

**Northern Lights Library System  
Board Meeting  
February 11, 2017  
Meeting minutes**

**Present**

Amyotte, Laurent - County of St. Paul  
Austin, Wanda - Lac La Biche County  
Brown, Cathy - Town of Tofield  
Ferd, Caron - Sturgeon County  
Dafoe, Stephen - Town of Morinville  
Dorosh, Les - Town of Redwater  
Frank, Daryl - Village of Kitscoty  
Grabski, Cheri - Village of Boyle  
Hanson, Arnold - Beaver County  
Krahulec, Julie - Village of Waskatenau  
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  
Russnak, Linda - Village of Chauvin  
Sinclair, Don - M. D. of Bonnyville  
Svenson, Lavonne - Village of Ryley  
Valleau, Phil - M.D. of Wainwright  
Yaceyko, Richard (alternate) - Town of Vermillion

Arnold, Mary - Village of Paradise Valley  
Berry, David - Town of Vegreville  
Capjack, Bernice - Town of Elk Point  
Cheverie, Jim - Town of Bonnyville  
Degenhardt, Dallas - Village of Edgerton  
Foley, Bob - Town of Wainwright  
Gordeyko, Pat - County of Two Hills  
Griffin, Warren - County of Athabasca  
Hryciuk, Stacey - County of Vermilion River  
Lefebvre, Vicky - City of Cold Lake  
Malica, Robert - Lamont County  
Matiaszow, Brent - Village of Andrew  
Padlesky, Don - Town of St. Paul  
Pocock, Lorna - Town of Bon Accord  
Rudolf, Donna - Village of Myrnam  
Schueler, Judy (alternate) - Town of Bruderheim  
Smith, Ina - S.V. of Pelican Narrows  
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep  
Woodger, Jean - Town of Gibbons

**Regrets**

Clarke, Donna - Town of Mundare  
Kuzio, Tara - County of Minburn

Green, Joan - Village of Irma  
Romanko, Don - Village of Vilna

**Absent**

Bancroft, Garth - S.V. Island Lake South, Whispering Hills  
Hartl, Travis - Town of Viking  
Saskiw, Gerren - Town of Two Hills  
Sisson, Larry - Thorhild County  
Tyska-Evans, Tanu - Town of Athabasca

Boe, Vanessa - Village of Mannville  
Hursin, Amelia (Myn) - S.V. of West Baptiste  
Sharun, Steven - Town of Lamont  
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach  
Yontz, Bob - S.V. of Island Lake

**Guests**

Feser, Ken - Library Branch Rep

Penn, Maureen - LMC

**Staff**

Elliott, Heather - Bibliographic Consultant/Manager  
Hampson, Terri - Finance Officer  
Paradis, Tracy - Recording Secretary  
Walker, Julie - Executive Director

Fontaine, Tanya - Indigenous Serv. Library Liaison  
McGrath, Kelly - I.T. Consultant/Supervisor  
Poitras, Colette - Public Services

1. Call to order – Meeting called to order at 10:05 am.

Acknowledge of Treaty 6 and Land of the Metis - Colette



2. Introductions

3. Adoption of Agenda

**APPENDIX I**

**2017/02/11-01 Motion to approve the agenda - Les Dorosh – carried**

4. Minutes of November 5, 2016

**APPENDIX II**

**2017/02/11-02 Motion to approve the minutes of November 5, 2016 - Bernie Marko – carried**

5. For information

1. NLLS Audit – Barb McCarthy – JMD Group **APPENDIX III**  
- bank account balance \$1,197,538 ending December 2016 compared to \$1,841,029 ending December 2015; due to \$1,002,387 moved to short-term investments  
- total assets \$2,344,240; total liabilities \$405,739

**2017/02/11-03 Motion to accept the Audit as information – Dallas Degenhardt, seconded Laurent Amyotte – carried**

2. Libraries Branch Report/NLLS Plan of Service – Ken Feser **APPENDIX IV**  
- February  
- Minister’s Awards for Libraries & Systems – nominations accepted  
- Symposium – 3-day workshop in-service for Indigenous communities Feb.22-24  
- the best way to deliver service to these communities  
- New Alberta E-books collection from Alberta authors

Plan of Service – 2018-2020

- purpose – it’s legally required; establish a strategic plan going forward for providing services  
- Governance and Advocacy; infrastructure, succession planning

3. Annual Reports – NLLS, Myrnam, Edmonton Garrison **APPENDIX V**  
**2017/02/11-04 Motion to accept the NLLS Annual Report as presented – Dallas Degenhardt – seconded Warren Griffin – carried**

**2017/02/11-05 Motion to accept the Edmonton Garrison Annual Report as presented – Lavonne Svenson – seconded Dallas Degenhardt – carried**

**2017/02/11-06 Motion to accept the Myrnam Annual Report as presented – Les Dorosh – seconded Larry Tiedemann – carried**

4. LMC Report – Maureen Penn **APPENDIX VI**  
- PNLA in Post Falls, ID August 2-4  
- Renew and Reimagine – Academic & Special Libraries, Public Libraries and Trustees  
- March 1 – LMC meeting Regular and AGM  
- Changing the October meeting to coincide with NLLS Conference in September

**2017/02/11-07 Motion to accept LMC Report as presented – Craig Lukinuk – carried**

5. ALTA Report – Larry Tiedemann **APPENDIX VII**  
- evaluating different proposals for educating the public  
- preparing for ALC  
- how to add to the membership list  
- change how the President is elected

**2017/02/11-08 Motion to accept the ALTA Report as presented - Diane Ross – carried**

6. PLSB Report (see 5.2)

7. Director’s Report – Julie Walker **APPENDIX VIII**  
- New Minister of Municipal Affairs – Shaye Anderson  
- New Staff – Tanya Fontaine, Indigenous Services Library Liaison

- Master's in Education, fluent in Cree
- she will provide services and connections to reserves and Indigenous communities
- she will also be recording stories of the Indigenous people (oral histories)
- Plan of Service is due – 2018-2020
- Updating library websites - websites aren't functional, and not attractive to patrons
  - Clinton from Townlife is working on some mock ups of different sites
- Digitization project for records retention
- Digitization equipment
  - required for record retention
  - digitizing histories and pictures from settlements and reserves
  - libraries will also
    - approx. \$30,000 - \$12,000 from Indigenous Grant; \$18,000 from Capital Reserves
- 2<sup>nd</sup> van run has been accepted well – PLSB asked us to reduce courier service, therefore the 2<sup>nd</sup> van was implemented
- 2 new computer labs have been created
- fortigates and anti-virus is being installed at all libraries
- Edgerton is up and running as of Thursday
- ALC 2017 – we still have rooms available, but we need confirmation ASAP because Jasper Park Lodge would like the unused rooms back
- NLLS Conference September 14 & 15
  - LMC meeting in the morning of September 14, and pre-conference sessions will be in the afternoon; the full day of sessions on September 15

**2017/02/11-09 Motion to accept the Executive Director's Report as information – Warren Griffin – carried**

8. Chairman's Report – Stephen Dafoe

**APPENDIX IX**

- Plan of Service Committee – Lavonne Svenson, Stacey Hryciuk, Bernie Marko and Cathy Brown.

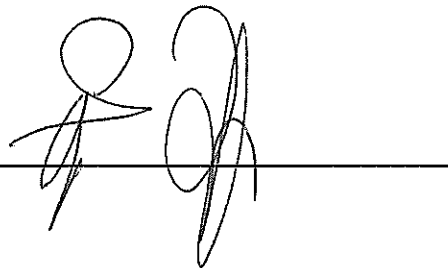
**2017/02/11-10 Motion to purchase Digitizing equipment for \$30,000; taking \$12,000 from Indigenous Grant and \$18,000 from Capital Reserves – Jim Cheverie – carried**

**2017/02/11-11 Motion to accept the Chairman's Report as information – Warren Griffin – carried**

Next Board Meeting May 6, 2017 at 10:00 a.m.

