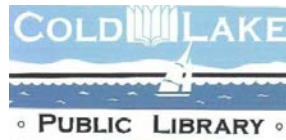


Minutes of the Cold Lake Public Library Board Meeting
Held Monday, October 16, 2017
Program Room, South Branch

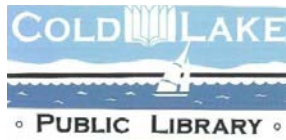
Present: Cynthia Sloychuk, Board Chair
 Darren Robson, Board Secretary / Treasurer
 Leslie Price, Library Director
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Councillor Fred Bamber, MD of Bonnyville Representative
 Rebekah Valade, Board Member
 Emily Heyne, Board Member

Absent with regret: Marie Manning, Board Vice-Chair
 Daryl Gilroy, Board Member
 Stacey Wenger, Board Member
 Jamie Purkiss, Board Member

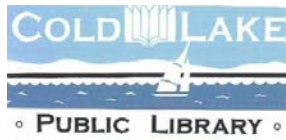
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:30pm.	N/A
2.0 Adoption of Agenda Vicky wished to add Item 8.2 to acknowledge the Cold Lake Public Library's nomination for the Alberta Business Awards of Distinction. MOTION 2017-52 Moved by Emily that the agenda be adopted with addition of Item 8.2.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2017-53 Moved by Emily that the minutes of the Sep 2017 meeting be adopted.	Carried
4.0 Correspondence	N/A
4.1 None	None
5.0 Reports	N/A
5.1 Board Chair Report Cynthia presented Fred and Rebekah with their departure gift paintings and thanks them for their contributions to the Board. Cynthia received a board application from Donald Cassidy. After reading through the application, Cynthia recommended the Board accept the application.	



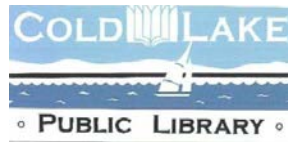
Agenda Item and Discussion	Action
<p>MOTION 2017-54</p> <p>Emily moved that the Board accept the application from Donald Cassidy, and Fred seconded. All Board members voted in favour.</p> <p>Cynthia attended the Candidates Meet and Greet last week, and was very disappointed that she was the only Board member in attendance. She pointed out that it was the perfect place to advocate for the library, and hopes there will be a better response from Board members at future events.</p>	Carried
<p>5.2 Library Director Report</p> <p>The Library Director Report (with statistics) for Oct is attached as Appendix 1.</p> <p>MOTION 2017-55</p> <p>The Sept Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 City of Cold Lake Rep Report</p> <p>No Report.</p>	N/A
<p>5.4 MD Of Bonnyville Rep Report</p> <p>No Report.</p>	N/A
<p>5.5 NLLS Rep Report</p> <p>No Report.</p>	N/A
<p>5.6 Friends of the Library Report</p> <p>No Report.</p>	N/A
<p>5.7 Personnel Committee Report</p> <p>The committee has drafted a new appraisal for the Director position, and updated the Director job description using the wording from the existing contract. The committee is continuing to work on the updated Janitorial contract, and is looking into requirements for Workers' Compensation and liability insurance. As the contract is with the spouse of a library employee, Vicky reminded the committee to ensure the decisions made with respect to the new contract are transparent.</p>	None
<p>5.8 Policy Committee Report</p> <p>The committee has not met since the last Board meeting, but will be meeting shortly to continuing reviewing many policies, and plan to have some ready for review at the next Board meeting.</p>	None
<p>5.9 Financial Committee Report</p> <p>The Financial Committee Report for Oct is attached as Appendix 2. The projected deficit for 2017 is \$12,763, but this is mostly due to Surplus spending. Darren added a summary of committed Surplus spending.</p>	



Agenda Item and Discussion	Action
<p>MOTION 2017-56</p> <p>The Oct Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	N/A
<p>6.1 2018 Budget Discussion</p> <p>At the end of last meeting, the Board all agreed to approve a pay grid system, and partially agreed to a 2.5% merit-based increase. This left the proposed total expenses for the budget at \$681,560 (an 11.4% increase from last year). Darren asked the Board if anyone had other comments or concerns on the budget.</p> <p>There was too much discussion for the Secretary to record it all, so this will be a summary of the main points. Due to the economic conditions in the area, Vicky felt that the proposed merit-based increase is too high, and that COLA should be sufficient as many people are unemployed in the City and the MD. Vicky is still uncomfortable with the large increase in salaries over the next five years, which would be over \$77K. Fred agreed it will be a tough sell to the MD council. Vicky asked if the future CLPL charity licence (not applied for yet) would gain access to more funding. Leslie said yes and gave the Lakeland United Way and Oiler's 50/50 fundraising as examples.</p> <p>MOTION 2017-57</p> <p>Darren moved that the 2018 budget as presented be accepted by the Board. Emily seconded.</p> <p>Cynthia, Darren, and Emily voted in favor. Vicky, Fred and Rebekah voted against.</p> <p>With the proposed budget not approved by the Board, Cynthia asked for suggestions on how best to proceed. The presentation to Council needs to be submitted by 19 Oct, which includes the Board's approved budget. Vicky felt that a total expense increase of no more than 5% would be more acceptable to City council.</p> <p>MOTION 2017-58</p> <p>Vicky moved to approve a total expense increase for next year of no more than 5%, which includes revisiting the previously approved pay grid system. Rebekah seconded.</p> <p>Vicky, Fred, Darren and Rebekah voted in favour. Cynthia and Emily voted against.</p> <p>MOTION 2017-59</p> <p>Vicky moved that a 5% budget increase will be presented to City Council next meeting on 24 Oct 2017. Fred seconded. All Board members voted in favour.</p>	<p>Failed</p> <p>Carried</p> <p>Carried</p>



