



Minutes of The City of Cold Lake Public Library Board Meeting
Held Monday, April 29, 2024
4:30 PM at the South Branch Library

Present: Crystal Wolvengrey, Board Chair
 Gary Webb, Board Vice-Chair
 Suzanne Aessie, Board Secretary
 Nicole Parker, Board Member
 Ryan Deschamps, Board Member
 Dawit Worku, Board Member
 Leslie Price, Library Director
 Vicky Lefebvre, NLLS Representative
 Ryan Bailey
 Ben Fadeyiw

Absent with regret: Aline Chow, Board Member

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:33 pm.	N/A
2.0 Adoption of Agenda MOTION 2024-18 Moved by Ryan B. that the agenda be adopted as presented. All members voted in favour.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2024-19 Moved by Ryan B. that the minutes of the 25 March meeting be adopted as presented. All members voted in favour.	Carried
4.0 Correspondence	N/A
4.1. Letter from Minister McIver explaining amendments to the <i>Libraries Act</i> such as streamlining the legislation to reduce red tape for library boards.	None
4.2 Letter from the Public Library Services Branch with the payment of \$10,000.00 for the Public Library Grant for Skill Development in Rural Alberta.	None



Agenda Item and Discussion	Action
5.0 Reports	N/A
5.1 Board Chair Report No Report this month.	None
5.2 Library Director Report The Library Director Report for April is attached as Appendix 1, and includes the statistics for March 2024. Highlights discussed: The Battle of the Books is taking place on Thursday, May 2 at the South Branch Library. We have many volunteers assisting in this fun event for local students. Summer reading program plans are well underway. There are many school visits planned for May and June at both branches. The seed library is available for the community to use or donate. MOTION 2024-20 The Library Director Report was approved by unanimous consent.	Carried
5.3 NLLS Rep Report Weekly updates sent out from Executive Director to Cold Lake Library Board members. NLLS Rep shared the NLLS Value Statement document with board members. The AGM is on May 22nd at the NLLS location.	None
5.4 Personnel Committee Report The Board Chair and Board Secretary will be meeting with the Library Director in June to update the director's contract.	None
5.5 Policy Committee Report No report this month.	None
5.6 Financial Committee Report The Library Financial Committee Report is attached as Appendix 2 and is attached to the meeting minutes. MOTION 2024-21 The Financial Committee Report was approved by unanimous consent.	Carried
6.0 Priority Items	N/A
6.1 None	None
7.0 Old Business	N/A



Agenda Item and Discussion	Action
<p>7.1 WCB (2024 Annual Insurance Renewal) - Decision Item Board members reviewed the insurance and decided not to take the insurance policy for now due to the cost.</p>	None
<p>7.2 Plan of Service Update - Information Item We reviewed the minutes from our April 22 meeting with board members and library staff. So far the library has approximately 100 surveys returned. The deadline to collect survey responses is July 1st. Board members will continue to promote the survey.</p>	None
<p>8.0 New Business</p>	N/A
<p>8.1 Financial Audit - Review and Approval The audited 2023 library financial statement is attached as Appendix 3. Board members reviewed the audited statement and have no concerns. Item closed. MOTION 2024-22 Nicole moved to accept the audited 2023 Financial Statement. All members voted in favour.</p>	Carried
<p>8.2 Safety Protocols - Review and Approval This item will be discussed at the next board meeting.</p>	None
<p>8.3 Policy 6051a: Staff Drug and Alcohol Policy - Review and Approval Policy 6051a is attached as Appendix 4 to the meeting minutes. Board members reviewed and discussed <i>Policy 6051a: Staff Drug and Alcohol Policy</i>. There were no concerns. Item closed. MOTION 2024-23 Suzanne motioned to accept <i>Policy 6051a: Staff Drug and Alcohol</i> as presented. All members voted in favour.</p>	Carried
<p>8.4 Policy 2141: Board Travel Expenses - Review and Approval Policy 2141 is attached as Appendix 5 to the meeting minutes. Board members reviewed and discussed <i>Policy 2141: Board Travel Expenses</i>. There were no concerns. Item closed. MOTION 2024-24 Ryan D. motioned to accept <i>Policy 2141: Board Travel Expenses</i> as presented. All members voted in favour.</p>	Carried



Agenda Item and Discussion	Action
<p>8.5 Policy 2120: Board Orientation & Continuing Education - Review and Approval</p> <p>Policy 2120 is attached as Appendix 6 to the meeting minutes. Board members reviewed and discussed <i>Policy 2120: Board Orientation & Continuing Education</i>. The board agreed to remove the word “binder” from #1c, as well, to remove #2b, “Trustees may attend library or related conferences and workshops within the area, nominally within 170 km of the City of Cold Lake.” Item closed.</p> <p>MOTION 2024-25</p> <p>Suzanne motioned to accept <i>Policy 2120: Board Orientation & Continuing Education</i>, as presented, with the changes to remove the word “binder” from #1c and remove #2b from the policy, be accepted. All members voted in favour.</p>	Carried
<p>8.6 Policy 8041: Resource Sharing - Review and Approval</p> <p>Policy 8041 is attached as Appendix 7 to the meeting minutes. Board members reviewed and discussed <i>Policy 8041: Resource Sharing</i>. There were no concerns. Item closed.</p> <p>MOTION 2024-26</p> <p>Nicole motioned to approve <i>Policy 8041: Resource Sharing</i> as presented, to be accepted. All members voted in favour.</p>	Carried
<p>8.7 Policy 4041: Fundraising Policy - Review and Approval</p> <p>Policy 4041 is attached as Appendix 8 to the meeting minutes. Board members reviewed and discussed <i>Policy 4041: Fundraising Policy</i>. There were no concerns. Item closed.</p> <p>MOTION 2024-27</p> <p>Dawit motioned to approve <i>Policy 4041: Fundraising Policy</i> as presented, to be accepted. All members voted in favour.</p>	Carried
<p>8.8 Flooring Quotes - Information Item</p> <p>The board reviewed two flooring quotes for the children’s area. The board preferred the quote with Lakeland Flooring and Design. The quote is for \$22,349.25.</p> <p>MOTION 2024-28</p> <p>Ryan B moved to approve the quote from Lakeland Flooring and Design to be accepted. All members voted in favour.</p>	Carried
<p>8.9 Policy 2020: Board Election - Review</p> <p>The board reviewed <i>Policy 2020: Board Elections</i> in order to be prepared for the next AGM on May 27, 2024.</p>	None



Agenda Item and Discussion	Action
<p>8.9.1 2024 Board Executive – Nominations</p> <p>As the next Board Meeting is also the AGM, nominations for Board Executive positions (Chair, Vice-Chair, Secretary, Treasurer) should be in before then. Crystal will let her name stand for Chair. Gary will let his name stand for Vice-Chair. Suzanne will let her name stand for Secretary. Nicole has put her name forward for Treasurer. Send any other nominations to Crystal. Item closed.</p>	None
<p>9.0 Next AGM – Monday, 27 May, 2024 @ 4:30 PM</p> <p>Next Library Board Meeting - Monday, 27 May, 2024 @ 4:45 PM</p>	N/A
<p>10.0 Meeting Adjourned at 5:30 pm</p>	N/A

Board Chair or Delegate

Date