

**Executive Committee Meeting
February 22, 2016
Meeting Minutes**

Present: Arnold Hanson, Vicky Lefebvre, Laurent Amyotte, Stephen Dafoe, Wayne Bokenfohr, Jim Cheverie,
Regrets: Steven Schafer, Dianne Ross, Pat Gordeyko
Guest: Maureen Penn
Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hutz, Tracy Jamieson

1. Meeting called to order at 4:46 pm
2. Additions to Agenda - 5a. Policy Update, 5b. Resignation, 5c. Professional Development Board Level. **Motion to approve the agenda as amended – Stephen Dafoe – carried.**
3. Minutes of December 9/15 – **Motion to approve the minutes of December 9, 2015 as presented – Laurent Amyotte – carried.**
4. 2015 Audited Financial Statements – Barb McCarthy. Hard copy of the financial statements in packages. There is a \$285,507 excess of revenues over expenses. Collection development is less than budgeted, Public Services is more than budgeted, Infrastructure is less than budgeted, Staffing costs are less than budgeted. Revenues are more than budgeted. There was a net increase in cash of \$270,162 during 2015.

The question arose to the Professional Development budget amount being significantly larger when compared to the actual. It was explained that due to staff shortage professional development days were unable to be taken. **Motion to receive the audited financials for presentation and acceptance by the Board at the February 27 meeting - Stephen Dafoe - carried.**

Motion to accept the Audit Findings letter as presented - Jim Cheverie - carried.

5. Jasper ALC

Executive attending ALC - It was questioned why NLLS pays for the Executive members to go to Jasper ALC (conference fees & hotel). A lengthy discussion ensued and a decision was reached.

Motion for the Executive to pay for their own conference fees, hotel and travel expenses; with the exception of the Board Chair and the 1st Vice-Chair for this year only - Stephen Dafoe - carried.

Motion that Stephen Dafoe will give up his NLLS paid portion for Jasper ALC to another member - Stephen Dafoe - carried.

6 members from NLLS headquarters will be attending ALC in Jasper this year including Rhonda Cusack from Myrnam Library.

a. Policy Update

- The Policy Committee has had 2 meetings to date. They will be ready to present a rough draft on Saturday, February 27 to the Board on the following:

Human Resources, Code of Ethics, Grievance, Harassment and I.T.

- At the March meeting they will be discussing Governance, FOIP, Records Retention and Confidentiality.

AA

b. Resignation

- Greg Barr has resigned from the Executive Board. **Motion to accept Greg Barr's resignation**
- **Laurent Amyotte - carried.**

Motion to send a letter of thank you for his service on behalf of the Executive Committee - Stephen Dafoe - carried.

c. Professional Development

- Look at having Barb McCarthy come in and do a brief presentation on board level finances.
- Possibly set something for June Board meeting.
- Julie, Vicky and Barb to coordinate
- As well, possibly do a Library System Board Information presentation from PLSB after the AGM meeting (November or February).

Director's Report-

- Julie & Terri have been busy meeting with banks to look for different investments.
- There is bit of excess money sitting in the bank account and some suggestions are:
 - money for the new van
 - looking at buying tablets for each library and putting on the LEAP ILS System; this would enable the libraries to be wireless when checking out books or signing up new patrons. Cost would be approximately \$30,000 for tablets. **Motion for staff to present the LEAP ILS System to the Board on Saturday, February 27 - Stephen Dafoe - carried.**
 - new phone system
 - databases for libraries - Tumblebooks K-5 early literacy (\$40,000 for all libraries); Cypress Resume-resume writer (\$1400 for all libraries); Solaris-teaching assistant Grade 1-12 (waiting for a quote).

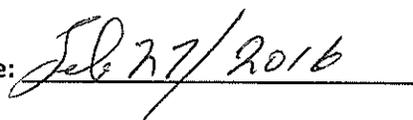
Need to set up a going forward statement to the government.

6. **Motion to adjourn at 6:28 pm – Arnold Hanson – carried.**

Approved By:



Date:



**Executive Committee Meeting
February 27, 2016
Meeting Minutes**

Present: Arnold Hanson, Vicky Lefebvre, Laurent Amyotte, Stephen Dafoe, Wayne Bokenfohr, Jim Cheverie, Steven Schafer, Dianne Ross, Pat Gordeyko

Guest: Maureen Penn

Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hutz, Tracy Jamieson

1. Meeting called to order at 8:39 am
2. Additions to Agenda - 3a. Insurance for Board members, 3b. Management letter from Barb McCarthy - **Motion to approve the agenda as amended – Jim Cheverie – carried.**
3. Minutes of February 22 – **Motion to approve the minutes of February 22, 2016 as presented – Stephen Dafoe – carried.**
 - 3a. Insurance for Board members - some municipalities don't cover the Executive members for accident/life insurance when coming to Executive meetings. Each member will look into their coverage and bring it back to the next meeting for discussion.
 - 3b. Management letter from Barb McCarthy - **Motion to accept management letter recommendations to initial all minute pages - Vicky Lefebvre - carried.**
Motion to direct administration to look into the RRSP concern as indicated in the management letter - Vicky Lefebvre - carried.
4. Executive Director's Report
 - Summer Village of West Baptiste has signed on.
 - Village of Lamont - joined at the beginning of 2015
 - They felt they didn't get the service for March and April.
 - Arnold and Julie went to see them February 1 - offers were made to assist them with their collection and the Library Board said they didn't require any assistance.
 - To appease them we've credited back their levy to the Library Board.
 - Town of Lamont doesn't want to pay the levy for this year, since the Library Board didn't have to pay their levy.
 - Arnold and Julie will need to have a meeting with the Town of Lamont and the Library Board
 - Village of Andrew - has signed on, they need to send in paperwork to the Minister. Village of Andrew has chosen a representative for the Board (Brent Matiaszow); he will be at the Board Meeting on Saturday.
 - Personal Cell Phones
 - NLLS driver is using personal cell phone.
 - It was suggested that driver and consultants should have company cell phones.
 - Discussions of NLLS paying a portion of the personal cell phones was explained that it becomes a taxable income to the employee.
 - Terri will look into the price of getting new cell phones (the current ones we have are flip phones).

AH

- Committee Members

- Remove Greg Barr from all committees.
- The rest of committees will be chosen at a later date.

- Financials

- \$500,000 operating costs; \$500,000 Long-term investment; 3 separate investments of \$100,000 each at 3, 2 and 1 year due dates. Money remaining for library services and upgrades \$300,000.
- Recommendation to purchase a tablet for each library and put LEAP (an ILS system) on the tablet. Helps the librarians be mobile in the library while doing checkouts, acquisitions, circulation, etc. Total cost approximately \$40,000 for all libraries.
- As well, to purchase new databases for the libraries: Tumble Books is a K-5 early literacy reading program; these books are also available in French. Cost is approximately \$44,000 for a 3 years. Cypress Resume is a resume writer database, the approximate cost for this is \$1,400/year U.S.
- Also, looking to upgrade all staff computers in libraries to Office 365. This program offers continual updates. The approximate cost for this is \$4,000/year.
- NLLS headquarters is also looking to replace all staff computers as they are off warranty and over 5 years old. The approximate cost for this is \$21,000. As well, looking at putting Office 365 on all staff computers; the cost of this is \$600/year (the migration costs are unknown at this time). Also, looking to install Malware Bytes system wide.
- NLLS headquarters is having issues with their current antiquated phone system (dropped calls, lost in transfer calls, etc.) The quote for a new and up-to-date phone system (VOIP) is approximately \$21,000.
- NLLS is also looking at a new vehicle for consultant visits.

Motion to recommend the above programs to the Board at a cost not to exceed \$160,000 - Stephen Dafoe - carried.

- Re: Barb McCarthy - in camera 9:31 am
- Back in session 9:55 am

Motion for Administration to review all contracts and services for NLLS - Wayne Bokenfohr - carried.

5. Chairman's Report

- Honorariums to be discussed at next meeting.

