 kms of City of Cold Lake.
- c. Within budget guidelines and with prior Board approval, expenses incurred will be reimbursed within the Board guidelines as adopted by policy:
  - Mileage;
  - Meals;
  - Lodging; and
  - Submission of a claim for expenses.
- d. Board member will submit a verbal and/or written report.
- e. All trustees are eligible to attend within budget guidelines.