Agenda Item and Discussion	Action
Darren will revisit the 2018 Budget and present a new revised budget to the Financial Committee for review. Item open.	Darren
<p>6.2 Cold Lake Library Board Bylaws Update</p> <p>Cynthia provided a new redlined copy of the updated Board bylaws, and asked the Board to read them at home. This will constitute the first reading of the updated bylaws. The second and third readings will be done at the Nov Board Meeting. Item open.</p>	Board
<p>7.0 Old Business</p>	N/A
<p>7.1 MD Funding</p> <p>The Board selected 22 Nov as the best day to make a presentation. Leslie will call the MD office and let them know. Item closed.</p>	Leslie
<p>7.2 Lease Agreements</p> <p>Leslie confirmed the City is still working on a lease for the South Branch. The City will want changes made to the recently signed lease with the North Branch. Item open.</p>	None
<p>7.3 City of Cold Lake Annual Report</p> <p>Cynthia has been working on a retroactive 2016 year-end report. Leslie is working on the upcoming 2017 year-end report. Leslie confirmed the library will be in next year's City annual report and will also be in the Chamber of Commerce report. Item open.</p>	Leslie
<p>7.4 Surplus Budget Tracking</p> <p>Leslie contacted Midwest Communications in Lloydminster for a second quote on the CLPL telephone upgrade. Not only was it more than the Communications Cold Lake quote, they would also charge to mileage for any on-site repair work. The Board will go with the Communications Cold Lake quote. The three Surplus expenses are as follows: new laptop for the Board (\$956), new telephone system (\$8237) and new South Branch carpets (\$12,000). Darren showed the Board that if the three were approved, the current Surplus will be reduced to \$17.6K.</p> <p>MOTION 2017-60</p> <p>Rebekah moved that the three Surplus expenses as presented be accepted. All Board members agreed.</p> <p>Leslie will start the process to action all three. Item open.</p>	<p>Carried</p> <p>Leslie</p>
<p>8.0 New Business</p>	N/A
<p>8.1 Plan of Service Quarterly Review</p> <p>There was not time to review the PofS this meeting. Item open.</p>	None



Agenda Item and Discussion	Action
8.2 Nomination for Alberta Business Awards of Distinction Vicky and the Board passed on their congratulations to the staff of the Cold Lake Public Library for their nomination. Item closed.	None
9.0 Next Meeting Monday Nov 27, 2017 at <u>4:30 PM</u> at South Branch	N/A
10.0 Meeting Adjourned at 5:55pm	N/A

Director's Report

Board Meeting October 16/17

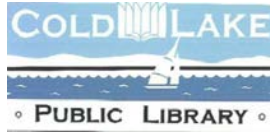
1. Staff Meeting this week (October 18/17) will be training for staff on personal safety when confronted with substance abuse etc.
Local RCMP and By Law Officer will be doing the training.
2. Election Meet and Greet was very successful, and a wonderful opportunity to get politicians into our Library.
3. Some of the Staff are attending the Meet and Greet interagency to meet other organization's staff and find out what their services entail.
4. Cenovus offered me 2 tickets for the upcoming BOYA, I cannot attend so passed the tickets on to Cynthia. They are also donating 2 large wardrobe size cabinets and delivering them for free. One will be used for the Maker Space and the Other general storage.
5. All bathrooms in the South Branch have been painted and the facilities look much cleaner and colour updated.
6. The children's side of the South Branch is being reorganized to facilitate better collection usage.
7. Family Christmas Celebration December 9th ...A Dickens/Sherlock Christmas- We are also registered for Santa Claus Parade.