6. Motion to adjourn at 9:56 am – Arnold Hanson – carried.

Approved By:

Arnold Hanson

Date:

May 9/2016

**Executive Committee Meeting
May 9, 2016
Meeting Minutes**

Present: Arnold Hanson, Laurent Amyotte, Stephen Dafoe, Jim Cheverie, Dianne Ross, Wayne Bokenfohr (teleconference)

Guest: Maureen Penn

Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hutz, Tracy Jamieson, Kayla Lorenzen, Robyn Gray

1. Meeting called to order at 4:45 pm
2. Additions to Agenda – **Motion to approve the agenda – Dianne Ross – Carried.**
3. Minutes of February 27 – **Motion to approve the minutes of February 27, 2016 as presented – Jim Cheverie – Carried.**
4. Executive Director's Report
 - New Staff: Kayla Lorenzen - Public Services Consultant; Robyn Gray - Public Services Consultant; Heather Elliott - 6 month contract, Alexis Bristow & Dayna Wallington - summer students
 - Rhonda Cusack will start as the VDX/ILL Assistant
 - Susan is on 6 month leave
 - Patty is away until July 25
 - Lamont - Julie had a meeting with them and had a good discussion
 - The town will pay - they are happy with everything
 - Andrew - Colette, Julie & Kelly are going tomorrow to have discussions
 - Recon will be done over summer
 - They should be up and running by September
 - Paradise Valley is moving to a new building this summer
 - Ashmont is planning to move into a new building
 - Glendon wants to join - but they need to finance it
 - Training
 - I.T. Server training - Jodi & Kelly are almost done their courses
 - May 20 P.D. Day - Kathryn Hotte
 - May 16 & 17 - FOIP Training for librarians and board members
 - New Projects - First Nations Pilot Project
 - Frog Lake was mistakenly placed with Yellowhead - they will change this.
 - There will be no charge for memberships
 - The grant will cover the memberships and lost books, etc.
 - Strategic planning meetings will be held in the future
 - Alberta Library is getting rid of OCLC subscription; will be going to the Z39
 - TAL Online
 - Is charging \$100,000 for something we already have (the Z39)
 - Next year getting rid of VDX/ILL, different solution - In-Reach
 - There is a pilot project of a certain amount of libraries and universities

- There is a cost associated with joining the project, but it's a lower cost now than later.
- This is not just for Canada, it goes through-out the world who has In-Reach
- Linked Data - with google will give the nearest library for available item
- Cypress Resume and Tumble Books is now up and running. There has been positive feedback.
- At LMAC in May all the libraries will get their new I-Pads
- Van - the dealership didn't do the release forms so it will be another 2 months before we receive the van. They gave a \$5,000 discount on the price due to the inconvenience. Still waiting on a part.
- Axia will be upgrading us and 5 other libraries
 - Fortigate can't handle the upgrade therefore, need to upgrade fortigate at approx. \$30,000 each.
 - For each of the other libraries it will be \$1,500/unit

Motion to accept Director's Report as information - Stephen Dafoe - Carried.

- Bank & Credit Cards
 - Having problems using credit card - sometimes it works and other times it doesn't
 - Looking into different bank options - TD is very expensive; ATB not too bad
 - Service for all banks is you get what you pay for
 - Servus still hasn't given new credit cards for the new staff and still has Brigitte as the contact therefore unable to get any information. Terri has requested numerous times and has had meetings with Servus and still it's not being done.

Motion to accept the recommendation to change to ATB as information - Wayne Bokenfohr - Carried.

Discussion on banking

Motion to switch all accounts and credit cards to ATB from Servus Credit - Arnold Hanson - Carried.

5. Chairman's Report

- Report from Other Committees
 - Policy Committee - today worked on governance, proportional make-up of Executive Committee.
 - The Chair is elected from the general membership; Cold Lake and Sturgeon County automatically receives a seat due to population size; 1 from each of the 4 zones (the votes will be from each zone).
 - Elections will be 2 year terms
 - Looking at changing the election to a March date instead, so the next vote would be 2017, 2019, 2021, etc.

- Financials - to the end of March, 2016 - running on track

Motion to accept the financials as information - Stephen Dafoe - Carried.

- Auditors RFP

- Joly, McCarthy & Dion - 2 years left on contract
- There is no cancellation policy in contract

- Honorariums

- Each meeting should be paid even if there are 2 meetings a day.

Motion for members of the Executive to get paid for all meetings and any committee meetings they're members of, including Executive meetings on the same day as Board meetings - Jim Cheverie

Discussion and confirmation in policy handbook

Amendment to motion: motion to make recommendation to the Board on June 11 to change policy on per diem for Executive - Wayne Bokenfohr - Carried.

- LMAC Representative - must be put into policy handbook for LMAC representative to attend Executive meetings as well be paid per diem.

- Steven Shafer

Motion to accept Steven Shafer's resignation (as per email) - Arnold Hanson - Carried.

- ALTA Rep. Alternate

- Larry Tiedemann is the ALTA Rep. for our Board until 2018. He has not attended 80% of the meetings. We need to have an alternate in place to attend these meetings.

- Next Board meeting agenda item to vote an Alternate for ALTA.

LMAC - nothing to report

LAA is approaching all organizations ALTA, TAL, school-house libraries, Systems for discussions about being an umbrella for all these organizations - infancy stage.

- An example is OLA is an umbrella for all their organizations.

Motion to go into camera at 6:25 pm - Laurent Amyotte - Carried.

Wayne Bokenfohr acknowledged them going into camera.

Motion to come out of camera at 6:34 pm - Arnold Hanson - Carried.

6. **Motion to adjourn at 6:34 pm – Stephen Dafoe – carried.**

Approved By:

Arnold Hanson

Date:

June 11/2016

Executive Committee Meeting
June 11, 2016
Meeting Minutes

Present: Arnold Hanson, Laurent Amyotte, Stephen Dafoe, Dianne Ross, Wayne Bokenfohr, Pat Gordeyko

Regrets: Jim Cheverie, Vicky Lefebvre

Guest: Maureen Penn

Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hutz, Tracy Jamieson

1. Meeting called to order at 8:18 am
 2. Additions to Agenda – 4a. Van, 4b. In-Reach, 4c. Fortigates. – **Motion to approve the agenda as amended – Dianne Ross – carried.**
 3. Minutes of May 9 – **Motion to approve the minutes of May 9, 2016 as presented – Wayne Bokenfohr – carried.**
 4. Executive Director's Report
 - a. Van
 - the company said we missed the deadline for production
 - now looking at an August production; for delivery in the fall
 - Joanne said she'd wait for fall delivery, as these are the specifications she requires (rear doors, 2 side opening doors)
 - b. In-Reach
 - pay yearly subscription – includes Link Data and In-Reach inclusive with TRAC.
 - Julie has a meeting with Polaris on June 30th
 - c. Fortigates
 - Axia offers NGN
 - more bandwidth for supernet
 - exinder box needs replacement because it can't handle the bandwidth increase
 - 2 fortigates (3 year warranty) and 1 exinder box under \$60,000
 - 100mb supernet right now; going to 300mb
 - next year's budget for new fortigates for all libraries
 - plan is to do 8 larger libraries this year, the rest of the libraries next year
- Financials – Terri Hutz
- budget and actuals don't match in a few of the columns
 - need financials to align with budget; therefore adjustments need to be made at the end of the year
 - this is a transitional budget, at year-end it will level itself off
- Motion to accept the Financial Report as presented as information – Stephen Dafoe – carried.**
- Aboriginal Grant
- received \$155,000 grant from the Public Library Services Branch

AA

- Julie and Colette along with the PLSB is in a working group with other systems that received this money as well
- the main stipulation is that the non-resident fee be eliminated for this group
- they are hoping this to be long term funding
- this year will be used for relationship building with First Nations and reserves
- training for cultural sensitivity for Library Managers, Staff, and Board Members to be done in the near future
- Ken Feser will be at the Board Meeting today to discuss this project

Motion to accept Director's Report as information - Stephen Dafoe - Carried.

5. Chairman's Report

- ALTA Representative Alternate
 - met with Laura Ross-Giroux – there are issues with our Representative missing meetings (to date 3-4 meetings have been missed)
 - need to assign an alternate at the Board Meeting today
- Policy Committee Update
 - so far 37 pages of policies
 - hoping to have these policies (to date) approved at the Board Meeting today
 - Ken Allan has been involved and very helpful
 - there's a new Finance/Investment Policy
 - a new structure for electing Executive Committee (min. 6 members – max. 10 members)
 - guaranteed seats go to Sturgeon County, City of Cold Lake (and Bonnyville pending the population count which needs to be 15,000); the other 4 seats will come from the 4 Zones; and if decided, 3 extra seats are available.
 - will be an election in November 2016; with a new election set for March 2017 which will carry a 2 year term

Motion to accept the Policy Handbook report as information – Laurent Amyotte - carried.

Motion to present the policies created to date to Board Member for approval – Wayne Bokenfohr – carried.