**2017/02/11-12 Motion to adjourn at 11:45 am – Bernie Marko – carried**

Approved By: \_\_\_\_\_



Date: \_\_\_\_\_

MAY 13/17

**Northern Lights Library System  
Board Meeting  
May 13, 2017  
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  
Clarke, Donna - Town of Mundare  
Ferd, Caron - Sturgeon County  
Green, Joan - Village of Irma  
Hanson, Arnold - Beaver County  
Kuzio, Tara - County of Minburn  
Lukinuk, Craig - Smoky Lake County  
Olechow, Wayne - Town of Bruderheim  
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  
Woodger, Jean - Town of Gibbons

Arnold, Mary - Village of Paradise Valley  
Barr, Greg - Town of Vermilion  
Boe, Vanessa - Village of Mannville  
Cheverie, Jim - Town of Bonnyville  
Dafoe, Stephen - Town of Morinville  
Foley, Bob - Town of Wainwright  
Griffin, Warren - County of Athabasca  
Hartl, Travis - Town of Viking  
Lefebvre, Vicky - City of Cold Lake  
Marko, Bernie - Village of Holden  
Parkyn, Roger - Village of Marwayne  
Ross, Dianne - Town of Smoky Lake  
Russnak, Linda - Village of Chauvin  
Sinclair, Don - M. D. of Bonnyville  
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep  
Valleau, Phil - M.D. of Wainwright

**Regrets**

Dorosh, Les - Town of Redwater  
Matiaszow, Brent - Village of Andrew  
Sisson, Larry - Thorhild County  
Yontz, Bob - S.V. of Island Lake

Hryciuk, Stacey - County of Vermilion River  
McMann, Debbie - Village of Innisfree  
Smith, Ina - S.V. of Pelican Narrows

**Absent**

Bancroft, Garth - S.V. Island Lake South, Whispering Hills  
Capjack, Bernice - Town of Elk Point  
Gordeyko, Pat - County of Two Hills  
Hursin, Amelia (Myn) - S.V. of West Baptiste  
Malica, Robert - Lamont County  
Romanko, Don - Village of Vilna  
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Belik, Wendy - Village of Edgerton  
Frank, Daryl - Village of Kitscoty  
Grabski, Cheri - Village of Boyle  
Krahulec, Julie - Village of Waskatenau  
Padlesky, Don - Town of St. Paul  
Sharun, Steven - Town of Lamont

**Guests**

Penn, Maureen - LMC

**Staff**

Elliott, Heather - Bibliographic Consultant/Manager  
McGrath, Kelly - I.T. Consultant/Supervisor  
Poitras, Colette - Public Services

Hampson, Terri - Finance Officer  
Paradis, Tracy - Recording Secretary  
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 10:02 a.m.

2. Introductions

3. Adoption of Agenda

Additions to agenda 5.5.1 – UNDRIP; 5.5.2 – purchase of vehicle

**2017/05/13-01 Motion to approve the amended agenda – Greg Barr – carried**

**APPENDIX I**

Acknowledge of Treaty 6 and Land of the Metis – Colette

4. Minutes of February 11, 2017

**2017/05/13-02 Motion to approve the minutes of February 11, 2017 – Laurent Amyotte – carried**

**APPENDIX II**

3

5. For information

1. Library Managers Council Report-Maureen Penn

APPENDIX III

- next meeting scheduled for Wednesday, May 17 at NLLS
- on June 22, there will be a face-to-face with all Alberta Library committees to produce one provincial voice to take to the national level

**2017/05/13-03 Motion to accept the Library Managers Council Report as information – Bernie Marko – carried**

2. ALTA Report-Larry Tiedemann

APPENDIX IV

- their retreat will be held in June
- meeting to bring all committee under one umbrella
- library managers need to provide names and emails of people wishing to receive ALTA information
- LAA has proposed to bring all associations under one umbrella

**2017/05/13-04 Motion to accept the ALTA Report as presented – Arnold Hanson – carried**

3. Director's Report-Julie Walker

APPENDIX V

Financial Report – comparison of YTD to 2016

- Revenue – 2016 - \$959,115.01; 2017 - \$1,008,434.19
- Expenses – 2016 - \$858,399.87; 2017 - \$934,705.12
- Net Income – 2016 - \$100,715.14; 2017 - \$73,729.07

**2017/05/13-05 Motion to accept Financial Report as presented – Linda Russnak; seconded – Jean Woodger – carried**

Projected reserves going forward (see attached)

PLSB noted that 6 systems have received infrastructure money for renovations or new buildings.

NLLS won't get any money this year; we received funding in 2006 for renovations on this building.

Money not used from the other 6 systems should be returned to PLSB and get pooled together.

We have an electrical program in place, in which he will come out on a regular basis and look after any electrical requirements, etc. that needs tending to.

Board room lights have been changed and the lights above the garages outside have been replaced.

Book Allotment

- NLLS is proposing that 100% of book allotment be available to the libraries to use.

**2017/05/13-06 Motion to place 100% of book allotment funds in the libraries hands – Linda Russnak – carried**

Websites

- TownLife will be presenting 2 mock-ups to libraries at the LMC meeting on Wednesday
- expenditures of \$40,000 needs to be taken from reserves for upgrades for websites, before September.

**2017/05/13-07 Motion to authorize the expenditure of up to \$40,000 for websites – Tanu Evans – carried**

**2017/05/13-08 Amendment to motion to send back to Executive Committee for final approval – Tanu Evans – carried**

Hoopla

- need to stabilize the amount being paid for Hoopla
- will put before the LMC meeting on Wednesday some other options
- Linda.com – database training
  - business resources, animation, photography
  - sign on and use it anywhere

Awards & Recognition

- Maureen Penn & Lac La Biche County received 2 Minister Awards at ALC in Jasper
- Robyn Gray (Public Services Consultant) had her article published in Public Library Quarterly
- Colette Poitras (Public Services Manager) received the ALA Movers & Shakers Award and a Minister Award at ALC in Jasper

**2017/05/13-09 Motion to accept the Executive Directors report as presented – Warren Griffin – carried**

4. Chairman's Report-Stephen Dafoe

**APPENDIX VI**

- spoke with a couple of new board members at ALC; some are unsure what's required of them.
- Organizational Review – Stuart Pauls, Manager from the Vermilion Public Library, sent a letter of thank you to the Board for working on the recommendations set forth by PLSB.

**2017/05/13-10 Motion to accept the Chairman's report as presented – Roger Parkyn – carried**

5. Policies

**APPENDIX VII**

Executive Director Evaluation Committee

**2017/05/13-11 Motion to amend policy – Executive Director to be evaluated by Library Managers – Stephen Dafoe – carried**

Company Credit Cards

**2017/05/13-12 Motion to approve the Company Credit Card policy – David Berry – carried**

Continuing Education

**2017/05/13-13 Motion to approve the new form as Appendix C – Lavonne Svenson – carried**

Timesheet/Payroll Policies

**2017/05/13-14 Motion to approve the Timesheet/Payroll policy – Greg Barr – carried**

Maternity/Parental Leave and Compassionate Leave

**2017/05/13-15 Motion to approve the Maternity/Parental Leave and Compassionate Leave Appendix – Bernie Marko – carried**

Staff Long-Service

**2017/05/13-16 Motion to approve the Staff Long-Service as amended – Lorna Pocock – carried**

NLLS Vehicle Usage & Equipment Replacement

**2017/05/13-17 Motion to amend NLLS Vehicle Usage policy to include email vehicle request – David Berry – carried (7 opposed)**

**2017/05/13-18 Motion to approve the NLLS Vehicle Usage policy – Vicky Lefebvre – carried**

**2017/05/13-19 Motion to change the Fleet Replacement Chart to an Appendix – David Berry – carried**  
**2017/05/13-20 Motion to change the Equipment Replacement Chart to an Appendix – Larry Tiedemann – carried**

Gym Usage

**2017/05/13-21 Motion to approve the Gym Usage policy – Greg Barr – carried**

Whistleblower Policy

**2017/05/13-22 Motion to approve the Whistleblower policy – Warren Griffin – carried**

Voting

**2017/05/13-23 Motion to accept policy change of Two Hills being moved to Zone 2 – Dianne Ross – carried**

**2017/05/13-24 Motion to accept policy change of the removal of Chairman – Lavonne Svenson – carried**

**2017/05/13-25 Motion to change the elections from March to May – Greg Barr – carried**

**2017/05/13-26 Motion to approve the Committee Chair remuneration to \$150/meeting – Linda Russnak – carried**

Recognition

**2017/05/13-27 Motion to remove the line “the Board may from time to time give an honorarium to any Board member” – Greg Barr – carried**

