

**Executive Committee Meeting
February 26, 2018
Meeting Minutes**

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

Missing: Susan Evans

Guest: Barb McCarthy, Maureen Penn

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

1. Meeting called to order at 10:02 a.m.
2. Additions – 6. ALTA Rep/alternate; population numbers vs. budget numbers; annual reports; move Audit after Additions
Motion to approve amended agenda – Laurent Amyotte – Carried.

Audit (Barb McCarthy)

- minutes state taking from reserves, instead approve through unbudgeted items

Motion to accept pay increase outside the pay grid for the one employee retroactive to January 1, 2017 – Craig Lukinuk – Carried.

Motion to accept financial statements, with the removal of internal restricted – Jill McLuckie – Carried.

3. Approval of Minutes of December 9, 2017
Motion to approve the Executive minutes of December 9, 2017 – Warren Griffin – Carried.

4. LMC Report
- final report has been submitted for the Working Group
- instead of the umbrella, they are looking at separate entities, but a united voice (everyone comes together)
Motion to accept LMC report – Craig Lukinuk – Carried.

5. Executive Director's Report
- went to a Director's Symposium by Innovative
- new apps for LEAP
- new interfaces for Polaris
- changing from a license to subscription type
- meeting with CEO in April

- Northern Lakes College, Marigold, Peace and NLLS
- created an Advocacy course, certificate program (for libraries and board members)
- 8 students are signed up and will give their feedback on the program; after that anyone who wants to take the course there is a reduced fee if you're an NLLS member.
- course starts March 12 and ends beginning of May



- New hires
 - CJ Nyssen – Public Services, Indigenous Relations; started today
 - Anna Scott – Public Services (Programming); starts in June
 - Crystal Boorse – Bib. Services; started last month

- Hoopla
 - changing the amounts of usage has not lowered the cost
 - will propose a few alternatives to the LMC on Wednesday
 - drop the per use lower
 - drop the cap from \$3.99 to \$2.99
 - put a cap on the amount used per month, and it will be first come, first serve (\$2,500)
 - drop Hoopla completely

- Doors
 - front doors are not working properly
 - St. Paul Glass will be coming on Wednesday to look to see if the doors need replacing

- Legal, Alberta
 - received a phone call from Legal, as to why they get charged a non-resident fee for library cards
 - had a discussion with them, and they may be interested in joining our system
 - meeting is scheduled for March 28, with representative from Legal and Ken Allan and Julie to discuss the requirements to join

- Jasper
 - cut-off for rooms is March 9th

Motion to accept Executive Director's Report – Elaine Sorochan – Carried.

6. Chairman's Report

- Audit – see above
- Financial statements – see above
- Executive Director (in-camera)
 - **Motion to go into camera at 11:15 a.m. – Craig Lukinuk – Carried**
 - **Motion to come out of camera at 11:35 a.m. – Craig Lukinuk – Carried**
 - **Motion to accept the Executive Director Review Committee recommendations – Cyndy Heslin - Carried**
- Committees
 - Building Committee still requires 3 members
 - Policy Committee requires a member from Zones 3 & 4
- Building Committee
 - **Motion to go into camera at 11:55 a.m. – Jill McLuckie – Carried**
 - **Motion to come out of camera at 12:05 p.m. – Cyndy Heslin - Carried**
- Elections
 - at the upcoming board meeting on Saturday, we require elections for:
 - Chair
 - Zones 2 & 4
 - 1 member-at-large
- Letter from Ryley
 - Communication protocol needs to be addressed by Policy Committee

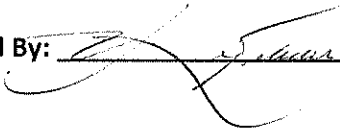
- Progress on Plan of Service
 - please see attached report
- ALTA Rep/Alternate
 - put together a job description and requirements
 - NLLS should put some money towards the retreats and conferences for the Rep. to attend
- Population numbers vs. budget numbers
 - prepare an interim budget in October, pass the budget in February when the population numbers from the government have been provided
 - municipalities will be billed with actual population numbers
 - libraries will be billed in June
 - refer to Policy Committee to make changes
- Annual Reports
 - Myrnam, Garrison, NLLS annual reports
 - email reports to Executive, will approve at next meeting

Motion to have Executive Meeting directly after the Board Meeting on Saturday, March 3, 2018 – Craig Lukinuk - Carried

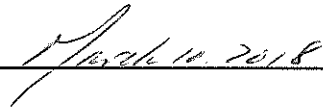
7. Adjournment
 - 1:25 p.m.