- Julie would like to set up a Finance/Audit Committee (Budget) (ad-hoc committee due to policies not being outlined as of yet)
- Other Vehicles
 - might need another consultant vehicle for doing visits to First Nations and reserves

6. **Motion to adjourn at 9:32 am – Stephen Dafoe – carried.**

Approved By: 

Date: Sept 17/2016

**Executive Committee Meeting
September 17, 2016
Meeting Minutes**

Present: Arnold Hanson, Laurent Amyotte, Stephen Dafoe, Dianne Ross, Jim Cheverie, Vicky Lefebvre
Regrets: Wayne Bokenfohr, Pat Gordeyko
Guest: Jodi Dahlgren
Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hampson, Heather Elliott, Tracy Jamieson

1. Meeting called to order at 8:04 am
2. Additions to Agenda – 4a. Policy, 4b. Budget, 5a. In-Camera (RRSP) – **Motion to approve the agenda as amended – Jim Cheverie – Carried.**
3. Minutes of June 11 – **Motion to approve the minutes of June 11, 2016 as presented – Laurent Amyotte – Carried.**
4. Executive Director's Report
 - New Bibliographic Services Consultant is Heather Elliott
 - Patty Mathiot gave her resignation
 - TRAC meeting in April – there was a presentation with Innovative and Polaris
 - In-Reach will take on the component of VDX
 - Link Data is able to search the nearest available library for the specified item
 - Negotiations with In-Reach for our system to be the first to roll it out in Canada
 - January 1 implementation – this is a partnership; we need to promote this
 - P.D. day – today at the Board Meeting Colette and Bailey will be doing a presentation on "Cultural Sensitivity"
 - November board meeting – Ken Allan will be doing a presentation on Board Basics
 - Create a committee for New Board Orientation
 - Would like to suggest for the staff to have a gym/gym equipment in office
 - Waivers would be signed
 - Bring a business plan for the equipment required back to January meeting.
 - Consultant vehicle
 - Needs to be good in winter (suv/all-wheel)
 - Look into a lease option
 - Bring 3 quotes to the next meeting for leasing vs. buying
 - In-Camera

 - Financials
 - we don't budget for grants, therefore with the aboriginal grant the percentage is high for this year.
 - changed garbage collection companies went from \$450/month to \$80/month
 - investments with ATB – 30, 90, 120 day investments total of \$400,000 invested so far.
 - intending to invest more, but want to see what the return is
 - will re-evaluate next month

Motion to accept the Financial Report as presented as information – Jim Cheverie – Carried.

AH

- a. Policy Committee Update
- Compensation
 - Level = based on experience, education and job classification
 - Step = based on tenure
 - NLLS employees will be entitled to time off from Christmas to New Year's based on one full year of employment.
 - Grievance Committee (5 members)
 - Consists of 1st Vice Chair and 1 from each zone
 - Workplace Violence & Harassment
 - How to be an Effective Board Member
 - will serve on committees as required
 - Committees of NLLS:
 - Executive Committee – up to 10 members
 - HR Committee – AdHoc – 5 members
 - Financial & Audit Committee – 5 members
 - Building & Equipment Committee – 5 members
 - Policy Committee – 5 members
 - Policies need to be continually looked at and adjusted on a regular basis. This is a working, living document.

- b. Budget Committee Update
- Fortigates need to be replaced in all our libraries
 - The firewalls in the library computers are starting to fail
 - Will cost approximately \$100,000 to replace them in all of our libraries
 - \$100,000 will catch up the libraries this year for their firewalls. The proposed budget to take care of the next 3-5 years.

Motion to take to the Board the request for taking out up to \$60,000 out of reserves for the replacement of the fortigates in our libraries – Stephen Dafoe – Carried.

5. Chairman's Report

a. In-Camera – 9:24 am

Motion to move into camera – Laurent Amyotte – Carried.

Out of Camera – 9:45 am

Motion to come out of camera – Stephen Dafoe – Carried.

Motion to present to the Board a letter in the HR file of a re-instated employee – Carried.

In-Camera – 9:46 am

Motion to move into camera – Jim Cheverie – Carried.

Out of Camera – 9:56 am

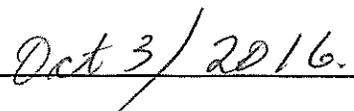
Motion to inquire of specific legal opinion of a tax lawyer in regards to employee RRSP's – Stephen Dafoe – Carried.

6. Motion to adjourn at 10:00 am – Stephen Dafoe – Carried.

Approved By:



Date:



**Executive Committee Meeting
October 3, 2016
Meeting Minutes**

Present: Arnold Hanson, Laurent Amyotte, Dianne Ross, Jim Cheverie, Vicky Lefebvre

Regrets: Stephen Dafoe, Wayne Bokenfohr, Pat Gordeyko

Guest: Maureen Penn

Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hampson, Heather Elliott, Tracy Paradis

1. Meeting called to order at 5:19 p.m.
2. Additions to Agenda – 5b. LAA Update, 5c. In-Camera – **Motion to approve the agenda as amended – Jim Cheverie – Carried.**
3. Minutes of September 17 – **Motion to approve the minutes of September 17, 2016 as presented – Laurent Amyotte – Carried.**
4. Executive Director's Report
 - a. Financials
 - no report this meeting
 - closed bank accounts at Servus Credit Union (\$24,000 commons shares are still remaining with them)
 - unable to close credit card with them yet; looking into it
 - \$600,000 investment account with ATB
 - b. Vehicles
 - purchase 2016 Dodge Journey for \$33,962
 - spoke with Denham Chrysler cargo van will be ready by end of October
 - received a \$9,000 discount on van for all the issues
 - c. Exercise Equipment
 - Motion to purchase exercise equipment for office – Dianne Ross – Carried.**

New Board in November – need to promote engagement and involvement
There will be an in-service on November 19 for new Board members

Colette was quoted in press releases and in the news for the Indigenous Population Initiative
She will be attending a conference in Ontario on November 5 on Truth & Reconciliation
Colette was asked to present a panel discussion at the Jasper Conference 2017 on this topic
Press releases should be forwarded to Board, Libraries and put in the Aurora

Budget

- There were changes in I.T. Department, as well as salary changes
- Contracts & Vendor Services were made equal across the years
- Budget still has capital and building reserves

A OK

If anyone (Executive Committee or Staff) have any concerns or questions get back to Terri ASAP. The report needs to be sent to the Board two weeks prior to November 5 meeting.

Motion to accept the Executive Director's report as presented – Jim Cheverie – Carried.

5. Chairman's Report

a. Policy Committee Update

- Next meeting scheduled for October 24

b. LAA Update – Maureen

- September minutes were reviewed, and wants to clarify that LAA and ALTA are working together nicely.

- LAC in Jasper is April 27-30

c. In-Camera – 6:15 pm (Personnel)

Motion to move into camera – Dianne Ross – Carried.

Out of Camera – 6:25 pm

Motion to come out of camera – Jim Cheverie – Carried.

Need to find the agreement between Town of Elk Point & County of St. Paul between Allied Arts and NLLS.

6. **Motion to adjourn at 6:40 pm – Laurent Amyotte – Carried.**

Approved By: _____



Date: _____



**Organizational Meeting
November 5, 2016
Minutes**

Present: Stephen Dafoe, Arnold Hanson, Vicky Lefebvre, Dianne Ross, Jim Cheverie, Laurent Amyotte, Linda Russnak, Joan Green, Warren Griffin

Regrets: Ferd Caron

Guest: Maureen Penn

Staff: Julie Walker, Tracy Paradis

1. Meeting called to order at 1:01 p.m.
2. Nominations 1st Vice Chair
First call for nominations:
Jim Cheverie nominates Vicky Lefebvre – Vicky accepts
Second call for nominations:
Laurent Amyotte nominates Jim Cheverie – Jim declines
Third call for nominations
Arnold Hanson nominates Warren Griffin – Warren accepts
Nominations cease

Vicky Lefebvre nominated to 1st Vice Chair
Motion to destroy ballots – Arnold Hanson – Carried.

3. Meeting Calendar
December 5, 2016 – Executive (5:00 p.m.)
February 11, 2017 – Executive/General Board (8:00 a.m.)
May 6, 2017 – Executive/General Board (8:00 a.m.)
August 14, 2017 – Executive Teleconference (5:00 p.m.)
September 9, 2017 – Executive/General Board (8:00 a.m.)

There will be an honorarium for the teleconference meeting.

Suggestion of calendar invites for Board Meetings. See if more people respond.

4. **Motion to adjourn at 1:38 p.m. – Arnold Hanson – Carried.**

Approved By: _____



Date: _____

Dec 5/2016

**Executive Committee Meeting
December 5, 2016
Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Jim Cheverie, Laurent Amyotte, Ferd Caron, Warren Griffin, Joan Green, Linda Russnak

Regrets: Arnold Hanson, Dianne Ross

Guest: Maureen Penn

Staff: Julie Walker, Kelly McGrath, Terri Hampson, Colette Poitras, Heather Elliott, Tracy Paradis

1. Meeting called to order at 5:02 p.m.
2. Additions to Agenda – 5c. Petty Cash, 6a. Evaluation of Executive Director, 6b. Confirmation of meeting dates – **Motion to approve the agenda as amended – Laurent Amyotte – Carried.**
3. Minutes of November 5 – **Motion to approve the Executive minutes of November 5, 2016 as presented – Jim Cheverie – Carried.**
Motion to approve the Organizational minutes of November 5, 2016 as presented – Warren Griffin – Carried.
4. LMC Report
 - ACL 2017 – April 27-30/16
 - 3 author talks – Joseph Boyden, Kate Beaton and Susan Juby
 - LMC next meeting March 1, 2017**Motion to accept LMC Report as information – Ferd Caron – Carried.**
5. Executive Director's Report
 - Julie and Terri will go through records retention to sort through what can be thrown out
 - Will have discussion with Clinton about the library websites in January 2017
 - The Plan of Service for NLLS is due next year
 - gives direction for the next 3 years of where NLLS would like to go
 - input is given from Municipalities, Board Members, Library Managers and Staff
 - November 19 In-Service attendance – 18 Board Members and 12 Librarians
 - a. Petty Cash
 - will be decided between Executive Director and Finance Officer
 - b. NLLS Board Orientation
 - PLSB could do a Board Orientation for all new Board Members
 - the Board needs to be informed of their responsibilities
 - history of what the Board does
 - overview of what libraries and boards do
 - Libraries Act
 - regulations
 - System of Agreement
 - Map of 7 Systems and their Chairs
 - Who is in our system (Municipalities and Libraries)
 - c. Wandering River**Motion to go into camera 5:39 p.m. – Warren Griffin – Carried.**
Motion to come out of camera 6:07 p.m. – Vicky Lefebvre – Carried.



