

Bonnyville Municipal Library Board Meeting

Agenda for February 7, 2023

Location: Bonnyville Library @ 5:00 PM

In attendance: Jo-Anne Cooper, Brian McEvoy, Darcy Skarsen, Neil Langridge, Scott Kovatch

Regrets:

Administration: Nicole Labrie

- 1. Call to Order 5:01 PM by Jo-Anne Cooper**
- 2. Land Recognition:**

The Town of Bonnyville Municipal Library Board acknowledges that where we are today is on the traditional lands, meeting grounds and traveling routes of the Cree, Denesuline, Metis and Inuit Nations. This territory is known today as Treaty 6 Territory. We pay our respects to the Cree, Denesuline, Metis and Inuit ancestors of this place and reaffirm our relationship with one another.

3. Adoption of Agenda

- a. Jo-Anne adds 6.E. Additional Board Member
- b. Brian McEvoy moves to accept as amended - unanimous

4. Adoption of Minutes

- a. January 3, 2023 amended Feb 7/23
- b. Neil Langridge moves to adopt as amended - unanimous

5. Old Business

- a. Staff Vulnerable Sector Check Proposal
 - i. Tabled to next meeting
 - ii. Nicole will write a policy draft, circulate for feedback by email then vote at next meeting
- b. PLSB Annual Report
 - i. Jo-Anne moves to submit as Nicole has prepared - unanimous
- c. Library Partnership Form & Smartboard
 - i. No new information at this time, Kat and I are still looking into what is best for us
- d. Staff Education Proposal
 - i. To be funded out of operation reserve
 - ii. Minor changes to financial agreement: Jo-Anne will sign as Board Chair, not Nicole as Library Manager; should textbook costs prove to be a financial burden, an additional request for funding can be presented to the Board
 - iii. Nicole to talk with Gervanna re: textbook costs, will bring cost back to Board to see if that should be included in agreement
- e. Part-Time Sick Leave Proposal from September 2022
 - i. Tabled

- ii. Nicole to estimate cost to staffing budget for next meeting based on percentage of hours worked - estimated based on running as a full staff for 12 months

6. New Business

- a. Clarification on stat holiday policy
 - i. Tabled
 - ii. Amendments to be done to reflect labour standards, Nicole to meet with Lalaine at the Town of Bonnyville to ensure Library is compliant
- b. February staff meeting & library closure
 - i. Jo-Anne motions to approve Library closing at 5 PM on February 27 - unanimous
- c. Town safety concerns
 - i. Tabled
 - ii. Nicole to get quotes on security systems, see if we can get additional funding/grants
 - iii. Formal process: Written request to Town CAO and reviewed by town council
 - iv. Nicole to check what our insurance requires
- d. PLSB Rural Libraries grant
 - i. Submitting proposal to create a digital literacy program for children and seniors
 - ii. Nicole to submit by Feb. 10th
- e. Additional board member
 - i. Currently advertising for 1 member to make up a board of six people as per bylaw; Board may want an extra to have an odd number for decision-making and to diversify and reflect the communities we serve
 - ii. Jo-Anne and Nicole will need to make a formal request to Town as it affects budget
 - iii. Jo-Anne motions - tabled

7. Manager & Programmer Reports

8. Brian leaving at 5:54 PM

9. Board Members Reports

10. Enclosures

- a. December Reference Questions
- b. Financial Tracking Journal
- c. 2023 Budget
- d. Gervanna Stephens acceptance letter
- e. Library Systems Handout for Provincial Election Advocacy

11. Next Meeting

- a. March 7, 2023

12. Adjournment – Neil motion to adjourn - approved 6:08 PM