Awards and Honorariums

**2017/05/13-28 Motion to approve the honorarium of \$100/month to Chairman, paid at the end of the year at the AGM – Arnold Hanson – carried (5 opposed)**

Budget Process Timeline

**2017/05/13-29 Motion to approve the amended Budget Process Timeline policy – Greg Barr – carried**

Service Points

**2017/05/13-30 Motion to approve the Service Points policy – Greg Barr – carried**

Bibliographic Services Operational Policy

**2017/05/13-31 Motion to accept the Bibliographic Services Operational Policy as information – Larry Tiedemann – carried**

5.1 UNDRIP – Colette

APPENDIX VIII

- the United Nations is asking organizations to adopt this document

**2017/05/13-32 Motion to accept UNDRIP – Travis Hartl – carried**

5.2 Vehicle Purchase

APPENDIX IX

- looking at replacing “Monster Van”, it’s over 300,000 kms

- to be used for second van run and passenger vehicle

- approximate cost \$42,000

**2017/05/13-33 Motion to spend up to \$45,000 on a passenger van – Phil Valleau – carried**



6. Elections

APPENDIX X

- Chairman

Dianne Ross nominates Stephen Dafoe

Stephen accepts nomination

1<sup>st</sup> call for nominations to cease

2<sup>nd</sup> call for nominations to cease

3<sup>rd</sup> call for nominations to cease

Stephen Dafoe elected by acclamation

- Zone 1 – Craig Lukinuk (Town of Smoky Lake)

- Zone 3 – Arnold Hanson (Town of Viking) acclaimed

**2017/05/13-34 Motion to destroy the ballots from Zone #1 – Tanu Evans – carried**

**2017/05/13-35 Motion to accept the Public Services, Bibliographic Services and I.T. Services report as information – Greg Barr – carried**

7. Plan of Service

APPENDIX XI

Next Board Meeting September 9, 2017 at 10:00 a.m.

**2017/05/13-36 Motion to adjourn at 1:35 p.m. – David Berry – carried**

Approved By: \_\_\_\_\_



Date: \_\_\_\_\_

Sept 9/17





**Northern Lights Library System  
Board Meeting  
September 9, 2017  
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  
Dafoe, Stephen - Town of Morinville  
Foley, Bob - Town of Wainwright  
Green, Joan - Village of Irma  
Hanson, Arnold - Beaver County  
Krahulec, Julie - Village of Waskatenau  
Lefebvre, Vicky - City of Cold Lake  
Marko, Bernie - Village of Holden  
Olechow, Wayne - Town of Bruderheim  
Parkyn, Roger - Village of Marwayne  
Rudolf, Donna - Village of Myrnarn  
Sharun, Steven - Town of Lamont  
Svenson, Lavonne - Village of Ryley  
Tyska-Evans, Tanu - Town of Athabasca  
Walker, Arlene (alternate) - Village of Boyle

Barr, Greg - Town of Vermilion  
Boe, Vanessa - Village of Mannville  
Capjack, Bernice – Town of Elk Point  
Clarke, Donna - Town of Mundare  
Dorosh, Les - Town of Redwater  
Frank, Daryl - Village of Kitscoty  
Griffin, Warren - County of Athabasca  
Hryciuk, Stacey - County of Vermilion River  
Kuzio, Tara - County of Minburn  
Lukinuk, Craig - Smoky Lake County  
McMann, Debbie - Village of Innisfree  
Padlesky, Don & Wiebe, Dwight - Town of St. Paul  
Pocock, Lorna - Town of Bon Accord  
Saskiw, Gerren - Town of Two Hills  
Smith, Ina – S.V. of Pelican Narrows  
Tiedemann, Larry - S.V. of Mewatha Beach  
Valleau, Phil - M.D. of Wainwright  
Woodger, Jean - Town of Gibbons

**Regrets**

Arnold, Mary - Village of Paradise Valley  
Matiaszow, Brent - Village of Andrew

Caron, Ferd - Sturgeon County

**Absent**

Bancroft, Garth - S.V. Island Lake South, Whispering Hills  
Gordeyko, Pat - County of Two Hills  
Hursin, Amelia (Myn) - S.V. of West Baptiste  
Romanko, Don - Village of Vilna  
Russnak, Linda - Village of Chauvin  
Sisson, Larry - Thorhild County  
Yontz, Bob - S.V. of Island Lake

Belik, Wendy - Village of Edgerton  
Hartl, Travis - Town of Viking  
Malica, Robert - Lamont County  
Ross, Dianne - Town of Smoky Lake  
Sinclair, Don - M. D. of Bonnyville  
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

**Guests**

Allan, Ken – PLSB

Penn, Maureen - LMC

**Staff**

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

McGrath, Kelly - I.T. Consultant/Supervisor  
Walker, Julie - Executive Director

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

**APPENDIX I**

Additions to agenda 5.7 – PLSB

**2017/09/09-01 Motion to approve the amended agenda – Greg Barr – carried**

Acknowledge of Treaty 6 and Land of the Metis – Stephen Dafoe

4. Minutes of May 13, 2017

**APPENDIX II**

**2017/09/09-02 Motion to approve the minutes of May 13, 2017 – Bernie Marko – carried**

5. For information

1. Library Managers Council Report-Maureen Penn

**APPENDIX III**

- PNLA Conference – for all states and provinces; 2020 Conference will be held in Alaska
- next meeting scheduled for Thursday, September 14 at NLLS (before pre-conference)
- AGM is scheduled for February 28, 2018
- second vice-chair resigned, there will be 2 positions open
- LAA – united libraries working group
- 6 groups to come under an umbrella association
- 2 questions being asked: 1. What would your dream organization look like? 2. What is your organization looking for?

**2017/09/09-03 Motion to accept the Library Managers Council Report as information – Les Dorosh – carried**

2. ALTA Report

**APPENDIX IV**

- no report

3. Director's Report-Julie Walker

**APPENDIX V**

- PLSB grants based on 2016 population
- please present this budget to your council and any questions are to be directed to Julie Walker
- budget to be passed at November meeting
- no levy increase for 2018
- possible levy increase in 2019

Budget 2018 (draft)

- Revenue Budget 2018 - \$3,124,133.32
- Total Operating Expenses Budget - \$3,123,974.45
  - Administration Budget - \$117,200.00
  - Bibliographic Budget - \$523,638.45
  - Board Budget - \$48,100.00
  - I.T. Budget - \$209,000.00
  - Public Services Budget - \$221,300.00
  - Contracts & Vendors Budget - \$143,500.00
  - Staff Salaries/Benefits - \$1,268,830.00
- Reserve Total Budget - \$146,100.00

**2017/09/09-04 Motion to accept Draft Budget as information – Don Padlesky – carried**

Department Reports

- Hoopla – PLSB will no longer be providing \$25,000 for funding of Hoopla
- LMC reduced the number of checkouts from 10 to 8 per month (this made no difference)
- they were then reduced to 5 checkouts per month (still very expensive); letter was drafted by Julie and Maureen explaining the situation to the libraries
- TAL was fined \$374,000 for not remitting GST to the CRA; they went to court and TAL won the judgement; the CRA is now charging TAL \$1.1 million for charging GST on resources to patrons.
- new position being created: Marketing/Communications
- Conference 2017 – September 14 & 15 (keynote John Chrastka)

**2017/09/09-05 Motion to accept the Executive Director's report as information – Ina Smith – carried**

4. Chairman's Report-Stephen Dafoe

APPENDIX VI

- to those of you running for council again good luck; for those of you who are not it has been a pleasure to work with you
- a reminder that you do not need to be member of council to sit on this Board, your council is able to appoint a member they choose to represent them

**2017/09/09-06 Motion to accept the Chairman's report as presented – Larry Tiedemann – carried**

- lighting in Bib. Services needs to be replaced
- to take advantage of the government grant rebates we are requesting \$7,000 to be taken out of reserves to replace the lighting