Motion to accept Executive Director's Report – Jim Cheverie – Carried.

Motion to review Plan of Service 2014-2017 and send to Board Members and Library Managers and ask for feedback – Ferd Caron – Carried.

Motion to invite Ken Allan to do a presentation at February 11, 2017 Board Meeting for an overview of: Library Act, Library Agreement, Systems Agreement, Overview of 7 Systems, Plan of Service, NLLS Policies on Board, Overview List of Board Members and Libraries (30 minutes) – Warren Griffin – Carried.

Motion to get the agreement between NLLS and Wandering River from PLSB, for purpose of review and to send a response to Doug Kariel's letter – Vicky Lefebvre – Carried.

6. Chairman's Report

a. Evaluation of Executive Director

- Evaluation committee will consist of 3 members (Chair and 2 others)

Motion to create an Evaluation Committee consisting of Stephen Dafoe, Warren Griffin and Arnold Hanson (should Arnold decline then Laurent Amyotte will fill that space) – Jim Cheverie – Carried.

b. Confirmation of meeting dates

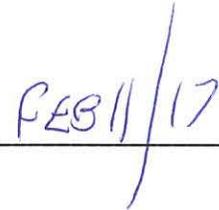
- General Board Meetings – February; June; September; November
- Executive Board Meetings – February 11/17; May 6/17; August 14/17 (teleconference); September 9/17

7. **Motion to adjourn at 6:39 p.m. – Warren Griffin – Carried.**

Approved By: _____



Date: _____



**Northern Lights Library System
Board Meeting
February 27, 2016
Meeting minutes**

Present

Amyotte, Laurent & Dach, Dwight - County of St. Paul
Barr, Greg - Town of Vermilion
Boe, Vanessa - Village of Mannville
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Degenhardt, Dallas - Village of Edgerton
Foley, Bob - Town of Wainwright
Gordeyko, Pat - County of Two Hills
Gramlich, Val - Village of Chauvin
Griffin, Warren - County of Athabasca
Hryciuk, Stacey - County of Vermilion River
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McMann, Debbie - Village of Innisfree
Parkyn, Roger - Village of Marwayne
Ross, Dianne - Town of Smoky Lake
Saskiw, Gerren - Town of Two Hills
Sisson, Larry - Thorhild County
Svenson, Lavonne - Village of Ryley
Wilkinson, Ted - M.D. of Wainwright
Penn, Maureen - Library Managers' Advisory
Jamieson, Tracy - NLLS
Poitras, Colette - NLLS

Austin, Wanda - Lac La Biche County
Berry, David - Town of Vegreville
Bokenfohr, Wayne - Sturgeon County
Cheverie, Jim - Town of Bonnyville
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Grabski, Cheri - Village of Boyle
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Krahulec, Julie - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Malica, Robert - Lamont County
Matiaszow, Brent - Village of Andrew
Padlesky, Don & Wiebe, Dwight - Town of St. Paul
Pocock, Lorna - Town of Bon Accord
Rudolf, Donna - Village of Myrnam
Schafer, Steven - Town of Athabasca
Smith, Ina - S.V. of Pelican Narrows
Tung, Parrish - Town of Elk Point
Woodger, Jean - Town of Gibbons
Hutz, Terri - NLLS
McGrath, Kelly - NLLS
Walker, Julie - NLLS

Regrets

Arnold, Mary - Village of Paradise Valley
Romanko, Don - Village of Vilna
Allen, Ken & Gray, Bonnie - Library Branch Rep

Hursin, Amelia - S.V. of West Baptiste
Tiedemann, Larry - S.V. Mewatha Beach

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Hart, Travis - Town of Viking
Sharun, Steven - Town of Lamont
Yontz, Bob - S.V. of Island Lake

Fox, David - M. D. of Bonnyville
Olechow, Wayne (Ross, Shelley) - Town of Bruderheim
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

1. Call to order – Meeting called to order at 10:03 am.
2. Introductions
3. Adoption of Agenda

APPENDIX I

**2016/02/27-01 Motion to approve the agenda
Warren Griffin - carried**

4. Minutes of November 7, 2015

APPENDIX II

**2016/02/27-02 Motion to approve the minutes of November 7, 2015
Don Padlesky - carried**

**2016/02/27-03 Motion to approve the minutes from AGM of November 7, 2015
Lavonne Svenson - carried**

5. For information

1. 2015 Audited Financial Statements

APPENDIX III

- There is a \$285,507 excess of revenues over expenses. Collection development is less than budgeted. Public Services is more than budgeted, Infrastructure is less than budgeted, and Staffing costs are less than budgeted. Revenues are more than budgeted.
- There was a net increase in cash of \$270,162 during 2015. The budget was based on 2010 population, whereas the actual was based on 2014 population. \$1.8 million cash in bank due to surplus.
- There was a question as to why the budgeted amount for Donations was so high at \$29,250. It was explained that a donation came from Enbridge to assist in the purchase of the servers.
- Clarification for the Professional Development was explained the amount seemed quite low for P.D. days as there was a number of staff that did utilize P.D. days: 3 staff attended Jasper Conference; 4 staff attended Alberta Technical Services in Jasper; 1 staff attended OLA; 1 staff attended Sql training in Syracuse; 4 staff attended Chinook Arch Conference; and 2 I.T. staff attended to Edmonton for virtual servers.

2016/02/27-04 Motion to accept the 2015 Audited Financial Statements.
Jim Cheverie – carried

2. Annual Reports – NLLS, Myrnam, Edmonton Garrison

APPENDIX IV

2016/02/27-05 Motion to approve the annual reports for Northern Lights Library System, Edmonton Garrison and Myrnam Library.
Dallas Degenhardt – carried

3. Financial Report

APPENDIX V

- Month of January - Currently working on a Best Practice and Procedure for ordering for our libraries to encumbace all required needs at the most cost effective and business effective way. Lines 71 & 72 will be at NLLS cost back to libraries.
- Telus bills have been amalgamated into 2 bills from 4. The 1-800 line requires some further discussion as to its validity.
- We are continuing to move as many payers/payees to EFT (electronic funds transfer). This proves both economical and ease of business. If you have not signed up for Direct Deposit please contact Terri Hutz to do so. thutz@nlls.ab.ca
- Currently updating current credit cards to get a "cashback" / "reward" program to gain benefits from the usage.
- STEP funding has been submitted for 3 positions. Waiting for a response.

2016/02/27-06 Motion to accept the financial report as presented
Robert Malica – carried

4. Policy

APPENDIX VI

- The Policy Committee has had 2 meetings so far. This is the rough draft of the Human Resource Policy which includes: Code of Ethics, Internet & Computer Usage, Best Practices, Grievance, and Anti-Harassment.
- Ken Allan was at the last meeting and assisted with the policies.

- The March 22 meeting will focus on Governance; this will require Administration staff input as well.
- Approval of the Human Resources Policies hopefully done at the May meeting.
- An issue was raised in regards to Continuing Education/Professional Development for Administration staff; as to whether or not there was a term of employment commitment after the training. Looking into the Athabasca template for guidance.
- An issue of social media and posting minutes on the website prior to them being approved. The minutes are posted in draft form only as the Board meetings are held every 3 months.

**2016/02/27-07 Motion to accept the Human Resources Policy report as information.
Wayne Bokenfohr – carried.**

5. Library Managers Council Report **Appendix VII**
- It was discussed that library funding has been decreased by towns & municipalities, therefore, more advocacy needs to be addressed by NLLS to promote the libraries.
 - Issues were discussed of retaining staff and providing training for library staff.
 - Another issue raised was on Best Practices for libraries in dealing with difficult situations or patrons.
 - The question raised was where do they go from here and who is responsible. Some of the onus will be on the libraries and the library boards. NLLS will also assist the libraries.
 - The Library Managers Council will report back as issues are dealt with.
 - Sharing of policies among Librarians and Directors is very beneficial especially for those libraries that don't have money in place.
 - Another question arose as to what is ME Libraries. ME Libraries gives all people who have a library card access to all other libraries outside their own system.

