

Bonnyville Municipal Library Board Meeting

Minutes for January 2, 2024

Location: Library Lounge & Zoom

In Attendance: Jo-Anne Cooper, Scott Kovatch, Leila Brosseau,
Brian McEvoy, Neil Langridge, Mike Krywiak

Administration: Nicole Labrie

Item	Topic	Action Required
1.0	Call to order <ul style="list-style-type: none">Jo-Anne 4:58 PM	
2.0	Land Acknowledgment <p>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 and Metis Nation of Alberta, District 12. We pay our respects to the Cree, Denesuline, Metis and Inuit ancestors of this place and reaffirm our relationship with one another.</p>	
3.0	Adoption of January 2024 Agenda <ul style="list-style-type: none">Brian moves to accept - unanimous	
4.0	Adoption of December 2023 Minutes <ul style="list-style-type: none">Jo-Anne moves to accept as presented – unanimous	
5.0	Old Business <ul style="list-style-type: none">5.A. Request for Decision: GIC Rollover/Alternative Investment Options – Scott moves to re-invest GICs in a HISA with Alberta Municipalities. Neil seconds - unanimous	<ul style="list-style-type: none">Nicole will contact ATB to cancel the GIC, and begin process of re-investing with Alberta Municipalities
6.0	New Business <ul style="list-style-type: none">6.A. Request for Decision: Updating Policy HR201: Guiding Principles – Leila moves to accept as presented - unanimous6.B. Request for Decision: Updating Policy HR202: Library Manager Job Description – Brian moves to accept as presented - unanimous6.C. Request for Decision: Updating Policy HR203: Assistant Library Manager Job Description –	<ul style="list-style-type: none">6.A. Nicole to update manual6.B. Nicole to update manual

	<p>Board suggested a change in grammar in the Qualifications section. Mike moves to accept as amended - unanimous</p> <ul style="list-style-type: none"> • 6.D. Request for Decision: Updating Policy HR205: Public Services Clerk Job Description – Board suggested a change in grammar in the Qualifications section. Neil moves to accept as amended - unanimous • 6.E. Request for Decision: Updating Policy HR206: Library Programmer Job Description – Board suggested change in grammar in the Qualifications section, as well as rearrange phrasing of education requirement. Leila moves to accept as amended - unanimous • 6.F. Request for Decision: Creating Policy HR20X: Library Programs Team Lead Description – Policy number to be determined. Board suggested a grammar change in the Qualification section, also suggested that the qualifications for the Team Lead position be the same as the Programmer, except for the age, so as to not restrict future employment/succession planning. Scott moves to accept as amended – unanimous • 6.G. Request for Decision: Updating Salary Grid – Updated grid to include Team Lead position. Leila moves to accept as presented - unanimous 	<ul style="list-style-type: none"> • 6.C. Nicole to update grammar, update manual, inform staff • 6.D. Nicole to update grammar, update manual, inform staff. Also to look into if other libraries have confidentiality policies. • 6.E. Nicole to update grammar and phrasing, update manual • 6.F. Nicole to update Qualifications section as per Board recommendations, inform Kat of her new position
7.0	<p>Manager Report – Brian moves to go in camera to discuss personnel at 5:38 PM. Board moves out of camera at 5:59 PM, regular meeting resumes.</p> <p>Programmer Report - Kat gave update on December programming, upcoming Winter Reading Program and other events in Q1.</p>	
8.0	<p>Board Member Reports</p> <ul style="list-style-type: none"> • Board asked Nicole to arrange for Ukrainian story time to supplement French/bilingual story time • Neil requested a different style of cash flow report from Sage for 2024 and ongoing • Board discussed how eBooks/eAudioBooks worked, how we can purchase more or ensure our patrons are getting copies. • Jo-Anne asked that Nicole reach out to NLLS for clarification on ordering electronic resources 	
9.0	Enclosures	

	<ul style="list-style-type: none">• Comparative Income Statement YTD vs Budget• Account Reconciliation Transaction Detail Report• Income Statement with Notes on Subsidies	<ul style="list-style-type: none">• Financials accepted as information
8.0	Next Meeting <ul style="list-style-type: none">• February 6 at 5 PM, library lounge & Zoom	
9.0	Adjournment <ul style="list-style-type: none">• Mike at 6:30 PM - unanimous	