Next meeting Saturday, March 3, 2018 after Board Meeting

Approved By: _____



Date: _____



**Executive Committee Meeting
March 10, 2018
Meeting Minutes**

Present: Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Cyndy Heslin, Larry Tiedemann, Justin Thompson, Susan Evans

Guest: Maureen Penn

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

1. Meeting called to order at 1:12 p.m.
2. Additions – 5. Policy Recommendations: elections, transparency for motions made throughout the year and communication.
Motion to approve amended agenda – Cyndy Heslin – Carried.
3. Approval of Minutes of February 26, 2018
Motion to approve the Executive minutes of February 26, 2018 – Laurent Amyotte – Carried.
4. Chairman's Report
 - Signing Authority
 - currently, Vicky Lefebvre has signing authority
 - members do not have to come NLLS to sign. Forms will be sent to nearest library to member via van run (this is a very cost-effective measure)
 - Motion to add Larry Tiedemann and Cyndy Heslin to the ATB bank account for signing authority, Vicky Lefebvre to remain and Stephen Dafoe will be removed – Craig Lukinuk – Carried.**
 - Elect Vice-Chair
 - Nominations:
 - Warren Griffin nominates Vicky Lefebvre, Vicky accepts
 - Elaine Sorochan nominates Cyndy Heslin, Cyndy accepts
 - Motion for nominations to cease – Laurent Amyotte – Carried.**
 - Vice-Chair – Vicky Lefebvre
 - ALTA Rep.
 - new rep. is Jennifer Anheliger
 - Policy committee will create job description
 - will not be paid honorarium
 - ALTA rep. will report monthly to Executive and to Board meetings
 - Jasper is not in the budget for this year
 - Motion that ALC conference is not in the budget for the ALTA representative for 2018 – Jill McLuckie – Carried.**



5. Policy Committee Recommendations

- Elections

- currently no information available ahead of time regarding prospective Board Chairs
- look into the Policy regarding timing of nominations, have nominations available ahead of election day enable Board members to inform themselves on the nominees' backgrounds, qualifications and platforms
- for AGM recommend sending out position descriptions, length of term; to be sent out beforehand for general Board's consideration
- voting ballots should reflect not only the Zone rep, but also the committee rep. of each Zone, so, all positions for each Zone can be decided at one time

- Transparency

- create a list of completed and in progress Board Motions (action items); recommended that Board Chair completes this task
- action items to be added into minutes with who is responsible and if they have been actioned
- recommendation for Administration to send out an email with existing positions, what positions need to be filled, and the terms and requirements of positions

- Communication

- communication protocols need to be observed when addressing concerns; concerns need to follow the right channels to be addressed by Administration
- NLLS will bring LMC list to next Executive Meeting; changes will be shared with LMC

Recommendation that new Executive Members review NLLS Policies. Reminder that Policies are on the Jump Drive given to members.

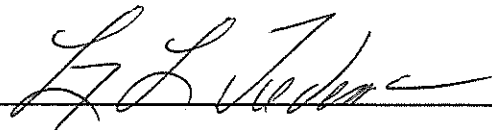
6. Adjournment

- 2:07 p.m.

Next meetings will be held: April 5, 2018 at 10:00 a.m.

May 5, 2018 at 8:00 a.m.

Approved By: _____



Date: _____

Apr 5/2018

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: April 5th, 2018

Time: 10:00 am

Attendees: Larry Tiedemann, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Susan Evans, Cyndy Heslin, Justin Thompson, Jodi Dahlgren, Julie Walker, Lois Quail, Terri Hampson, Tracy Paradis

Missing: Jill McLuckie, Elaine Sorochan

Meeting called to order at 10:05 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. LMC request update (Board Meeting March 10th)

- Admin – A need to be stressed, is the sheer volume of phone calls received as there are 47 branches in our System. Calls are answered in order and can take anywhere from 15 minutes to an hour to be dealt with; help desk tickets are answered in order and based on the assistance required, this can also be very time consuming. There is a system in place, but it should be looked at again. If a staff member is away for more than 2 days there will be an outgoing message on their voicemail, this is when we require the librarians to place a help desk ticket and the next available staff member will take it. With staffing changes and shortages comes challenges.

Reports will be placed on the website one week before LMC meeting.