**2016/02/27-08 Motion to approve the LMAC report as presented.
Pat Gordeyko – carried.**

6. ALTA Report – No report was submitted. A reminder there will be an election for a new President at the Jasper Conference. Anyone can be nominated.
7. Libraries Branch Report - No report was submitted. The Libraries Branch is sitting on NLLS Policy Committee.
8. Director's Report **APPENDIX VIII**
- New Organizational Chart - Terri Hutz is the new Finance Officer; Colette Poitras is a re-hire to the Public Service Manager position; Tracy Jamieson has taken on the duties of the Executive and Board; Patty Mathiot is in the newly created Human Resources position; Kelly McGrath is the I.T. Consultant/Supervisor; Jodi Arrowsmith our Network Analyst has new hours to better assist our libraries with technical support Monday and Friday 8:30am - 4:30pm, Tuesday, Wednesday and Thursday 10:00am - 6:00pm; Brandon Ziomek is the I.T. Assistant; Kim is in VDX/ILL Assistant and Susan Frisby is in ILL which have both moved to the Bibliographic Service Department.

AS

There will be advertising in May for a new Bibliographic/Delivery Manager. In the process of doing interviews for 2 Public Service Consultants; each Consultant will be assigned 18 libraries and Colette will take the 10 larger libraries in the system.

- Summer Village of West Baptiste have signed on and have been approved by the Minister. Village of Andrew has signed on and are still waiting to hear from Minister.
- We have 5 new library managers in the system: Gayle Boyd-Redwater; Leslie Price-Cold Lake; Danielle Frey-Gibbons; Robert McClure-Edmonton Garrison; and Evelyn Henke-Mundare.
- TAL Update - VDX (Virtual Document Exchange) is coming to the end of life. TAL is looking at new options for an ILL system. Two options being discussed are Blacklight (an open-source software) and the other is Inn-Reach (and Innovative product). A decision will be made at the April 15 TAL meeting.
- Training - NLLS will be hosting a FOIP session specific to libraries. The majority of the Library Manager's at the LMAC were interested in this all day session.
- Conference - NLLS will be hosting a one-day conference on Friday, September 16 9:00am-5:00pm. Lunch will be supplied. Sessions will be arranged and revolve solely around training and PD for both Library Managers and Board Members.
- ALC - NLLS is hosting the systems party along with Peace Library System at the Outlook Cabin in Jasper.
- Audit - The audit has revealed that we have a little extra money!! We are looking at delivering some new services to our member libraries and to update some antiquated devices at HQ.
- Recognitions - Anniversaries, Retirements, Long Service and any other celebrations; we want to hear about it and celebrate with you. Celebrated Rose Alexander of Thorhild Library for 25 years of library service. She was presented with a plaque and cake.
- Staff P.D.'s - A team building session with Kathryn Hotte for HQ staff.

- 4 staff members are taking Fred Pryor sessions and seminars
- 6 staff members are attending ALC in Jasper
- 3 staff members are attending IUG
- 2 staff members are taking courses in IT for Virtual Server Management
- 1 staff member will be taking diploma/certificate courses in HR (Patty Mathiot)
- 1 staff member will be taking diploma/certificate courses in Business Management (this is not a concise list as more PD will be presented when registered)

2016/02/27-09 Motion to approve the Executive Director's report as presented.

Laurent Amyotte – carried.

Recommendation to bring to the Board the programs and upgrades for our libraries and HQ as well as requesting an amount of up to \$160,000 to be used out of unrestricted surplus funding.

Request:

Leap for libraries - tablets \$36,000; pens \$700; cases \$3,000

Leap is an ILS system (cloud-based) that assists the librarians to be mobile in their library while doing checkouts, acquisitions, etc. There will be training to all libraries.

LA

Library computer upgrades - Office 365 \$4,100/year (cloud-based) there will be training to all libraries; MalwareBytes \$2,500/year.

Databases - Cypress Resume \$1,400/year U.S. (includes unlimited usage a remote access).

Cypress Resume is designed for patrons with limited computer and writing skills. Patrons simply enter their personal information into the fields, select the job they're applying for, then choose from the already written statements to complete the resume. It also includes cover letters and reference sheets.

Tumble Books \$44,100/3 years

Tumble Book Library Premium (K-5 early literacy reading program) is a collection of animated, talking picture books as well as, graphic novels, math stories, chapter books, videos and non-fiction books. These books are also available in French.

Updates for NLLS - computers \$21,000 (these are over 5 years old and off warranty); Office 365 \$600; Migration (unknown); Telecom \$21,000 (our antiquated phone system is starting to drop calls, having issues in-house with transferring).

2016/02/27-10 Motion to use up to \$160,000 for the proposed upgrades for libraries and NLLS headquarters.

Gerren Saskiw – carried

9. Chairman's Report

APPENDIX IX

- It's been a very busy year, with new government changes and the change in population. We must thank the MLA's for the money they've given, and remind them that we still need it.

- At the Public Library meetings it is clear that Municipal Affairs believes in libraries and wants to keep them.

- The Policy Committee has been busy working on the policies. This is a very big job. The old policy handbook had policies that were only one sentence. If you have any recommendations or concerns now is the time to send them in to the Policy Committee.

2016/02/27-11 Motion to accept the Chairman's report as presented

Les Dorosh – carried

2016/02/27-12 Motion to adjourn at 12:00 pm

Steven Schafer – carried

Approved By: _____



Date: _____



**Northern Lights Library System
Board Meeting
June 11, 2016
Meeting minutes**

Present

Amyotte, Laurent - County of St. Paul
Berry, David - Town of Vegreville
Bokenfohr, Wayne - Sturgeon County
Cheverie, Jim - Town of Bonnyville
Dafoe, Stephen - Town of Morinville
Foley, Bob - Town of Wainwright
Gordeyko, Pat - County of Two Hills
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Kuzio, Tara - County of Minburn
Marko, Bernie - Village of Holden
Parkyn, Roger - Village of Marwayne
Ross, Dianne - Town of Smoky Lake
Rusnak, Linda - Village of Chauvin
Smith, Ina - S.V. of Pelican Narrows
Tung, Parrish - Town of Elk Point
Woodger, Jean - Town of Gibbons

Austin, Wanda - Lac La Biche County
Boe, Vanessa - Village of Mannville
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Grabski, Cheri - Village of Boyle
Griffin, Warren - County of Athabasca
Krahulec, Julie - Village of Waskatenau
Lukinuk, Craig - Smoky Lake County
McMann, Debbie - Village of Innisfree
Pocock, Lorna - Town of Bon Accord
Rudolf, Donna - Village of Myrnam
Saskiw, Gerren - Town of Two Hills
Svenson, Lavonne - Village of Ryley
Tyska-Evans, Tanu - Town of Athabasca

Regrets

Arnold, Mary - Village of Paradise Valley
Degenhardt, Dallas - Village of Edgerton
Hryciuk, Stacey - County of Vermilion River
Lefebvre, Vicky - City of Cold Lake
Sisson, Larry - Thorhild County

Barr, Greg - Town of Vermilion
Hartl, Travis - Town of Viking
Lawson, Bill - M.D. of Wainwright
Padlesky, Don - Town of St. Paul

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Hursin, Amelia (Myn) - S.V. of West Baptiste
Matiaszow, Brent - Village of Andrew
Romanko, Don - Village of Vilna
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep.
Yontz, Bob - S.V. of Island Lake

Fox, David - M. D. of Bonnyville
Malica, Robert - Lamont County
Olechow, Wayne - Town of Bruderheim
Sharun, Steven - Town of Lamont
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Allan, Ken - Library Branch Rep.
Penn, Maureen - Library Managers' Advisor

Feser, Ken - PLSB

Staff

Gray, Robyn - Public Services Consultant
Jamieson, Tracy - Recording Secretary
McGrath, Kelly - I.T. Consultant/Supervisor
Walker, Julie - Executive Director

Hutz, Terri - Finance Officer
Lorenzen, Kayia - Public Services Consultant
Poitras, Colette - Public Services Manager

1. Call to order – Meeting called to order at 10:07 am.
2. Introductions
3. Adoption of Agenda
**2016/06/11-01 Motion to approve the agenda
Laurent Amyotte – carried**
4. Minutes of February 27, 2016
**2016/06/11-02 Motion to approve the minutes of February 27, 2016
Pat Gordeyko – carried**

