



**Minutes of The City of Cold Lake Public Library Board Meeting**  
**Held Monday, February 26, 2024**  
**4:30 PM at the South Branch Library**

Present: Crystal Wolvengrey, Board Chair  
 Suzanne Aessie, Board Secretary  
 Nicole Parker, Board Member  
 Aline Chow, Board Member  
 Ryan Deschamps, Board Member  
 Dawit Worku, Board Member  
 Tanya Boudreau, Assistant Director  
 Vicky Lefebvre, NLLS Representative  
 Ryan Bailey  
 Ben Fadeyiw

Absent with regret: Leslie Price, Library Director

Absent: Gary Webb, Board Vice-Chair

<b>Agenda Item and Discussion</b>	<b>Action</b>
<b>1.0 Call to Order</b> Meeting called to order by Board Chair at 4:33 pm.	N/A
<b>2.0 Adoption of Agenda</b> <b>MOTION 2024-08</b> Moved by Ben that the agenda be adopted as presented. All members voted in favour.	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> <b>MOTION 2024-09</b> Moved by Ryan B. that the minutes of the 29 January meeting be adopted as presented. All members voted in favour.	Carried
<b>4.0 Correspondence</b>	N/A
<b>4.1.</b> Letter of support for Cold Lake Public Library Grant from MLA Scott Cyr for funding through the Community Facility Enhancement Program (CFEP).	None
<b>4.2</b> Letter regarding Cold Lake Library Board request for funding - the City of Cold Lake Council approved the 2024 Budget deliberations and continued operational funding for \$495,684, an increase of \$14,949 from 2023, and \$4000 for free memberships.	None



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<p><b>4.3 Letter of Support - Cold Lake Public Library Grant Application -</b> The letter comes from the office of Barry Kalinski, Reeve for Municipal District of Bonnyville (M.D.), in recognition of the Cold Lake Library Board applying to the Community Facility Enhancement Program. The letter expresses support of the library’s project to renovate the floors in the children’s area of the south branch library.</p>	None
<p><b>5.0 Reports</b></p>	N/A
<p><b>5.1 Board Chair Report</b> PLSB is offering online training designed specifically for library system board members. The Board Chair will continue to share PLSB information and webinar opportunities.</p>	None
<p><b>5.2 Library Director Report</b> The Library Director Report for February is attached as Appendix 1, and includes the statistics for January 2024. All programs are on track and are doing well according to stats: storytime, Ladies Night Out, Book Clubs, Podcasts..etc. Library Director has lined up our new NLLS consultant, Alliah Krahn, to facilitate a meeting pertaining to the Plan of Service early this fall. <b>MOTION 2024-10</b> The Library Director Report was approved by unanimous consent.</p>	Carried
<p><b>5.3 NLLS Rep Report</b> Weekly updates sent out from Executive Director to Cold Lake Library Board. Please email James MacDonald to be put on the mailing list for the NLLS Weekly Reports: <a href="mailto:jmacdonald@nlls.ab.ca">jmacdonald@nlls.ab.ca</a> NLLS Rep shared our input to the board about the NLLS Survey and how some questions did not seem to connect to board business. The NLLS audit went well. NLLS is transitioning from full-time employee drivers to contract drivers for van runs. The delivery schedule will remain the same. NLLS is finding ways to reduce costs such as online meetings to save on mileage costs, as well NLLS building also offers office space for rent.</p>	None
<p><b>5.4 Personnel Committee Report</b> No report this month.</p>	None
<p><b>5.5 Policy Committee Report</b> No report this month.</p>	None



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<p><b>5.6 Financial Committee Report</b>            The Library Financial Committee Report is attached as Appendix 2 and is attached to the meeting minutes.  <b>MOTION 2024-11</b>            The Financial Committee Report was approved by unanimous consent.</p>	Carried
<b>6.0 Priority Items</b>	N/A
6.1 None	None
<b>7.0 Old Business</b>	N/A
<p><b>7.1 Draft Inclement Weather Policy - Review and Approval</b>            The policy <i>Library Closure in Extreme Weather Conditions</i> is attached as Appendix 3 and is attached to the meeting minutes. The board reviewed the changes to the policy and agreed with the library closing if the temperature reaches -40 degrees or colder as well as a wind chill factor of -40 degrees or colder even if the actual temperature is not -40 degrees. Item closed.  <b>MOTION 2024-12</b>            Suzanne moved to approve the new policy <i>Library Closure in Extreme Weather Conditions</i>, as currently written and review it again in three years. All members voted in favour.</p>	Carried
<p><b>7.2 WCB Audit - Review and Discussion</b>            The library board would like more information on the WCB Audit for the next meeting before any decisions are made. Item open.</p>	None
<p><b>7.3 New Plan of Service for January 2025 - Information and Discussion</b>            Board secretary shared her experience with participating in the current Plan of Service and the needs assessment for stakeholders. She will share more information digitally about developing a Plan of Service with Board members. Due to the increase in new board members, the library director will provide information on the procedure of creating a Plan of Service at the next board meeting. Item open.</p>	Suzanne
<b>8.0 New Business</b>	N/A
<p><b>8.1 NLLS Executive Director James MacDonald</b>            James MacDonald came to visit the Cold Lake Library Board in-person. Highlights shared are as follows:</p> <ul style="list-style-type: none"> <li>● Northern Lights Library System (NLLS) is one part of the seven regional library systems across Alberta.</li> <li>● There are two van runs a week.</li> </ul>	



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<ul style="list-style-type: none"> <li>● NLLS has an Implementation Plan to move into the next Plan of Service. The Implementation Plan can be viewed online at: <a href="https://www.nlls.ab.ca/about-us/plan-of-service">https://www.nlls.ab.ca/about-us/plan-of-service</a></li> <li>● A new consultant with NLLS is to assist and support staff with projects and the board with the Plan of Service. Alliah Krahn will be joining us in early fall to provide support for the next Plan of Service.</li> <li>● There will be a new website design in June 2024. Patrons will be able to join Trac as a self-registration online and then in 30 days they will need to come to the library to fully register.</li> </ul>	None
<p><b>8.2 Policy 2090: Policy Development - Review and Approval</b> The board decided to table this discussion until the next board meeting with the return of the library director.</p>	None
<p><b>8.3 New Organizational Chart</b> A new organizational chart was created to understand the types of library staff positions and their ranking.</p>	None
<p><b>9.0 Next Library Board Meeting - Monday, 25 March, 2024 @ 4:30 PM</b></p>	N/A
<p><b>10.0 Meeting Adjourned at 5:37 pm</b></p>	N/A

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Board Chair or Delegate

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Date