The request for eft breakdown poses difficulties due to limited number of characters for input, especially with book allotment which could have multiple items.

There will be a more specific breakdown of payments to libraries; this will include the code plus details of transaction where permissible. This will be explained at the next LMC.

Suggestion to create a timeframe of when calls and help desk tickets are answered (priority of calls).

Motion to refer to Policy Committee to develop a policy on service levels – Susan Evans – carried

- Information Technologies – There have been latency issues with Polaris since the last upgrade, unfortunately we have no control over this as it is through Innovative and TRAC; Julie will be meeting with Innovative next week along with 4 other Director's from the other Systems; the issues with Polaris have been rectified in the last couple of weeks.

Motion for Chair to write letter to explain our concerns with Polaris, on behalf of the Board and Libraries, for Julie to take to the meeting with Innovative – Vicky Lefebvre – carried

- I.T. does not train on Polaris, this is a Public Services function; I.T. also does not do training for programs, the librarians need to have a basic knowledge of computer related programs and how to use email; any training questions need to be directed to Public Services; NLLS will offer a hands-on workshop on Office 365 for librarians in the future. There are FREE tutorials online for programs such as Office365.

- Bibliographic Services – There has been a backlog of work because of the Polaris issues; one of cataloguers is retiring this summer and she is down to part-time, we will be hiring a full-time cataloguer to replace her; it has been discussed to create a standardized set of collection codes, for cataloguing books, for all libraries to use; as of now there hundreds of collection codes for our cataloguers to go through to catalogue each book.

The issue with new books going to other libraries first to deal with holds, this is a decision that is made by the LMC not NLLS.

- Public Services – Training for new library managers, NLLS will visit the librarian in their own setting, a staff member will go out and train the librarian in each department. We have a Public Services consultant who is overlooking the Indigenous project as well, she will be working more in the Public Services department. We have hired one more Public Services Consultant starting in June. There will now be 3 Public Services Consultants for the libraries. Training on Polaris for Library Managers and NLLS staff – there is a search category in Polaris if the librarians have questions about certain items. Could investigate a "FAQ" sheet or tip sheet to put up on the website.

Motion to accept report as presented – Warren Griffin – carried

REPORTS

1. Chair's Report

- Presented to the Town of Legal with Julie; they are unsure if they want to have a library or just membership.

- Had a Policy meeting on Tuesday, April 3; Larry would like to change the focus from internally to regionally and provincially for advocacy; would like to visit and present to each municipality and library.

It is stated in our Plan of Service that the Chair and Director will engage with the local Library Boards as least once a year. There was a discussion about incurred costs going to all the municipalities. Discussion determined that several communities have joint meetings every 3 months; this could reduce costs. It was also suggested that the Zone Reps could possibly attend on behalf of the Chair. There was also discussion about the provincial advocacy, this should be a job for the Alberta Library Trustees Association (ALTA). Larry stated that they had little to no money to do this and their effectiveness is questionable due to restraints. It was decided to bring this question to the AGM at Jasper, to find out the roles and responsibilities and how they are to serve our needs. It was pointed out by Cyndy, as well as Susan, that advocating needs to be specific, targeting audience, and the ask should be the same from all Board members.

Cyndy highly recommended the Advocacy course being presented by NLLS and the other partners. Larry to take as direction, that we do not require "double" representation; as each Board member should be reporting back to their respective councils.

Motion to accept the Chair's report as presented – Cyndy Heslin – carried

2. Director's Report

- The front doors and fob computer system have been rectified, and for a lot less than replacing the entire unit.

- New TAL Director is Tim Janewski

- Hoopla – Due to the overwhelming response, PLSB has given an additional \$31,000 for Hoopla; this is however, a one-time payment and they will no longer fund Hoopla in the future.

RB Digital is expanding their audio collection, so this is another resource that our patrons have access to. There are 5000 adult selections and 2000 children selections.

- New Staff – Anna will be starting in Public Services on June 11; one of our cataloguers is retiring this summer, so we will hire another cataloguer; our receiver is looking to retire in 2019.