APPENDIX I

APPENDIX II



5. For information

1. Policy Committee Update

APPENDIX III

- Taken some policies from Municipalities and other Systems; Best Practices (laws)
 - Ken Allan has been advising from PLSB
 - Policies should be able to be implemented
 - Policies are to provide framework
 - Policies need to be approved by the Board
 - This is a "living document" therefore there will be changes going forward as each section is completed.
 - The Executive Committee Policy was changed to have better Zone representation.
 - 1 year terms do not work – now changed to 2 year terms.
 - Move to a March election date instead (the previous Executive passes a budget; and the new Executive has to work with it).
 - The AGM in November 2016 will see voting on a new Executive; but there will also be a new election in March 2017.
 - Starting in 2017 the AGM will be held in March going forward.
 - Zone representation:
 - Zone 1 = Athabasca County/County of Thorhild/Smoky Lake County
 - Zone 2 = Lac La Biche County/M.D. of Bonnyville/County of St. Paul
 - Zone 3 = Sturgeon County/Lamont County/Beaver County
 - Zone 4 = County of Two Hills/County of Minburn/M.D. of Wainwright/County of Vermilion River
- Municipalities with a population of 15,000 or more will automatically get a seat (to a maximum of 3 seats)
- Each Zone will vote for their own representative.
- Minimum of 6 representative to a maximum of 10.
- Continuity needed on Executive Committee therefore, Zone 1 and 3 will vote on odd years, and Zone 2 and 4 will vote on even years.
- 2 terms of 2 years for the Chair and Executive members
- If 2/3 of the Board votes in favor, then the Chair or Executive member can be re-appointed to another term.

Suggestion for Policy Handbook that minutes of Executive Meetings to be emailed out to all Board Members (draft form).

2016/06/11-03 Motion to go into camera to discuss HR at 10:36 am

Arnold Hanson – carried

2016/06/11-04 Motion to come out of camera at 11:00 am

Craig Lukinuk – carried

2016/06/11-05 Motion to refer Section 1, G3 (Christmas Closure) back to the Policy Committee for further discussion and deliberation and to be brought back to the Board at the September meeting

Stephen Dafoe – carried

2016/06/11-06 Motion to accept the policies presented to date, with the exception of Section 1, G3

Wayne Bokenfohr – carried

2. Financial Report – Terri Hutz **APPENDIX IV**
- See attachment – the new layout keeps everyone accountable for where the money is being used.

2016/06/11-07 Motion to accept Financial Report as presented
Dianne Ross – carried

3. Library Managers' Council Report– Maureen Penn **APPENDIX V**
- Report of Breakout Session
- Thank you for the I-Pads and Leap Program– it takes the Libraries out of their 4 walls and gives them access to work out in the community.
- Libraries are loving the new databases – Tumble Books and Cypress Resume
- Footnote: Lac La Biche and Fort McMurray residents – ALLB has been offering free memberships and ME cards; free photocopying, faxing and printing; free books to residents that cannot get library cards.

2016/06/11-08 Motion to accept the Library Managers' Council Report as presented
Wayne Bokenfohr – carried

4. ALTA Report **APPENDIX VI**
- No report submitted.

5. ALTA Representative Alternate **Appendix VII**
- 3-4 meetings per year
- Face-to-face meetings are in Edmonton during the day; video conferencing in the evening
- Wayne Bokenfohr nominated Stephen Dafoe. Stephen Dafoe accepted nomination.
- Nominations ceased
- Stephen Dafoe acclaimed as ALTA Representative Alternate

6. Libraries Branch Report – Ken Allan **APPENDIX VIII**
- Plan of Service presentation
- Thursday and Friday all consultants, from all systems gathered together for a working symposium at PLSB
- Discussed future symposiums on Early Childhood Development
- There will be a symposium in February 2017 on providing services to Indigenous Peoples
- Ken Feser from PLSB gave a presentation on the Indigenous Peoples Grant Program
- The initiative is to provide services to the First Nations and Metis Settlements
- The system has received \$155,000 in grant money to work collaboratively with the First Nations and Reserves
- The main stipulation of this program is to remove the non-resident fee
- Ken Feser will be coming to the Board meeting in September

2016/06/11-09 Motion to accept the Public Library Services Branch Report as information
Wayne Bokenfohr – carried



APPENDIX IX

7. Director's Report – Julie Walker

- New Staff
 - Robyn Gray – Public Services Consultant
 - Kayla Lorenzen – Public Services Consultant
 - Rhonda Cusack – ILL Assistant
 - Alexis Bristow and Dayna Wallington – summer students (received STEP funding)
 - Heather Elliott – 6 month contract position
 - Bibliographic/Delivery Manager position has been posted. Looking at October for a potential start date
- TAL Online has changed the way to search for materials online. There may be some service disruption, but should resume June 30
- Vermilion and Wainwright are in the process of basement renovations
- Boyle Library, Edgerton Library, and Three Cities Library (Paradise Valley) are in the process of moving.
- Village of Andrew is new to the System – retro-conversion of books will be done at HQ (approx. 8,000-12,000 items need to be done).
- 3 new databases have been added to our system – Tumble Books, Cypress Resume and Niche Academy
- 3D printer is ready for circulation to our libraries. Survey was sent out to the libraries and with the interest that it generated it was decided to purchase one
- At LMC meeting handed out new I-Pads and did a LEAP training session
- Our new phone system will be installed June 13 & 14. Staff extensions will change to 4 digit number. Will email a new listing and post on the website once install is completed
- Deepfreeze virus scan has been loaded on all public computers. Looking into a new virus program.
- New computers for HQ staff have now been installed
- Supernet will be update on July 7. Due to this upgrade, Fortigate and Exinder box need to be upgraded to deal with increased traffic. Fortigates for all libraries will have to be replaced next year.
- HQ is testing Office365 and Windows 10
- Looking at changing internet provider – Platinum is 80 mb, Axia is 150 mb for similar pricing
- Public Services has created 2 new social media accounts – Twitter and Pinterest
- Canada Day Parade in Elk Point – staff are participating on their own time
- FOIP Training – 44 attendees, was very informative – the link to the online course is <http://www.servicealberta.ca/foip/training/online-training.cfm>
- HQ did a Team Building day with Kathryn Hotte – was a very interesting session and a good experience for staff.
- Niche Academy – patrons and staff can access training. HQ can put our training sessions on there as well for others to access.
- Annual Conference – Thursday, September 16 – Registration is \$30
- Service Education Day training being offered to Library Manager, Library Staff, Library Board Members in the fall.

2016/06/11-10 Motion to accept the Executive Director's report as presented.

Warren Griffin – carried.

AW

8. Chairman's Report

APPENDIX IX

- Thank you to the Policy Committee for working on the Handbook
- Thank you to HQ Staff for working hard to fill in empty positions
- Thank you to Librarians for getting the services out to patrons
- Government Round Tables – libraries are getting well noticed. The need is to get services to libraries and communities.
- MLA's – we need to thank them for the dollars we've received, and remind them about libraries and continued funding.

**2016/06/11-11 Motion to accept the Chairman's report as presented
Laurent Amyotte – carried**

Budget Committee

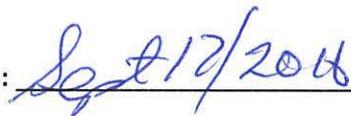
Laurent Amyotte
Lavonne Svenson
Craig Lukinuk
Vicky Lefebvre

**2016/06/11-12 Motion to adjourn at 1:27 pm
Stephen Dafoe – carried**

Approved By: _____



Date: _____



**Northern Lights Library System
Board Meeting
September 17, 2016
Meeting minutes**

Present

Amyotte, Laurent - County of St. Paul
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Grabski, Cheri - Village of Boyle
Griffin, Warren - County of Athabasca
Hartl, Travis - Town of Viking
Krahulec, Julie - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Marsh, Carl (alternate) - Village of Hoiden
Olechow, Wayne - Town of Bruderheim
Ross, Dianne - Town of Smoky Lake
Sisson, Larry - Thorhild County
Tizzard, Randy (alternate) - Town of Wainwright
Wilkinson, Ted (alternate) - M.D. of Wainwright
Yaceyko, Richard (alternate) - Town of Vermillion

Austin, Wanda - Lac La Biche County
Boe, Vanessa - Village of Mannville
Cheverie, Jim - Town of Bonnyville
Dach, Dwight - County of St. Paul
Degenhardt, Dallas - Village of Edgerton
Frank, Daryl - Village of Kitscoty
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Hryciuk, Stacey - County of Vermillion River
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
McMann, Debbie - Village of Innisfree
Padlesky, Don - Town of St. Paul
Rudolf, Donna - Village of Myrnam
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep.
Tyska-Evans, Tanu - Town of Athabasca
Woodger, Jean - Town of Gibbons

Regrets

Allan, Ken - Library Branch Rep
Bokenfohr, Wayne - Sturgeon County
Gramlich, Valerie - Village of Chauvin
Smith, Ina - S.V. of Pelican Narrows

Arnold, Mary - Village of Paradise Valley
Gordeyko, Pat - County of Two Hills
Gray, Bonnie - Library Branch Rep
Svenson, Lavonne - Village of Ryley