September 2017 Statistics

North and South Branch

Statistic from Polaris	South and North Branch
Visits	3337
Program attendance	379
Number of registered patrons	4141
TRApac Logins	1851
Holds Placed on TRACpac	1062
Check-ins and check-outs and renewals	14823
Items we Loaned to Other TRACpac Libraries (i.e. how popular our collection is to other libraries)	7450
Items we checkout out to patrons from other TRACpac libraries (inter-library loans)	7819
Facebook Followers	461
Twitter Followers	467
Website Visits	1219
Google My Business (How many people Googled Us)	1917
Items to borrow in the CLPL	56,277
Cold Lake Public Library Pinterest Page	179 followers

Bonnyville - Municipal District				
	Library	Active Patrons	Expired Patrons	Total Patrons
	Ashmont Public Library	2	0	2
	Bonnyville Municipal Library	658	682	1340
	Cold Lake Public Library - 4 Wing	5	4	9
	Cold Lake Public Library - Mobile		134	134
	Cold Lake Public Library - North Branch	46	62	108
	Cold Lake Public Library - South Branch	148	121	269
	Elk Point Municipal Library	4	1	5
	Mallaig Public Library	14	13	27
	St. Paul Municipal Library	7	8	15

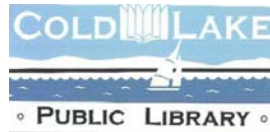


Cold Lake Public Library Board
Oct 2017 Financial Committee Report

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

1. The CLPL Board Financial Committee has continued to meet in Sept and Oct to work on the 2018 Budget presentation to City Council.
2. The Oct monthly financial summary is attached. The projected deficit for the year is \$12,763, which is mostly attributed to the Surplus spending on the South Branch End Panels and Canopies (\$9348) and South Branch Blinds (\$2000).
3. As a reminder, the City identified \$84K is Surplus back in June. As part of the Community Facility Enhancement Program, the End Panels and Canopies and carpets for the North Branch will use \$33,237 of the surplus and the CFEP Grant will fund the other half. Combined with the South Branch work noted above, total committed Surplus comes to \$39,415.
4. For the upcoming Board meeting, the following items are under consideration for Surplus spending approval:
 - a. Laptop for the Board: \$956 (though NLLS)
 - b. New Telephone System: \$9145 + GST from Midwest in Lloyd (additional mileage charge for site visits) or \$8171 from Communications Cold Lake
 - c. South Branch Carpets: \$12,000 (from Feature Flooring)

Darren Robson
CLPL Board
Secretary/Treasurer



Cold Lake Public Library
October 2017 Financial Summary

	July 2017	Aug 2017	Sep 2017	Year-To-Date	Projected	Budgeted	Variance
REVENUES							
Sales & Fines	449.30	748.45	1,079.44	6,155.62	8,205.44	6,050.00	2,155.44
Donations & Fundraising	183.55	80.70	983.15	9,103.92	10,470.53	8,000.00	2,470.53
Provincial Funding	87,335.00	-236.21	0.00	110,600.60	110,600.60	87,334.00	23,266.60
Local Gov't Funding	13,414.40	0.00	69,694.40	545,631.60	545,631.60	512,292.72	33,338.88
TOTAL REVENUE	101,382.25	592.94	71,756.99	671,491.74	674,908.17	613,676.72	61,231.45
EXPENSES							
Salaries & Training	35,061.35	38,123.31	37,661.73	346,448.11	461,815.33	468,616.67	6,801.34
Operating	82,680.56	7,226.98	4,604.87	120,542.43	137,267.25	131,510.96	-5,756.29
Plan of Service	666.06	1,929.14	12,521.35	27,461.83	31,010.35	11,500.00	-19,510.35
Reno - ILL Room	1,599.98	4,498.04	0.00	57,579.28	57,579.00	56,200.00	-1,379.00
TOTAL EXPENSES	120,007.95	51,777.47	54,787.95	552,031.65	687,671.93	611,627.63	-76,044.30
Surplus / Deficit	-18,625.70	-51,184.53	16,969.04	119,460.09	-12,763.76	2,049.09	

Category Explanation:

Sales & Fines: Sale of Goods, Book Replacement, Sale of Services (x2), Fines

Donations & Fundraising: Donation, Friends of the Library Fundraising and Misc Revenue

Provincial Funding: Provincial Grant and any Wage Grants

Local Gov't Funding: Memberships, City and MD Funding

Salaries & Training: Salaries, Overtime, Employer Contributions, Personal Development (x2)

Operating: Postage & Courier, Telephone, Audit, Security, Copier, Network, Janitorial, ILL, Memberships, NLLS Transfer, Insurance, Supplies, Collections and Books

Plan of Service: Programs, Equipment Purchases, Advertising & Promotion, Beautification

Notes:

1. The City deposited the ILL Room Reno revenue this month for \$56K. An extra line was added to expenses to show the total Reno expense of \$57.6K.
2. The projected Plan of Service expenses are about \$19.5K more than budgeted. However, this category is where Surplus spending will be tracked for the remainder of the year. To date, this includes South Branch End Panels and Canopies (\$9.3K) and Blinds (\$2K).
3. The deficit for the year is projected to be \$12.7K, which currently matches Surplus spending.