**2017/09/09-07 Motion to take \$7,000 out of reserves to replace lighting in Bib. Services – Phil Valleau – carried**

Auditors – RFP's were sent out

- Based on a 3-year contract

JMD Group (St. Paul) - \$10,000 (first); \$10,500 (second); \$11,000 (third) - (2 visits/year)

Wilde & Co. (Vegreville) - \$14,000 (first); \$14,600 (second); \$15,200 (third) - (2 visits/year)

Hawkings & Dumont Ltd. (Edmonton) - \$12,700 (first); \$13,000 (second); \$13,200 (third) - (2 visits/year)

- an additional \$866/year for 3 years with Hawkings

**2017/09/09-08 Motion to ratify the Executive Committee motion – Greg Barr – carried (4 opposed)**

5. Policies

APPENDIX VII

Continuing Education

**2017/09/09-09 Motion to approve \$800 per course within each department's budget – Laurent Amyotte – carried**

**2017/09/09-10 Motion to approve staff member to submit a written report on subject matter and course overview – Cathy Brown – carried**

**2017/09/09-11 Motion to approve Appendix C – Tanu Tyska-Evans – carried**

**2017/09/09-12 Motion to approve staff member to submit a written report on highlights of sessions attended from conferences – Bernice Capjack – carried**

Absenteeism

**2017/09/09-13 Motion to approve a.) employees are expected to attend work and be punctual – Lavonne Svenson – carried**

**2017/09/09-14 Motion to approve b.) employees subject to disciplinary policy of absent or late without authorization for 3 occurrences – Dwight Wiebe – carried**

c. deferred back to Policy Committee

Bereavement Leave

**2017/09/09-15 Motion to approve the definition of immediate family – Roger Parkin – carried**

Sick Days

**2017/09/09-16 Motion to approve the doctor's note request – Les Dorosh – carried**

Short-Term Disability/Sick Pay Benefits

**2017/09/09-17 Motion to approve the Short-Term Disability and Sick Pay Benefits – Warren Griffin – carried**

Retirement

**2017/09/09-18 Motion to approve Retirement conditions – David Berry – carried (1 opposed)**

Company Vehicles - Overview

**2017/09/09-19 Motion to approve a.; c.; e.; and f. – Daryl Frank – carried  
b.; and d. deferred back to Policy Committee**

Company Vehicles – Usage

**2017/09/09-20 Motion to approve e.) safe operation of vehicles in accordance to the local laws and regulations – Greg Barr – carried**

**2017/09/09-21 Motion to approve fleet replacement – Craig Lukinuk – carried**

**2017/09/09-22 Motion to approve sale of vehicles by public tender – Wayne Griffin – carried**

**2017/09/09-23 Motion to approve Appendix S – Driver’s Abstract Consent Form – Lavonne Svenson – carried**

Financial Matters

**2017/09/09-24 Motion to approve Fraud policy – Craig Lukinuk – carried**

Privacy Issues

**2017/09/09-25 Motion to approve policy #3. – Arnold Hanson – carried**

Request for Purchase

**2017/09/09-26 Motion to approve the Request for Purchase policy – Larry Tiedemann – carried**

Vacation

**2017/09/09-27 Motion to accept vacation addition – Greg Barr – carried**

6. Plan of Service

**APPENDIX X**

- Bernie Marko was Chairman of this Committee
- Heather Nickel provided excellent guidance through this process
- meetings were held in 5 big centers
- the following pamphlet was put together with all the contributions from the Board members and Librarians

**2017/09/09-28 Motion to approve Plan of Service for the next 3 years – Gerren Saskiw – carried**

**2017/09/09-29 Motion to dissolve the Plan of Service Committee – David Berry – carried**

7. PLSB Report

**APPENDIX XI**

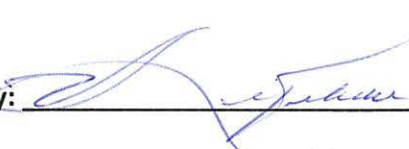
- Board Basics Workshops
  - September and October on Saturdays – full day workshops
  - September 30 – Morinville
  - October 21 – NLLS
- Electronic Resources – some of the resources are expiring this year; RFP’s will be sent out to potential resource companies
- PLSB will be presenting sessions at the NLLS conference on Thursday and Friday

**2017/09/09-30 Motion to accept PLSB Report as information – Lorna Pocock – carried**

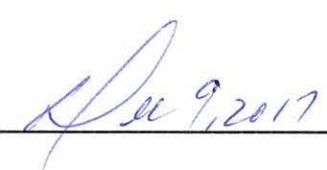
8. Adjournment

**2017/09/09-31 Motion to adjourn at 1:30 p.m. – Les Dorosh – carried**

Approved by: \_\_\_\_\_



Date: \_\_\_\_\_



**Northern Lights Library System  
Board Meeting  
December 9, 2017  
Meeting minutes**

**Present**

Amyotte, Laurent & Fodness, Maxine - County of St. Paul  
Beniuk, Darlene & Borgun, Colette - Lac La Biche County  
Brown, Cathy - Town of Tofield  
Dorosh, Les & McRae, David - Town of Redwater  
Foley, Bob - Town of Wainwright  
Gramlich, Val - Village of Chauvin  
Harvey, Al - Town of Lamont  
Kuzio, Tara - County of Minburn  
Lawson, Marjorie - Village of Irma  
Lukinuk, Craig - Smoky Lake County  
May, Tanya - Town of Bon Accord  
McMann, Debbie - Village of Innisfree  
Millante, Jaycinth - Town of Gibbons  
Murray, Clinton - County of Vermilion River  
Reid, Tom - Village of Edgerton  
Saskiw, Dianne - County of Two Hills  
Smith, Barbara - Village of Boyle  
Storoschuk, Lorna & McEvoy, Brian - Town of Bonnyville  
Tiedemann, Larry - S.V. of Mewatha Beach

Arnold, Mary - Village of Paradise Valley  
Berry, David - Town of Vegreville  
Cherniwchan, Tannia - Town of Athabasca  
Evans, Susan - Sturgeon County  
Frank, Daryl - Village of Kitscoty  
Griffin, Warren - Athabasca County  
Heslin, Cyndy - Village of Ryley  
Lawrence, Tara - Village of Marwayne  
Lefebvre, Vicky - City of Cold Lake  
Marko, Bernie - Village of Holden  
McLuckie, Jill - Village of Mannville  
McQuinn, Debra - Town of Elk Point  
Morton, Melody - Town of Smoky Lake  
Pederson, Dale - Beaver County  
Rudolf, Donna - Village of Myrnam  
Skarsen, Darcy - M. D. of Bonnyville  
Sorochan, Elaine - Town of Two Hills  
Thompson, Justin - Town of Vermilion  
Valleau, Phil - M.D. of Wainwright

**Regrets**

Binder, Duncan - S.V. of Island Lake  
Dafoe, Stephen - Town of Morinville  
Diduck, David - Lamont County  
Lupul, Sheila - Village of Andrew

Clarke, Donna - Town of Mundare  
DeMoissac, Tyson - Town of St. Paul  
Huibers, Maynard - Town of Viking  
Smith, Ina – S.V. of Pelican Narrows

**Absent**

Bancroft, Garth - S.V. Island Lake South, Whispering Hills  
Filipchuk, Richard - Thorhild County  
Krahulec, Julie - Village of Waskatenau  
Tomaszuk, Ed - S.V. of Bondiss, Sunset Beach

Bottorff, Garry - Town of Bruderheim  
Hursin, Amelia (Myn) - S.V. of West Baptiste  
Romanko, Don - Village of Vilna

**Guests**

Allan, Ken – PLSB

Penn, Maureen - LMC

**Staff**

Elliott, Heather - Marketing & Communications Mgr.  
McGrath, Kelly - I.T. Manager  
Quail, Lois - Assistant Director

Hampson, Terri - Finance Officer  
Paradis, Tracy - Administrative Assistant/Recording Secretary  
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 11:12 a.m.

Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre

2. Introductions
3. Adoption of Agenda

**APPENDIX I**

Additions to agenda 5.8 – Voting for Zone 2, 3 & 4; 5.9 PLSB update

**2017/12/09-01 Motion to approve the amended agenda – Warren Griffin – carried**

4. Minutes of September 9, 2017

**APPENDIX II**

**2017/12/09-02 Motion to approve the minutes of September 9, 2017 – David Berry – carried**



5. For information

1. Library Managers Council Report-Maureen Penn

**APPENDIX III**

- AGM is scheduled for February 28, 2018 - there is 1 vacancy to be filled at the AGM
- LAA – united libraries working group
- 6 groups to come under an umbrella association or a partnership
- consortium type model – but work together for cross training and have a voice at the national level

**2017/12/09-03 Motion to accept the Library Managers Council Report as information – Barbara Smith – carried**

2. ALTA Report

**APPENDIX IV**

- no report
- 1. We require a representative from our Board – to represent our libraries in our area; advocacy and education to teach trustees in the province; partner will LAA to host Jasper Conference
  - telephone meetings once a month
  - face to face meeting 1 or 2 times per year (Red Deer area)
  - ALC Conference
  - ALTA does cover mileage

**2017/12/09-04 Motion to defer ALTA item to Executive Committee to provide position description for membership to consider – Al Harvey – carried**

3. Director's Report-Julie Walker

**APPENDIX V**

- Hoopla
  - videos, t.v. shows, audiobooks
  - a very expensive e-resource – looking at \$50,000 over budget if we continue
  - 10 checkouts per month was costing approx. \$6,000/month
  - dropped to 5 checkouts per month the cost is \$5,000/month
  - looking for an alternative for patrons with PLSB
- Book Allotment
  - used to be at 40% for outside purchases
  - changed this to 100% for libraries and most libraries are using their allotted amounts
- New Organizational Chart
  - Assistant Director – Lois Quail
  - Public Services will be covered by the Assistant Director
  - Marketing & Communications – Heather Elliott
  - Shipping Coordinator – Crystal Boorse
  - Cataloguing – Rhonda Cusack
  - Margaret Young is looking to retire in 2018 after 22 years of service
  - Public Service Consultant, Robyn Gray, has resigned. Kayla is now the consultant for all libraries
  - interviewing for a new Public Service Consultant (11 applicants, we have narrowed them down to 4)
- Jasper ALC 2018
  - knowledge based conference for trustees
  - NLLS has a block of rooms reserved at Jasper Park Lodge, each room includes one set of meal tickets. These are available to Library Managers and Board Members on a first come first serve basis. Please contact Julie or Tracy for information.
  - There is also a shuttle service available to Jasper Park Lodge if you prefer to stay in Jasper.
  - the last week for booking is the second week of March, unused rooms need to be released back to the Jasper Park Lodge



- Advocacy Training
  - a joint effort between NLLS, Marigold Library System, Peace Library System and Northern Lights College are providing advocacy training for library trustees and library managers
  - NLLS will pay for 8 people (trustees or library managers) to participate in this program (this will be done a first come first serve basis)
  - the cost of this program is \$350 per person
  - an on-line training program that can be done at your own pace

**2017/12/09-05 Motion to accept the Executive Director's report as information – Cyndy Heslin – carried**

4. Chairman's Report-Julie Walker on behalf of Stephen Dafoe **APPENDIX VI**  
 A letter was presented by Vicky Lefebvre on Stephen Dafoe's behalf stepping down as Chairman of the Board.

1. Budget 2018 (draft)
- no levy increase for 2018
  - Revenue Budget 2018 - \$3,124,133.32
  - Total Operating Expenses Budget - \$3,123,974.45
    - Administration Budget - \$117,200.00
    - Bibliographic Budget - \$523,638.45
    - Board Budget - \$48,100.00
    - I.T. Budget - \$209,000.00
    - Public Services Budget - \$221,300.00
    - Contracts & Vendors Budget - \$143,500.00
    - Staff Salaries/Benefits - \$1,268,830.00
  - Reserve Total Budget - \$146,100.00

**2017/12/09-06 Motion to adopt the budget as presented – Al Harvey – carried**

**2017/12/09-07 Motion for presentation of budget to be sent back to the Budget Committee for methodology and to the Policy Committee for clarity on how to present the budget to the Board – Al Harvey – 17 carried; 19 opposed**

5. Policies **APPENDIX VII**  
 - nothing to report
6. Plan of Service **APPENDIX VIII**  
 - has been approved and is on website  
 - info packages will go out to libraries as well posters
7. Correspondence **APPENDIX IX**  
 - will be sent to Executive Committee for discussion
8. Voting for Zones 2, 3 and 4 **APPENDIX X**  
 - Zone 2 – Executive – Elaine Sorochan  
 - Zone 3 – Executive – Cyndy Heslin  
 - Zone 4 – Executive – Jill McLuckie  
 - Zone 2 – Policy Committee – Debra McQuinn  
 - Zone 3 – Policy Committee – Bernie Marko

**2017/12/09-08 Motion to destroy ballots – Les Dorosh – carried**

9. PLSB Update – Ken Allan

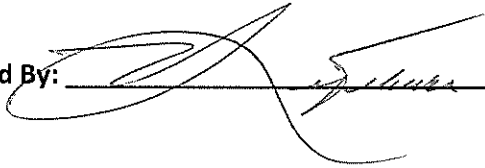
- Annual Symposium – Feb. 23 & 24/18 – “We’re Only Human”
- employment standards
- policies
- relationship between library board and their library managers
- registration is open and filled up in less than 48 hours – there is wait list if you would like to add your name
- were overwhelmed by the number of applicants; this far exceeded their expectations
- PLSB still determining how to meet the need
- the funding provided to systems for the Indigenous populations will be ongoing
- Awards of Excellence nominations are open – this is for libraries, library boards, etc.

**2017/12/09-09 Motion to accept PLSB Report as information – Larry Tiedemann – carried**

10. Adjournment

**2017/12/09-10 Motion to adjourn at 2:32 p.m. – Debbie McMann – carried**

Approved By: \_\_\_\_\_



Date: \_\_\_\_\_

*March 10, 2018*





**Executive Committee Meeting  
February 11, 2017  
Meeting Minutes**

**Present:** Stephen Dafoe, Arnold Hanson, Dianne Ross, Vicky Lefebvre, Jim Cheverie, Laurent Amyotte, Ferd Caron, Warren Griffin, Linda Russnak

**Regrets:** Joan Green

**Guest:** Maureen Penn

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

1. Meeting called to order at 8:05 a.m.
2. Additions to Agenda – **Motion to approve the agenda – Arnold Hanson – Carried.**
3. Minutes of December 5 – **Motion to approve the Executive minutes of December 5, 2016 as presented – Laurent Amyotte – Carried.**
4. LMC Report
  - PNLA in Post Falls, ID August 2-4/17
  - Theme is Renew & Reimagine
  - 4 main topics: Academic & Special Libraries; Public Libraries and Trustees
  - LMC next meeting March 1, 2017

**Motion to accept LMC Report as information – Dianne Ross – Carried.**
5. Executive Director's Report
  - Staff says thank you for Christmas cards
  - AWR
    - January 10 Jennifer Batiuk resigned
    - they are looking for a new manager
    - all deliveries have been put on hold
  - New Minister of Municipal Affairs is Shaye Anderson
  - New employee – Tanya Fontaine, Indigenous Services Library Liaison
    - Master's in Education, fluent in Cree
    - she will provide services and connections to reserves and Indigenous communities
    - she will also be recording stories of the Indigenous people (oral histories)
  - 2<sup>nd</sup> van run started in January, a lot of adjustment but seems to be working well
    - there is 400,000 km on old van so we are using the old consultant vans for 2<sup>nd</sup> van run Deliveries
    - purchase of new delivery van in the future
  - Ken Feser, PLSB, will be doing a presentation on Plan of Service at Board Meeting
  - MD of Bonnyville dissolved library board – we are now their Board of Record
    - they weren't being utilized, no service point
  - In March Bruderheim is coming to discuss partnerships
  - Glendon expressed an interest in joining the system
    - all information has been sent
    - they will not have a library, but they will be able to utilize the other libraries facilities
  - Websites aren't functional, and not attractive to patrons
    - Clinton from Townlife is working on some mock ups of different sites