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Hursin, Amelia (Myn) - S.V. of West Baptiste
Matiaszow, Brent - Village of Andrew
Pocock, Lorna - Town of Bon Accord
Saskiw, Gerren - Town of Two Hills
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Yontz, Bob - S.V. of Island Lake

Fox, David - M. D. of Bonnyville
Malica, Robert - Lamont County
Parkyn, Roger - Village of Marwayne
Romanko, Don - Village of Vilna
Sharun, Steven - Town of Lamont
Tung, Parrish - Town of Elk Point

Guests

Dahlgren, Jodi - Library Managers' Advisor

Oster, Bailey

Staff

Elliott, Heather – Bibliographic Consultant/Manager
Jamieson, Tracy - Recording Secretary
Poitras, Colette - Public Services Manager

Hampson, Terri - Finance Officer
McGrath, Kelly - I.T. Consultant/Supervisor
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 10:09 am.
2. Introductions
3. Adoption of Agenda
Addition: 5.8 In-Camera

APPENDIX I

**2016/09/17-01 Motion to approve the amended agenda
Dallas Degenhardt – carried**

4. Minutes of June 11, 2016

APPENDIX II

**2016/09/17-02 Motion to approve the minutes of June 11, 2016
Laurent Amyotte – carried**

AL

5. For information

1. Policy Committee Update

APPENDIX III

- Had another Policy Committee meeting – accomplished a lot of items
- Compensation – better definition
 - Level – experience, education, job classification
 - Step – tenure
 - COLA (cost of living allowance) will be decided by Executive Committee
 - Executive Director may have the right to move an employee up one Step; but if more than one Step is requested then it must go to the Executive Committee.
- Christmas Closure – this was taken back to the Policy Committee
 - an agreement was reached that all lieu would be time for time
 - dropped time and a half to straight time
 - staff will use lieu time within 3 months
 - previously staff was paid out for lieu at the end of the year
 - this creates a \$12,000/year savings going from time and a half to straight time for time
 - Christmas closure will be regular holiday for staff (Christmas to New Year's) who have worked a full year.
- Extended Health Benefit Plan
- Self-Directed Registered Plan
 - employee chooses financial institution they wish to deal with
- Functional Work Letter/Return to Work Letter (employee)/Statement of Commitment Letter (employer)
 - this is only for cases of extended leave of absences
- Workplace Impairment
- Grievance Committee
 - Consists of 1st Vice Chair and 1 representative from each zone (total of 5 members)
- NLLS Committees:
 - Executive Committee – up to 10 members
 - HR Committee (Grievance) – AdHoc 5 members
 - Finance & Audit Committee (Budget) – 5 members
 - Building & Equipment Committee – 5 members
 - Policy Committee – 5 members
 - Wherever possible have one member from each zone on the committees
 - All committees have the right to present to the Board
- Workplace Violence and Harassment
- How to be an Effective Board Member
 - Board members will serve on committees as required
- Executive Committee has the authority to hire the Executive Director; as well as the authority to terminate the Executive Director.
 - 2 members of the Executive Committee will present to the Grievance Committee
 - Executive Committee may immediately terminate the Executive Director under egregious circumstances.
- Some of the other items that are upcoming to be discussed:

AD

- medical marijuana
- borrowing by-law (funds)
- vehicles – policy to buy/lease
- reserves funding for contingencies

2016/09/17-03 Motion to approve the proposed policies as updated and presented

Jim Cheverie -

Amended motion to approve the proposed policies as presented, with the exception of the definition of egregious. Refer the term egregious back to the Policy Committee for definition.

Stephen Dafoe – carried

2. Financial Report – Terri Hampson **APPENDIX IV**
- See attachment
 - establishment grant came in for Andrew
 - almost done back changeover to ATB from Servus
 - ATB has been very good in assisting with the investments
 - investments of \$400,000
 - changed garbage companies rate change from \$450/month to \$80/month

2016/09/17-04 Motion to accept Financial Report as presented

Les Dorosh – carried

3. Library Managers’ Council Report– Jodi Dahlgren **APPENDIX V**
- Jodi presented on behalf of Maureen.
 - Jodi couldn’t comment on the meetings attended by Maureen.
 - On behalf of the LMC, a big thank you to NLLS staff for attending Powwow’s in the area

2016/09/17-05 Motion to accept the Library Managers’ Council Report as presented

Dallas Degenhardt – carried

4. ALTA Report – Larry Tiedemann **APPENDIX VI**
- there was a meeting on September 15 via teleconference
 - in the process of setting up various committees
 - issues with LAA – as pertaining to Jasper Conference
 - meeting scheduled for October
 - project proposals for PLSB

2016/09/17-06 Motion to accept the ALTA Report as information

Stephen Dafoe – carried

5. Libraries Branch Report **APPENDIX VII**
- no report submitted

AT

Presentation: Colette Poitras and Bailey Oster

“Alberta Indigenous Cultural Information”

- important to respond to the Indigenous People with understanding and empathy when they come into our libraries.
- CBC program – Wab Kinew
- Indigenous groups: First Nations (“Status” or “Non-Status”); Metis (mixed of First Nation & European history)
- Inuit (Aboriginal people who have traditionally lived in Northern Canada)

6. Director’s Report – Julie Walker

APPENDIX VIII

- New employee Heather Elliott has been hired as Bibliographic Services Manager
- Patty Mathiot resigned
- Government Courier has made changes to the shipping process – PLSB has asked to stop the gov’t courier between libraries. All shipments are to be sent to the system and then distributed from there.
- Investments with ATB - \$100,000; \$100,000; and \$200,000
- October 19 – Learning Day at Blue Quills for LMC
- November 19 – HQ in-service for new members of the Board
- Library Communication Update
 - Andrew Library is up and running
 - Boyle has moved into their new building
 - Paradise Valley is waiting for move in date
 - Edgerton is waiting for Axia to finish installation
 - Firewalls for libraries are failing, the fortigates are 5 years old
 - Money is required from reserves to replace all the fortigates in the libraries

**2016/09/17-07 Motion to take up to \$60,000 out of reserves for replacement of fortigates
Craig Lukinuk – carried**

**2016/09/17-08 Motion to accept the Executive Director’s report as information.
Stephen Dafoe – carried**

7. Chairman’s Report

APPENDIX IX

- NLLS staff has had some changes
- Everyone is happy with the way things are going, questions libraries have are being answered
- Thank you to the staff for the Conference
- Thanked the PLSB for the money that we received
 - they appreciated the conference
- In May, we handed out tablets to all the managers in our libraries
- Librarians are going out into the communities and able to sign up new patrons with the tablets
- 3 meetings in Edmonton coming up as discussions for changes with library services
- Policy committee has spent a lot of time on this document
- If you have any suggestions or concerns please let Stephen Dafoe or the NLLS staff know

**2016/09/17-09 Motion to accept the Chairman’s report as information.
Jim Cheverie – carried**

AA

- Proposed Budget
 - Much more transparent
 - Additional lines to better explain the expenses
 - No increase in levy
 - Stopped the upcharge of resale items to libraries
 - All departments have cell phones with data. Terri found \$300 in savings.
 - Require a building committee to keep the building maintained and working
 - Building reserves – for window replacement, air conditioning, fix doors, floors, etc.
 - I.T. Dept. – replacements for hardware, networks, warranties
 - This budget does not include interest from investments
 - By the end of the year we will know what it left for money to invest

2016/09/17-10 Motion to accept the Proposed Budget as information.

Don Padlesky – carried

2016/09/17-11 Motion to go into camera for legal at 1:10 pm

Dallas Degenhardt – carried

2016/09/17-12 Motion to come out of camera at 1:15 pm

Jim Cheverie – carried

2016/09/17-13 Motion to adjourn at 1:15 pm

Stephen Dafoe – carried

Approved By: _____



Date: _____

Nov 5 / 2016

**Northern Lights Library System
Board Meeting
November 5, 2016
Meeting minutes**

Present

Amyotte, Laurent - County of St. Paul
Austin, Wanda - Lac La Biche County
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Cheverie, Jim - Town of Bonnyville
Dorosh, Les - Town of Redwater
Grabski, Cheri - Village of Boyle
Griffin, Warren - County of Athabasca
Hryciuk, Stacey - County of Vermilion River
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
Padlesky, Don - Town of St. Paul
Ross, Dianne - Town of Smoky Lake
Russnak, Linda - Village of Chauvin
Smith, Ina - S.V. of Pelican Narrows
Valleau, Phil - M.D. of Wainwright
Yaceyko, Richard (alternate) - Town of Vermilion

