



Minutes of The City of Cold Lake Public Library Board Meeting
Held Monday, June 24, 2024
4:30 PM at the South Branch Library

Present:

Ryan Deschamps, Board Vice-Chair
 Suzanne Aessie, Board Secretary
 Nicole Parker, Board Treasurer
 Dawit Worku, Board Member
 Leslie Price, Library Director
 Vicky Lefebvre, NLLS Representative
 Ben Fadeyiw
 Ryan Bailey

Absent with regret:

Crystal Wolvengrey, Board Chair
 Aline Chow, Board Member

Absent:

Gary Webb, Board Member

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Vice-Chair at 4:32 pm.	N/A
2.0 Adoption of Agenda MOTION 2024-37 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 2024-38 Moved by Ryan B that the minutes of the 27 May meeting be adopted as presented. All members voted in favour.	Carried
4.0 Correspondence	N/A
4.1. None	None
5.0 Reports	N/A
5.1 Board Chair Report No report this month.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report</p> <p>The Library Director Report for June is attached as Appendix 1, and includes the statistics for May 2024. The annual audit yearly letter was received. Some funding has been received and new patio furniture will be purchased in the reading garden. The Library received the Public Library Grant for Skill Development in Rural Alberta and the library staff have been working hard on the Newcomer Station in the Adult Area of the South Branch. The library has many fun and exciting programs for all ages during July and August!</p> <p>MOTION 2024-39</p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>Weekly updates are sent to board members by NLLS Executive Director. NLLS rep visited the Newbrook library which is a community hub for many programs for all ages. The next board meeting will be on Wednesday, September 11, in Elk Point. There is early bird pricing (until August 1st) for the Stronger Together Conference at \$265. https://strongertogetherconf.ca/ All board members are welcome to attend.</p> <p>Library patrons are asking for a print wireless option and NLLS is looking into options and costs for this service.</p>	None
<p>5.4 Personnel Committee Report</p> <p>No report this month.</p>	None
<p>5.5 Policy Committee Report</p> <p>No report this month.</p>	None
<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.</p> <p>MOTION 2024-40</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 Safety Protocols - Information Item</p> <p>No information this month.</p>	None



Agenda Item and Discussion	Action
<p>7.2 Plan of Service Update - Information Item Board members and library staff met to review the survey results. Some highlights of the survey are as follows:</p> <ul style="list-style-type: none"> ● many patrons praised the library staff and the services they offer ● a few suggestions about the hours of operation ● suggestions for teen programming ● suggestions for the library to be a service providing hub for the community 	None
<p>7.3 Policy: Records Retention and Management Policy - Review and Approval Records Retention and Management Policy is attached as Appendix 3 to the meeting minutes. Board members reviewed and discussed the policy. There were no concerns. Item closed. MOTION 2024-41 Nicole motioned to accept <i>Records Retention and Management Policy</i> as presented. All members voted in favour.</p>	Carried
<p>7.4 Policy 3072: Health and Safety Orientation Draft - Review and Approval Policy 3072: Health and Safety Orientation is attached as Appendix 4 to the meeting minutes. Board members reviewed and discussed the policy. There were no concerns. Item closed. MOTION 2024-42 Suzanne motioned to accept <i>Health and Safety Orientation Policy</i> as presented. All members voted in favour.</p>	Carried
<p>8.0 New Business</p>	N/A
<p>8.1 Plan of Service meeting - Pick a date in September Board members chose Saturday, September 14 to meet about the Plan of Service. The times are to be determined but we plan to meet for the majority of the day.</p>	None
<p>8.2 Job Description – Public Services Assistant - Review and Approval Policy 5010: Public Services Assistant is attached as Appendix 5 to the meeting minutes. Board members reviewed and discussed the policy. There were no concerns. Item closed. MOTION 2024-43 Dawit motioned to accept <i>Policy 5010: Public Services Assistant</i> as presented. All members voted in favour.</p>	None
<p>9.0 Next Library Board Meeting - Monday, 26 August, 2024 @ 4:30 PM</p>	N/A



Agenda Item and Discussion	Action
10.0 Meeting Adjourned at 5:05 pm	N/A

Board Chair or Delegate

Date