②

- end of February he will present them to us
- not sure of the cost
- libraries will also have a say on website design
- Projects
  - records retention – looking at digitization of files
  - digitization of Indigenous stories and pictures from the reserves and settlements
  - equipment would cost approx. \$30,000 – 3 different models
  - portion of money would come from the Indigenous grant and the remainder would need to come from capital reserves
- We're receiving phone calls from people who are utilizing the Allied Arts asking for our Wi-fi passwords, as there is no Wi-fi in that part of the building. Will not provide passwords.
- Building is shifting – cracks in walls, doors won't shut
  - building committee meeting after board meeting

**Motion to accept Executive Director's Report as information – Warren Griffin – Carried.**

- Colette is on the Truth & Reconciliation Board – would like to request that before each meeting we acknowledge Treaty 6 and accept UNDRIP
- Bib Services – good feedback on the two van runs
  - new totes and dollies – ease of moving totes around Bib Services, no more totes in the middle of the Bib Services room

**Motion to accept Bib. Services Report as information – Arnold Hanson – Carried.**

- I.T. Report
  - new fortigates for all libraries
  - brand new firewall
  - built new configuration – straight switch out at libraries
  - Bitdefender is our new anti-virus for computers
  - site visits will take a while to complete
  - Edgerton moved into their new building on Thursday
  - 15 new laptops purchased to replace the out-dated ones in the lab
  - making a lab of Windows 10 to lend out, to get the libraries familiar with the new system
  - all the libraries computers are out of warranty, libraries need to have a contingency plan for Replacements

**Motion to accept I.T. Report as information – Ferd Caron – Carried.**

**Motion to have an inspector come and investigate the building – Arnold Hanson – Carried.**

**Motion to present to the Board for purchase of Digitization equipment – Linda Russnak – Carried.**

**Motion to acknowledge Treaty 6 and the Homeland of the Metis before all meetings – Vicky Lefebvre – Carried.**

- Julie went to OLA – over 150 sessions and presentations per day
  - coaching conversations
  - wide collection of books on Indigenous population, new releases, best books of the year – posters will be coming for our libraries
  - 150 Canadiana Films – many Indigenous films; February 19<sup>th</sup> is free film day for the libraries
  - John Chraska – Advocacy for Libraries – community involvement; we are trying to get him for our conference
    - pre-conference, session and key-note

- Conference is September 14 & 15 – LMC meeting will be the morning of Sept. 14 and pre-conference will start in the afternoon with a full day of sessions on Sept. 15

6. NLLS Audit – Barb McCarthy – JMD Group

- bank balance \$1,197,538 ending December 2016; compared to \$1,841,029 ending December 2015 – this is due to \$1,002,387 moved to short-term investments

- Total Assets - \$2,344,240; total liabilities \$405,739

**Motion to refer Audit to the Board – Jim Cheverie – Seconded Warren Griffin – Carried.**

**Amended motion to accept Audit as presented – Jim Cheverie – Seconded Warren Griffin – Carried.**

7. Chairman's Report

**Motion to adjourn at 9:50 a.m. – Arnold Hanson – Carried.**

Approved By: \_\_\_\_\_



Date: \_\_\_\_\_

MAY 13/17

**Executive Committee Meeting  
April 10, 2017  
Meeting Minutes**

Present: Stephen Dafoe, Arnold Hanson, Vicky Lefebvre, Jim Cheverie, Laurent Amyotte, Ferd Caron

Regrets: Dianne Ross, Warren Griffin, Joan Green, Linda Russnak

Guest: Amber Fehr

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

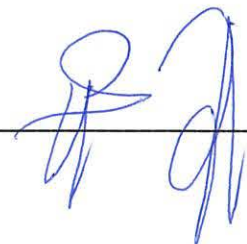
1. Meeting called to order at 2:20 p.m.
2. Additions to Agenda – 15 & 16 - **Motion to approve amended agenda – Arnold Hanson – Carried.**
3. Minutes of February 11 – **Motion to approve the Executive minutes of February 11, 2017 as presented – Ferd Caron – Carried.**
4. LMC Report - **Motion to accept LMC Report as information – Vicky Lefebvre – Carried.**
5. **Motion to go into camera – 2:30; motion to come out of camera 3:05**
  - a. **Motion of items discussed in camera – Arnold Hanson – Carried.**
  - b. **Motion to disband the Executive Director evaluation committee – Laurent Amyotte – Carried.**
6. Executive Director's Report
  - Bibliographic Services Operational Policy to be presented as information to the board meeting. Append to current NLLS policies.
  - IT providers – considering options.
  - IUG (Innovative User Group) Polaris – Executive Director and Managers attended this conference.
    - Julie Walker – My Library App
    - Kelly McGrath – Leap and wireless scanner, lower cost tablets
    - Heather Elliott – Conversations, tips, negotiations, communication for support you need
    - Colette Poitras – New and upcoming for end user functionality/digitization information
  - TAL – The Alberta Library
  - New Websites template/designs for our libraries with Townlife (May)
  - Schools moving towards Learning Commons
  - Colette has received the Movers & Shakers 2017-Community Builders award
  - Blanket exercise – **Motion to investigate this exercise for staff and Executive Committee – Arnold Hanson – Carried.**

**Motion to accept Executive Directors' report as information – Arnold Hanson – Carried.**
7. Chairman's Report
8. Sturgeon County Funding Model
  - **Motion that administration supply Sturgeon County with how book allotment is broken down – Ferd Caron – Carried.**



9. NLLS Staff at Executive Meetings
  - Staff members attending vs. being added to agenda
  - Input by staff to be put on the agenda going forward
10. NLLS Staff at Board Meetings/Protocol
  - Board members not sitting at the main table.
  - Look at better seating arrangements and overall use of room.
11. Standard Meeting Dates and Cancellations
  - Julie and Stephen to look at the calendar for additional EC meetings.
  - Professional Development for Executive Committee and Board.
12. ALC and Jasper re-imburement for Executive  
**Motion for NLLS to pay for ALC Conference Registration for the County of St. Paul Library Board delegate – Jim Cheverie – Carried.**
13. Net Gain on 2016 Budget
  - PD and Reserve expenditures.
  - Motion to have administration explain to the Board about the reserve funds and the net gain and the process to create a reserve process – Jim Cheverie – Carried.**
14. Learning Commons (School-housed Public Libraries)
  - How does NLLS become a vocal stakeholder with these shared services changes?
  - Motion to accept as information and draft letter for review by the Executive Committee – Ferd Caron – Carried.**
15. Infrastructure Budget Allocation from Municipal Affairs
  - Motion to have administration to provide clarification on what was spent from 2007 to current on general building maintenance – Arnold Hanson – Carried.**
16. Saskatchewan – Reciprocal agreement
  - **Motion to have administration research and development a plan to continue the reciprocal agreement with the Saskatchewan Library System – Ferd Caron – Carried.**
17. Adjournment – 5:30 p.m.

Approved By: \_\_\_\_\_



Date: \_\_\_\_\_

Apr 10/17

Signed May 13/17 ∞

**Executive Committee Meeting  
May 13, 2017  
Meeting Minutes**

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

**Guest:** Maureen Penn

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

1. Meeting called to order at 8:02 a.m.
2. Additions/Amendments to Agenda – Switch #4 with #9 - **Motion to approve amended agenda – Arnold Hanson – Carried.**
3. Minutes of April 10 – **Motion to approve the Executive minutes of April 10, 2017 as presented – Laurent Amyotte – Carried.**
4. Evaluation  
**Motion to go in camera – Laurent Amyotte – Carried**  
In camera 8:03 a.m.  
Out of camera 8:35 a.m.  
**Motion to proceed with offer of remuneration with Executive Director as per in camera discussion – Arnold Hanson, Seconded – Ferd Caron – Carried**  
**Motion to do a salary compensation and benefits; Grid review to be done this year 2017 – Vicky Lefebvre – Carried**
5. Executive Director's Report  
Financial Report – Comparison YTD to last year  
Revenue – 2016 - \$959,115.01; 2017 - \$1,008,434.19  
Expenses – 2016 - \$858,399.87; 2017 - \$934,705.12  
Net Income – 2016 - \$100,715.14; 2017 - \$73,729.07  
**Motion to accept financial statement as information – Jim Cheverie - Carried**
  - Julie and Stephen met the Deputy Minister at Jasper
    - 6 systems received funding for infrastructure this year
    - NLLS receiving funding in 2006
    - money not used by the other systems will go back into a fund, and will have further discussion about our renovation requirements
  - we have an electrical maintenance program with "The Electric Guy" he will come in do maintenance where required; replaced lights in the boardroom and outside at the garages
  - letters have been sent to 5 Summer Villages and 3 Municipalities for non-attending meetings
  - Book Allotment – NLLS is proposing to make outside purchases for libraries 100%
    - makes easier on everyone
    - libraries should be able to spend they're money how they want
  - Website Designs – TownLife will be providing 2 mock-ups for LMC meeting to view
    - because this wasn't budgeted for we need \$40,000 to come out of reserves for the new websites

b



- Vehicles – would like to take “Monster Van” off the road (has over 300,000 kms)
  - looking to replace with passenger van (with stow ‘n go seating)
  - can be used for delivery or passengers
  - looking at around \$42,000