Arnold, Mary - Village of Paradise Valley
Belik, Wendy (alternate) - Village of Edgerton
Boe, Vanessa - Village of Mannville
Capjack, Bernice - Town of Elk Point
Dafoe, Stephen - Town of Morinville
Frank, Daryl - Village of Kitscoty
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
Olechow, Wayne - Town of Bruderheim
Parkyn, Roger - Village of Marwayne
Rudolf, Donna - Village of Myrnam
Sinclair, Don - M. D. of Bonnyville
Svenson, Lavonne - Village of Ryley
Woodger, Jean - Town of Gibbons

Regrets

Clarke, Donna - Town of Mundare
Krahulec, Julie - Village of Waskatenau
Saskiw, Gerren - Town of Two Hills

Ferd, Caron - Sturgeon County
Pocock, Lorna - Town of Bon Accord
Sisson, Larry - Thorhild County

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Gorkeyko, Pat - County of Two Hills
Hursin, Amelia (Myn) - S.V. of West Baptiste
Matiaszow, Brent - Village of Andrew
Romanko, Don - Village of Vilna
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep
Tyska-Evans, Tanu - Town of Athabasca

Foley, Bob - Town of Wainwright
Hartl, Travis - Town of Viking
Malica, Robert - Lamont County
McMann, Debbie - Village of Innisfree
Sharun, Steven - Town of Lamont
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Yontz, Bob - S.V. of Island Lake

Guests

Allan, Ken - Library Branch Rep

Penn, Maureen - LMC

Staff

Elliott, Heather – Bibliographic Consultant/Manager
McGrath, Kelly - I.T. Consultant/Supervisor
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Paradis, Tracy - Recording Secretary

1. Call to order – Meeting called to order at 10:04 am.

2. Introductions

3. Adoption of Agenda

Addition: 5.8 PLSB Presentation; 5.9 Voting

**2016/11/05-01 Motion to approve the amended agenda
Bernie Marko – carried**

APPENDIX I

4. Minutes of September 17, 2016

**2016/11/05-02 Motion to approve the minutes of September 17, 2016
Don Padlesky – carried**

APPENDIX II



5. For information

1. Policy Committee Update

APPENDIX III

- The term for the Executive Committee was one year, suggested a two-year term
- Elections from today will carry on until May; then there will be another election in May which will run the term
- Any outstanding Administration Policies will be brought to the Board as discussed.
- The point of the word "egregious" was discussed and determined that if there are any issues with the Executive Director it will be brought forth to the Grievance Committee

2016/11/05-03 Motion to strike out the sentence containing the word egregious – David Berry – carried

2016/11/05-04 Motion to approve the policies as updated and presented – Jim Cheverie - carried

2. Financial Report – Terri Hampson

APPENDIX IV

- Comparison Budget from now to a year ago (see attachment)
- 2017 showing \$27,000 in the clear
- Items and lines are able to be amalgamated, they are still being worked on
- 2018 showing a deficit of \$32,000 – but that's due to money held in capital reserves
- The COLA has been dropped from 3% to 1.5% (a savings of \$17,000)

2016/11/05-05 Motion to approve budget as amended to the 1.5% COLA Don Padlesky – carried

3. Library Managers' Council Report– Maureen Penn

APPENDIX V

- Thank you to NLLS staff for the training day at Blue Quills
- Maureen is the new LAA rep for PNLA
- ALC2017 keynote speakers – Rick Mercer and Joseph Boyden
- Blue Quills PD day – there was a background presentation of the residential school; they did a tour of the building; they are providing social work training; they are now an accredited University; as well providing training in Cree.

2016/11/05-06 Motion to accept the Library Managers' Council Report as presented Stephen Dafoe – carried

4. ALTA Report – Stephen Dafoe

APPENDIX VI

- Last weekend they held their annual retreat, was well attended
- They are working on many new things

5. Libraries Branch Report – Ken Allan

APPENDIX VII

- Thanks to NLLS for training day at Blue Quills
- The Libraries Branch is hosting an Indigenous Symposium on February 23 and 24, 2017
- The Libraries Branch is offering Board Basics training – there are dates available in February and March 2017
- A reminder that PLSB can come out and do individual Board Basic sessions for any councils that are interested

2016/11/05-07 Motion to accept the Libraries Branch Report as presented Diane Ross – carried



6. Director's Report – Julie Walker

APPENDIX VIII

- NLLS has 3 new vehicles
 - the large delivery van
 - Dodge Journey for Consultants
 - Jeep Patriot for Indigenous services
- Developed MOU's with Cold Lake and Lac La Biche
- Training
 - September 8 – Homelessness Webinar
 - October 3 – Safe & Sound PD day at HQ – 22 people attended
 - October 19 – Blue Quills/LMC PD day – 78 people attended
 - November 19 – In-Service for all Board members and Library Staff
- Nodes and System meeting
 - Julie and Arnold attended the PLSB Nodes and System meeting, it was discussed that PLSB did a survey on courier in 2011. Out of 180+ libraries there were 36 that were worst offenders (13 of those included libraries in our system).
 - In June they asked NLLS to drop courier to a minimum therefore all materials need to come to the system for distribution, therefore there is an increase in items on the van run
 - We are putting on an extra van run for 13 libraries
 - Need to develop a Building Committee to expand the garage and present an application to PLSB for renovations or to apply for a matching grant up to \$125,000
 - We have a block of rooms set aside for the Jasper Conference – if you require a room please contact Julie or Tracy
 - Renee Leblanc is the acting CEO for TAL until June

**2016/11/05-08 Motion to accept the Executive Director's report as information.
Les Dorosh – carried**

7. Chairman's Report

APPENDIX IX

- Thanks to NLLS staff and Executive for bringing issues together
- NLLS has a full complement of staff, libraries are happy with service and products being delivered (free I-Pads)
- Indigenous Peoples are at the top of the list to assist. We are one of the first to really get going and rolling out this program
- NLLS staff have worked hard
- We need to thank the government every chance we get for the increase they've given
- Arnold is stepping down as Chair

8. PLSB Presentation – Ken Allan

- Board Orientation

9. Voting

Nominations for Chair:

First call for nominations:

Laurent Amyotte nominated Stephen Dafoe – Stephen accepted

Second call for nominations:

None

Third call for nominations:
None
Nominations cease
Stephen Dafoe acclaimed as Chair

Nominations for Executive Committee:
Sturgeon County – automatic seat by population
City of Cold Lake – automatic seat by population

Voted to Executive by Zone:
Zone 1 – Dianne Ross-Town of Smoky Lake
Zone 2 – Jim Cheverie-Town of Bonnyville
Zone 3 – Arnold Hanson-Beaver County
Zone 4 – Joan Green-Village of Irma

**2016/11/05-09 Motion to destroy ballots from election –
Jean Woodger – carried**

**2016/11/05-10 Motion to fill the other 3 vacancies on Executive Committee –
Dwight Wiebe – carried**

First call for nominations:
Bernice Capjack nominated Laurent Amyotte – Laurent accepted
Second call for nominations:
Dianne Ross nominated Craig Lukinuk – Craig accepted
Third call for nominations:
Craig Lukinuk nominated Warren Griffin – Warren accepted
Fourth call for nominations:
Richard Yaceyko nominated Linda Russnak – Linda accepted

Voted to Executive by General Board:
Laurent Amyotte
Warren Griffin
Linda Russnak

**2016/11/05-11 Motion to destroy ballots from election –
Arnold Hanson - carried**

Committees:
Policy Committee

**2016/11/05-12 Motion to leave Policy Committee as it stands (Stephen Dafoe, Vicky Lefebvre, Craig
Lukinuk, Jim Cheverie, Warren Griffin, Arnold Hanson) –
Lavonne Svenson – carried**

Executive Committee
Stephen Dafoe – Chair
Vicky Lefebvre, Ferd Caron, Dianne Ross, Jim Cheverie, Arnold Hanson, Joan Green,
Laurent Amyotte, Warren Griffin, Linda Russnak

3

Human Resources Committee

Craig Lukinuk – Zone 1

Ina Smith – Zone 2

Lavonne Svenson – Zone 3

David Berry – Zone 4

Finance & Audit Committee

2016/11/05-13 Motion to leave Finance & Audit Committee as it stands (Stephen Dafoe, Vicky Lefebvre, Craig Lukinuk, Lavonne Svenson, Laurent Amyotte) – Stacey Hryciuk – carried

Building & Equipment Committee

Craig Lukinuk – Zone 1

Laurent Amyotte – Zone 2

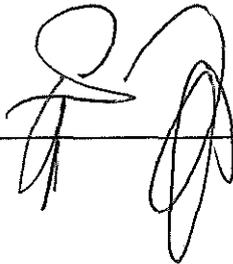
Wayne Olechow – Zone 3

Richard Yaceyko – Zone 4

Next Board Meeting February 11, 2017 at 10:00 a.m.

**2016/11/05-14 Motion to adjourn at 1:00 pm
Linda Russnak – carried**

Approved By: _____

A handwritten signature in black ink, consisting of a stylized figure with a large loop and a vertical line extending downwards.

Date: _____

FEB 15/2017