Motion to accept Director's Report as presented – Craig Lukinuk – carried

3. Financial Report

- See attachment

- Would like to see comparison information to budget amounts used

Motion to accept Financial Report as presented – Justin Thompson – carried

4. Policy Report

Motion to accept amendments to the "Continuing Education" Policy and forward to the Board for approval – Justin Thompson – carried

Motion to accept amendments to the "Staff Reduction & Termination" Policy and forward to the Board for approval – Warren Griffin – carried



Motion to table all Employment Standards Policies until after course – Cyndy Heslin
***Rescinded motion after clarification**

Motion to accept amendments to “Hours of Work” Policy and forward to the Board for approval – Vicky Lefebvre – carried

Motion to accept amendments to “Overtime” Policy and forward to the Board for approval – Laurent Amyotte – carried

Chair handed chairing of meeting over to Vice-Chair and left meeting at 1:30 p.m.

Motion to accept amendments to “Vacation” Policy and forward to the Board for approval – Cyndy Heslin – carried

Motion to accept amendments to “Leaves” Policy and forward to the Board for approval – Warren Griffin – carried

Motion to accept amendments to “Policy Statements” Policy and forward to the Board for approval – Laurent Amyotte – carried

Motion to accept amendments to “Governance Style of the Board” and forward to the Board for approval – Cyndy Heslin – carried

Motion to accept amendments for “Roles of Executive Committee” Policy and forward to the Board for approval – Susan Evans – carried

Motion to accept “Election of Executive Committee” Policy and forward to the Board for approval – Cyndy Heslin – carried

Motion for remaining policies to be addressed at next Executive Meeting – Warren Griffin – carried

AGENDA ITEMS

1. Additions to agenda
 - 9. Julie’s Contract
 - 10. Levy Interest

Motion to approve amended agenda – Laurent Amyotte - carried

2. Approval of Minutes from March 10, 2018

Motion to approve Minutes from March 10, 2018 – Cyndy Heslin – carried

9. Julie’s Contract
 - Stephen was Chair at the time of Julie’s contract term and Vicky was Vice-Chair.
 - When the contract was ratified, Vicky was interim-Chair, therefore she can sign off.
10. Levy Interest
 - Some Municipal Boards are in default of payment of 90 days. Interest statements have been mailed out and those Boards have sent in their levy charges but are requesting to have their interest fees waived.

Motion to deny request to waive interest fees on levy invoices for Municipal Boards – Cyndy Heslin - carried

Adjournment at 2:50 p.m. due to loss of quorum.

Informal Notes:

3. System Agreement (Attached new and old agreement)
 - see attached
4. Required MLIS for NLLS
 - PLSB states that a population over 25,000 requires one (1) MLIS
 - Due to the population in our System, PLSB requires we have 6 MLIS employees (based on the population numbers). It was discussed to possibly take our concerns forward, as our geography and size works against us, it is vastly spread out unlike the other systems. It was felt we should only require 5 MLIS.
5. Breakdown of system services for council and local library board meetings
 - Discussed in Chair's report
6. Calendar dates for future meetings
 - Board – May 5, September 8, November 3, and March 2, 2019
 - Executive – May 5, July 30, September 8, November 3, and March 2, 2019
7. Policy and Procedure – Committees of the Board
 - Requirements for committees and length of terms (was addressed during Policies)
8. Board Code of Ethics
 - Who does one report to for a breach of the Board Code of Ethics by a member? Should a policy be developed?

NEW ACTION ITEMS

- ADMIN – develop a detailed timeframe for reply to calls; prioritize calls and help desk tickets and have a timeframe for reply
- ADMIN – put on website NLLS staff names and job descriptions, with a paper copy to be sent out
- ADMIN – report back to LMC on items that have been addressed
- ADMIN – job description for committees and term, to be sent to the Board
- CHAIR – ensure we get on agenda at ALTA AGM meeting in Jasper
- CHAIR – letter about Innovative to TRAC Chair (for Julie to take to meeting)
- POLICY COMMITTEE – Breach Code of Ethics – disciplinary measures
- POLICY COMMITTEE – Communication Policy for Staff, Board Members and Library Managers

Approved By: _____

J. Johnson

*Vice Chair in absence
Chair*

Date: _____

May 5/18

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: May 5th, 2018

Time: 8:00 am

Attendees: Larry Tiedemann, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Neal Comeau (on behalf of Susan Evans), Cyndy Heslin, Jodi Dahlgren, Julie Walker, Lois Quail, Terri Hampson, Heather Elliott, Tracy Paradis

