



Minutes of The City of Cold Lake Public Library Board Meeting
Held Monday, January 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
 Aline Chow, Board Member
 Ryan Deschamps, Board Member
 Leslie Price, Library Director
 Vicky Lefebvre, NLLS Representative
 Ben Fadeyiw
 Ryan Bailey

Absent with regret: Dawit Worku, Board Member

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:30 pm. Introductions took place so new board members could meet current board members.	N/A
2.0 Adoption of Agenda MOTION 2024-01 Moved by Suzanne that the agenda be adopted as presented. All members voted in favour.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2024-02 Moved by Ryan B. that the minutes of the 27 November meeting be adopted as presented. All members voted in favour.	Carried
4.0 Correspondence	N/A
4.1 Letter regarding Ryan Deschamps appointment to the library board - Ryan was appointed to the Cold Lake Library Board for a term to expire October 2026.	None
4.2 Christmas Card from Hon. Ric McIver, MLA	None
4.3 Letter of Support - Cold Lake Public Library Grant Application - The letter comes from the office of the Mayor 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.	None



Agenda Item and Discussion	Action
5.0 Reports	N/A
5.1 Board Chair Report PLSB is offering online training designed specifically for library system board members. The Board Chair will continue to share PLSB information and webinar opportunities.	None
5.2 Library Director Report The Library Director Report for January is attached as Appendix 1, and includes the statistics for December 2023. The library is no longer offering the Commissioner of Oaths; they are pulling the service because it has become a liability for staff members. Board members that attended Christmas at the Cabin expressed that it was a well organized and fun event. The library was recently at The Festival Words. Highlights from the report are the library will be focusing on a new initiative to welcome newcomers to the community and library. The library is applying to the Public Library Grant for skill development in Rural Alberta to help fund the project. MOTION 2024-03 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. The next Executive meeting is on February 8 and the next regular board meeting is on February 23.	None
5.4 Personnel Committee Report The Performance Evaluation Review for the library director is complete and has been shared with the director. The Performance Review is in excellent standing and the staff and library board appreciate her leadership and strategic planning toward library initiatives. The Review will also be shared with board members.	Suzanne
5.5 Policy Committee Report No report this month.	None



Agenda Item and Discussion	Action
<p>5.6 Financial Committee Report</p> <p>The Library Financial Committee Report is attached as Appendix 2 and is attached to the meeting minutes. Everything is on track with the library budget. It was noted that the book allotment is on a separate account with NLLS. As well, the cost of the honey and some library programs show over budget but they are off-set by donations.</p> <p>MOTION 2024-04</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	N/A
<p>6.1 None</p>	None
<p>7.0 Old Business</p>	N/A
<p>7.1 None</p>	None
<p>8.0 New Business</p>	N/A
<p>8.1 Summary of Motions 2023</p> <p>The 2023 Summary of Motions is attached to the minutes as Appendix 3. The Board reviewed the motions and has no issues. Item closed.</p> <p>MOTION 2024-05</p> <p>Ryan B. electronically moved to accept the 2023 Summary of Motions as presented. Dawit seconded. All members voted in favour.</p>	Carried
<p>8.2 NLLS Survey</p> <p>The library board completed the NLLS survey for a chance to win \$500. The board agreed some of the survey questions were not appropriate for board business but more for library staff to answer. The board chair will give feedback to NLLS about the survey.</p>	Crystal
<p>8.3 Inclement Weather Policy - Review and Approval</p> <p>The board reviewed the Draft Inclement Weather Policy and discussed changing the activation threshold for library closure from -45 degrees to -40 degrees or colder. The activation threshold will read as follows:</p> <ul style="list-style-type: none"> a) The library will be closed if the temperature reaches -40 degrees or colder. b) The library will be closed if the wind chill factor reaches -40 degrees or colder, even if the actual temperature is not at the -40 degree threshold. <p>The library director will make the changes for the next meeting. Item open.</p>	Leslie
<p>8.4 2023 Annual Report - Review and Approval</p> <p>The Library Annual Report is attached as Appendix 4 and is attached to the meeting minutes. The board reviewed the report and had no issues. Item closed</p>	



Agenda Item and Discussion	Action
<p>MOTION 2024-06 Suzanne moved to accept the Annual Report as presented. Nicole seconded. All voted in favour.</p>	Carried
<p>8.5 WCB Audit - Review The library board would like more information on the WCB Audit for the next meeting before any decisions are made. Item open.</p>	Leslie
<p>8.6 Policy 5110: Library Hours of Operation and Statutory Holidays and Entitlements - Review and Approval The draft policy 5110 is attached as Appendix 5 to the meeting minutes. There was no change to the policy. Item closed. MOTION 2024-07 Ryan B. moved to renew Policy 5110: Library Hours of Operation and Statutory Holidays and Entitlements, as currently written and review it again in three years. All members voted in favour.</p>	Carried
<p>8.7 Public Library Grant for Skill Development in Rural Alberta Application This grant is from the Public Library Services Branch (PLSB) and Alberta public library boards in rural communities are eligible for a grant under this program. This is the first time Cold Lake Public Library is applying for the grant. The initiative is to install an exclusive station at the South Branch where newcomers to Cold Lake could access useful resources. It was suggested from the board members to increase the budget from \$10,000 to the maximum of \$25,000. The library director will see if the budget can be adjusted to align with the library initiative. The application is due February 2, 2024. Item closed.</p>	Leslie
<p>8.8 New Plan of Service Preparation During the year 2024 the library board will work alongside the library director to draft and complete a new Plan of Service for January 2025. 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>	Leslie
<p>9.0 Next Library Board Meeting - Monday, 26 February, 2024 @ 4:30 PM</p>	N/A
<p>10.0 Meeting Adjourned at 5:58 pm</p>	N/A

Board Chair or Delegate

Date