**Motion to accept Executive Director’s report as information – Warren Griffin – Carried**

**Motion to present information for purchase of van to Board – Vicky Lefebvre – Carried**

6. Chairman’s Report

- Jasper was a good conference
- Talked to new board members that are on our board
- Today will be elections for Chair and Zones 1 & 3

**Motion to accept Chairman’s Report as information – Laurent Amyotte – Carried**

7. Learning Commons

- school-housed public libraries – schools are changing their library space to learning commons, which means bigger space, but less shelving
- 13 school-based libraries in NLLS
- working to develop a plan between libraries and schools, as there are certain requirements for public libraries to follow

**Motion to accept as information – Linda Russnak – Carried**

8. UNDRIP (United Nations Declaration on the Rights of Indigenous Peoples)

- the United Nations is asking organizations to adopt this document

**Motion to adopt UNDRIP – Arnold Hanson – Carried**

**Motion for Administration to investigate and report back to Executive the possibility of Board representation from reserves/metis settlements by this fall – Jim Cheverie – Carried**

9. LMC Report – deferred to Board meeting

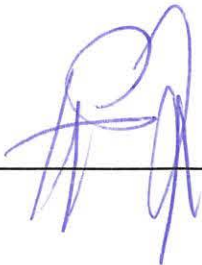
Hoopla

- most popular amongst patrons
- cannot be divided up any more than it is
- getting increasingly expensive (fluctuating rates)
- possibly reduce to 5 items per patron per month

10. Adjournment

**Motion to adjourn at 9:49 a.m. – Vicky Lefebvre – Carried**

Approved By: \_\_\_\_\_



Date: \_\_\_\_\_

Aug 14/17

**Executive Committee Meeting**  
**June 26, 2017**  
**Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Jim Cheverie, Laurent Amyotte, Ferd Caron, Warren Griffin,

Staff: Julie Walker, Heather Elliott, Tracy Paradis, Colette Poitras

1. Meeting called to order at 3:01 p.m.
2. Additions  
**Motion to approve agenda – Laurent Amyotte – Carried.**
3. Approval of Minutes of May 13 – carried over to September meeting
4. In-Camera  
**Motion to go in camera – Ferd Caron – Carried**  
In camera 3:03 p.m.  
**Motion to come out of camera – Ferd Caron – Carried**  
Out of camera 4:03 p.m.
5. Executive Director's Report
  - ALC System Reception
    - system Directors were asked what the purpose of the reception at the Outlook Cabin in Jasper was for; it was for the systems board to meet with the municipalities in previous years to network. But now that's not required as much.
    - TRAC Directors have decided not to do the reception anymore
    - Outlook Cabin has been released back to Jasper Park Lodge
    - should NLLS consider booking the cabin for the next year
      - there are 6 double rooms in the cabin (that can be used for staff and board members)
    - everyone agreed that would be a good idea as we are always looking for double rooms at the ALC.
  - TAL
    - was fined \$375,000 for not paying taxes on membership fees; TAL went to court and won the judgement.
    - CRA unfortunately went back on TAL for them charging for extra services to their patrons; they are now being charged over one million dollars for taxes.
    - TAL is set to have conversations on Wednesday
  - Building Update
    - Phoenix Engineering out of Wainwright has agreed to do our building assessment for renovations
      - they will do a cost analysis for the renovations as well as a building assessment
      - should have some quotes by next week
  - Hoopla
    - PLSB no longer putting money into Hoopla going forward
    - due to this NLLS will be close to \$80,000 over budget at the end for this service
    - Calgary Library has dropped Hoopla
    - systems have reduced number of checkouts per patron
    - we are looking at going to 6 checkouts or drop the price per item down





- Lab Training Centre
  - at our last staff meeting we decided to designate 4 laptops and 4 sets of headphones strictly for staff training purposes
  - this is so staff will not be interrupted when taking an on-line course or a webinar
- Polaris Update
  - upgrading Polaris today from 5.1 to 5.2
  - the next upgrade will be 5.5
- Kelly and Jodi are off to Montreal tomorrow for an IT Symposium for the rest of the week; this trip was paid for by a vendor which included airfare and accommodations

**Motion to accept the Executive Director's report as information – Warren Griffin – Carried**

6. Chairman's Report

- Plan of Service
  - is going very well
  - consultations from Municipalities have been very good
  - had 2 sessions in Vegreville
  - these statistics will be compiled into a document, then a face to face meeting in August to discuss the last stages; then hopefully presented to the Board in September
  - Service is the big key – we exist to serve our libraries; if libraries are happy then the municipalities are happy
- ALTA – Larry Tiedemann has stepped down as our representative
  - Stephen is unable to commit the time required for this, therefore will send an email to request a member to represent us

**Motion to accept Chairman's Report as information – Laurent Amyotte – Carried**

7. Adjournment

**Motion to adjourn at 4:33 p.m. – Vicky Lefebvre – Carried**

Approved By: \_\_\_\_\_



Date: \_\_\_\_\_

Aug 14/17

**Executive Committee Meeting  
August 14, 2017  
Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Laurent Amyotte, Ferd Caron, Warren Griffin, Joan Green, Arnold Hanson (tele-conference)

Missing: Linda Russnak, Jim Cheverie, Colette Poitras

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

1. Meeting called to order at 6:21 p.m.
2. Additions  
**Motion to approve agenda – Laurent Amyotte – Carried.**
3. Approval of Minutes of May 13  
**Motion to approve the Executive minutes of May 13, 2017 – Warren Griffin**  
Approval of Minutes June 26  
**Motion to approve the Executive minutes of June 26, 2017 with amendment, add “time” at the end of the last point – Vicky Lefebvre – Carried.**
4. In-Camera - none
5. LMC Report
  - United Voice for Alberta Libraries Working Group
  - what do the groups want to get out of the partnership
  - what do the groups want to see happen
  - No longer a Vice-Chair on the LMC, Amber Fehr resigned as Library Manager for APV
  - Maureen will not be running for Chair next term
6. Executive Director's Report
  - Finances/Investments
  - 3 investments are coming due on September 7  
**Motion to renew the 3 certificates coming due on September 7 into an 18-month term GIC investment – Vicky Lefebvre – Carried.**
  - there is \$500,000 available for investment in the chequing account  
**Motion to take \$500,000 from chequing and put into investments (\$200,000 in 18-month term; \$200,000 in 15-month term; \$100,000 in 12-month term)**
  - Budget – a few codes were changed (P.D.); look at total amounts for the year  
**Motion to have Administration make changes and forward to Budget Committee and Executive – Vicky Lefebvre – Carried.**
  - changes will be made and Tracy will forward to Executive and then forward “Draft” copy of budget to Board.
  - Stephen passed the Chair to Vicky  
**Motion for Julie and Terri to get concrete numbers of users for Hoopla and to discuss with LMC Chair (Maureen) to find a potential to tame the budget for Hoopla – Stephen Dafoe – Carried.**

3

- Chair was referred to Stephen

- Building Update

- Building Committee made recommendations to get a building assessment.
- We had a company come out and do an initial assessment, but unfortunately before we could proceed, the person quit the company. Need to look for another Company to do the assessment.