Missing: Justin Thompson

Meeting called to order at 8:05 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. LMC request update
 - see attached
2. Admin-develop detailed timeframe for reply to calls
 - needs to be referred to Policy Committee
3. Admin-NLLS staff names and job descriptions
 - see attached
 - in process of putting information on website with Staff pictures
 - booklets with staff information to be given to Librarians at LMC
4. Admin-report back to LMC on items that have been addressed
 - will be reported to LMC at next meeting scheduled for May 30, 2018
5. Admin-job descriptions for committees and term
 - see attached

Motion to take out the word "all" in Committees of the Board Policy – Warren Griffin - carried

6. Chair-ALTA AGM in Jasper
 - spoke with Chair of ALTA, stated that ALTA is responsible for provincial advocacy; regional advocacy is the responsibility of each jurisdiction
7. Chair-letter about Innovative
 - an email was sent out by the Chair to the TRAC Chair regarding Innovative (see attached)
8. Policy Committee-Breach Code of Ethics-disciplinary measures
 - to be addressed at next Policy Committee meeting
9. Policy Committee-Communication Policy for Staff, Board Members and Library Managers
 - to be addressed at next Policy Committee meeting

REPORTS

1. Chair's Report
 - see attached
 - provincial government is in the "red-zone"
 - Jasper conference was good, lots of general discussions

Motion to accept the Chair's report as presented – Jill McLuckie – carried

2. Executive Director's Report
 - Met with Innovative and 3 other TRAC Director's; meeting went very well.
 - Innovative is assigning a Canadian representative and they are implementing a plan, therefore they can be held accountable.
 - Polaris is still the best option out there, however the developer of Polaris (he is not with them anymore) is looking at developing a new program comparable to Polaris.

- Julie and Larry, as well as PLSB, went to Legal to present joining the NLLS system; they are unsure of the way they want to go (build a new building, renovate a current building or just join for services) they will let us know.
- Hoopla – with agreement from LMC we have dropped checkouts from 5 to 2 per month. This has created quite a bit in savings from previously. PLSB has given a one-time amount of \$31,000 to NLLS to put towards Hoopla.
- LMC concerns will be addressed at the LMC meeting scheduled for May 30.
- VR machine is booked up until summer of 2019, we are looking to purchase another VR machine with an estimated purchase price of \$12,000.

Motion to approve the purchase of a new VR machine – Elaine Sorochan - carried

- New Staff – Anna will be starting in Public Services on June 11; Alexis Bristow will be joining as one of our summer students, one of our cataloguers, who has been with NLLS for 23 years, is retiring this summer, we will be advertising for a full-time cataloguer.
- There was flooding in Bib. Services on April 16th. See attached pictures. Refer to Building Committee.
- New Van-There is 150,000 km on the large van (Quasi)
 - Joanne and Lois went and looked at new vehicles in Lloydminster
 - Important items when looking for a vehicle: smaller van, better driver comfort, fuel economy, service options, 2 sliding doors. (see table in Director's report)
 - there is a 3-9 month wait as the van needs to be ordered

Motion to purchase Ford Transit, with the note that Lois is to look at Ford dealership in St. Paul – Cyndy Heslin – carried

- Electrical issues in building
 - suggestion from Craig is to purchase larger UPC devices, and to not plug the printers into the device (refer to Building Committee)
- Board members who miss 3 meetings in a row, according to the Libraries Act will be notified of removal/replacement. Recommend Chair to write letters to Mayor and CAO's of municipalities.
- FOIP workshop – see who is interested at the Board meeting. NLLS will be putting on that workshop if there is enough interest.
- Summer student application (needs to be done in-camera)

Motion to go into camera at 9:50 a.m. regarding personnel – Vicky Lefebvre – carried

Motion to come out of camera at 9:55 a.m. – Craig Lukinuk - carried

(no motion to accept Executive Director's Report)

3. Financial Report
 - not addressed
 - (no motion to accept Financial Report)
4. Policy Report

AGENDA ITEMS

1. Additions to agenda
 - 5. Review Policy "Election of Executive Committee"

Motion to approve amended agenda – Jill McLuckie - carried

2. Approval of Minutes from April 5, 2018

Motion to approve Minutes from April 5, 2018 – Laurent Amyotte – carried

3. Policies

Motion to accept amendments to the "Role of the Executive Committee" Policy and forward to the Board for approval – Jill McLuckie – carried

Motion to accept amendments to the "Recognition - Board" Policy and forward to the Board for approval – Vicky Lefebvre – carried

4. Board Code of Ethics
 - not addressed

5. Review Policy "Election of Executive Committee"
- Add to policy "If in the event of a provincial election year, any person elected to the Executive Committee, will hold that position for 2 years +/- the difference between the next staggered zone election".