**Motion to contact a couple of Municipalities and Jen-Col Construction to get a building assessment – Vicky Lefebvre – Carried.**

- New Position

- Creating a new position – Marketing & Communications

- NLLS Conference 2017

- 1.5 day conference
- Thursday evening Corks 'n Cans at Wally's or Golfing at local golf course

- Jasper Park Lodge has let us have the Outlook Cabin for one year only. If anyone is interested in staying in the Cabin let Julie know. As well, we have the block of rooms for ALC2018. Please book early.

- Kelly & Jodi went on a paid conference to Montreal. Great speakers and impressive equipment.

- There has been interest from the town to rent our spare rooms and horizon equipment

**Motion to rent out Board room, Meeting room and Lab room; on checking with insurance company to see what our liability coverage is – Craig Lukinuk – Carried.**

**Motion to accept the Executive Director's report as information – Laurent Amyotte – Carried.**

7. Chairman's Report

- Policies

- good work done by committee and staff
- will be sent out before September 9 meeting

- Plan of Service

- updated Mission statement, Vision statement, Values
- Heather Nickel was amazing with her contribution

**Motion to accept Plan of Service draft and present to Board for approval – Craig Lukinuk – Carried.**

**Motion to accept Chairman's Report as information – Joan Green – Carried.**

8. Adjournment

**Motion to adjourn at 7:35 p.m. – Warren Griffin – Carried.**

Approved By: \_\_\_\_\_



Date: \_\_\_\_\_

Sept 9/17

**Executive Committee Meeting  
September 9, 2017  
Meeting Minutes**

**Present:** Stephen Dafoe, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Joan Green, Arnold Hanson, Jim Cheverie, Craig Lukinuk

**Guest:** Maureen Penn

**Missing:** Ferd Caron, Linda Russnak, Colette Poitras, Heather Elliott

**Staff:** Julie Walker, Terri Hampson, Kelly McGrath, Tracy Paradis

1. Meeting called to order at 8:04 a.m.
2. Additions – 7. In-Camera (Personnel/HR)  
**Motion to approve agenda – Arnold Hanson – Carried.**
3. Approval of Minutes of August 14, 2017  
**Motion to approve the Executive minutes of August 14, 2017 – Laurent Amyotte – Carried.**
4. LMC Report  
- deferred to Board Meeting  
**Motion to accept LMC Report – Warren Griffin – Carried.**
5. Executive Director's Report
  - Finances/Investments
    - renew the 3 certificates
    - \$500,000 into a 90-day notice certificate
    - Terri will into interest rates of electronic banks
  - Auditors
    - 3-year contract (put out RFP)
    - JMD Group (St. Paul) - \$10,000 (first); \$10,500 (second); \$11,000 (third)
    - Wilde & Co. (Vegreville) - \$14,000 (first); \$14,600 (second); \$15,200 (third)
    - Hawkings & Dumont Ltd. (Edmonton) - \$12,700 (first); \$13,000 (second); \$13,200 (third)
  - Budget
    - couple of changes
    - needed to take money out of reserves to put into Hoopla
  - Building Update
    - we contacted a few municipalities and they referred us to the government planning department; unfortunately, because we are not a public entity we are required to go back to PLSB and ask them for assistance.
    - Barr Engineering, out of Lloydminster, came and did a walk-through of the building; will send us a quote for assessment
    - Jen-Col, out of Stony Plain, will come out in a couple of weeks, to do the initial walk-through



- Hoopla
  - Julie and Maureen drafted letters to the libraries explaining the circumstances of cost for Hoopla
  - PLSB is no longer providing the \$25,000 in funding for Hoopla
  - the libraries can pick up Hoopla on their own if they would like
  - in August, there were 2,564 checkouts at \$4.99 each
  - 4 of the 7 systems are also having funding issues with Hoopla
    - Marigold is down to 2 checkouts per month
    - Yellowhead is down to 5 checkouts per month
    - Parkland is down to 3 checkouts per month
    - Peace is down to 5 checkouts per month
    - EPL is down to 5 checkouts per month
    - Calgary has opted out entirely

- Insurance
  - guests are allowed to be with staff in vehicles
  - renting the rooms in our building won't affect the premiums

- County of St. Paul Library Board
  - they asked for Laurent Amyotte's ALC fee to be paid for by us (we paid)
  - now they want us to pay for the room rate as well
  - Laurent will look into this

- Lighting
  - we have changed some of the office from standard lighting to LED lighting; has made a huge difference.
  - would like to replace all lighting in Bib. Services to LED lighting
  - \$6,700 is the cost for replacing lights in Bib Services; we will receive rebates from the government on lights (31% rebate)
  - MCCAC gives grants for retrofits if upgrading to energy efficient lighting

**Motion to take \$7,000 out of building reserves for lighting replacement in Bib. Services to take advantage of the current government rebate program – Jim Cheverie – Carried.**

- Collaborations
  - Library Archives of Canada/National Film Board of Canada
    - series of dialogues for Truth & Reconciliation
    - indigenous actors and directors for movies
  - Toronto Public Library, Edmonton Public Library, University of Alberta
    - indigenous studies
  - Marigold, Peace, Northern Lights
    - creating curriculum on advocacy and training
    - for Board members, libraries
    - advocating for funding, mla's, etc.

**Motion to accept Executive Director's Report as information – Joan Green – Carried.**

**Motion to put \$500,000 in a 90-day notice demand account at 1.75% - Arnold Hanson – Carried. (rates are as per today)**

**Motion to rollover 3 certificates into a 1-year GIC cashable original principle only at 1.70% - Arnold Hanson – Carried. (rates are as per today)**

**Motion to accept Hawkings & Dumont Ltd. As our auditors for the next 3 years – Arnold Hanson – Carried.**

**Motion to have Board ratify the appointment of auditors – Craig Lukinuk – Carried.**

*ll.*

6. Chairman's Report

- Policies

- good work done by committee and staff

- deferred to Board Meeting

**Motion to accept Chairman's Report as information – Joan Green – Carried.**

7. In-Camera – Personnel/HR

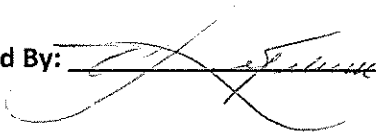
**Motion to go into camera 9:43 a.m. – Warren Griffin – Carried.**

**Motion to come out of camera 9:58 a.m. – Vicky Lefebvre – Carried.**

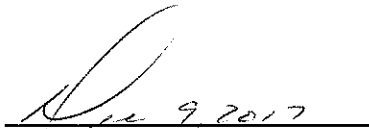
8. Adjournment

**Motion to adjourn at 9:59 a.m. – Arnold Hanson – Carried.**

Approved By: \_\_\_\_\_



Date: \_\_\_\_\_



**Executive Committee Meeting  
December 9, 2017  
Meeting Minutes**

**Present:** Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Cyndy Heslin, Susan Evans

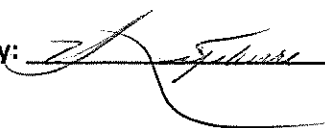
**Guest:** Maureen Penn

**Staff:** Julie Walker, Terri Hampson, Kelly McGrath, Heather Elliott, Lois Quail, Tracy Paradis

1. Meeting called to order at 2:50 p.m.
2. Additions – 6. Letters of correspondence (2)  
**Motion to approve amended agenda – Laurent Amyotte – Carried.**
3. Approval of Minutes of September 9, 2017  
**Motion to approve the Executive minutes of September 9, 2017 – Warren Griffin – Carried.**
4. Executive Director's Report
  - none to report
  - done at Board meeting
5. Chairman's Report
  - Hiring policies – none
  - Stephen Dafoe sent a letter resigning as Board Chair
6. Correspondence from McPherson Library Board
  - Julie has written a letter of response to McPherson Library BoardCorrespondence from Tanya Fontaine
  - letter will be emailed to Executive committee, discuss with your library boards and if there are any questions or concerns please direct them to Vicky or Julie.
7. Adjournment  
**Motion to adjourn at 3:20 p.m. – Laurent Amyotte – Carried.**

Next meeting February 26, 2018 at 10:00 a.m.

**Approved By:** \_\_\_\_\_



**Date:** \_\_\_\_\_