Motion to accept amendments to the "Election of Executive Committee" and forward to the Board for Approval – Cyndy Heslin – carried

NEW ACTION ITEMS

CHAIR – create a committee and plan to move forward with advocacy

CHAIR – send letters to Mayor/CAO's of municipalities of Board members who have missed 3 or more meetings consecutively

POLICY COMMITTEE – Breach Code of Ethics – disciplinary measures

POLICY COMMITTEE – Communication Policy for Staff, Board Members and Library Managers

Approved By: _____

J. Heslin
Vice Chair in
absence of Chair

Date: _____

July 30/18

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: July 30th, 2018

Time: 8:00 am

Attendees: Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Justin Thompson, Wayne Bokenfohr (on behalf of Susan Evans), Cyndy Heslin, Jodi Dahlgren, Julie Walker, Lois Quail, Terri Hampson, Heather Elliott

Missing: Larry Tiedemann, Laurent Amyotte, Tracy Paradis, Kelly McGrath

Meeting called to order at 10:02 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Chair-create a committee and plan to move forward with advocacy
 - Chair wants to have an advocacy committee, as a standing committee, so that the unique needs of the region are met.
 - ALTA just addresses funding.
 - NLLS is unique, with small population over a large area. Advocacy will be needed for new building.
 - At this point, no budget has been set for advocacy. Suggestion of the company "Global", which provides advocacy services and lobbying at the government level.
 - Volunteers for participation in Advocacy Committee: Elaine Sorochan; Cyndy Heslin; Susan Evans; also, take this to the complete board. We need a job description for this role. Sturgeon County will provide templates.

ACTION: Wayne Bokenfohr will send his regional contract with Global to Chair.

2. Chair-send letters to Mayor/CAO's of municipalities of Board members who have missed 3 or more consecutively
 - If members are not coming, NLLS needs to be advised.
 - If 2 or more consecutive meetings are missed, without notification or an alternate provided, a letter will be sent from the board to the municipality regarding the absences.

Motion for the Chair to send out a letter if an NLLS Board Member has missed 2 consecutive meetings, with a reminder that 3 missed meetings is a removal – Elaine Sorochan – Carried.

3. Policy Committee-Breach Code of Ethics-disciplinary measures
 - What happens if a board member breaks the Code of Ethics?Proposed Policy:
A written submission regarding a potential breach of Board Policy must result in a review in-camera of the breach by the Executive Committee within 30 days of receipt of written submission.
A breach of Board policy, after Executive Committee review of the breach, may result in a letter of notice to the municipality for action.
A breach of Board policy may result in a letter of reappointment request to the municipality to have the NLLS Board member replaced for the remainder of their term of appointment.
4. Policy Committee-Communication Policy for Staff, Board Members and Library Managers
 - Letters received electronically and by mail.
 - Executive Director made a written response to letters from Lac La Biche County Library Board and Bonnyville Municipal Library.
 - I.T. - Executive Director suggested hiring someone else for network analysis or replace our servers so that updates can be done remotely. Suggestion to utilize IT specialists within communities for service disruptions in individual libraries. Is there an I.T. process that the library managers' can follow? Will early server replacement solve the Yellowhead "downtime" issue? Will early server replacement create new issues that are unforeseen, does I.T. have the manpower for these potentials? Suggestion to create a how-to list/ basic protocol for common problems and post on website.

- Communication Protocols for Staff, Board Members and Library Managers reviewed. Library Manager
- Communication Policy amended: Communications for each step will be responded to within 2 NLLS working days. If library managers have not had a response within 2 business days, a phone call is warranted. To allow for urgent requests, cc manager on initial request or flag HelpDesk as URGENT. An automatic response from HelpDesk is not considered a response.

Addition to Board Chair's responsibilities: Attend LMC meetings.

REPORTS

1. LMC Report

- Last managers' meeting centered around collection codes in response to Executive Director at LMC announcing that collections would be catalogued as fiction or non-fiction.
- Library managers were very unhappy about this.
- LMC chair did not agree in discussions to reduce collections to fiction and non-fiction. Weeding is difficult when organized by shelf location and not collection.
- Also, discussion regarding courier service and the quantity of items shipped through courier. May affect the current van runs.
- Advocacy for continuation of Government Courier.

Motion to accept the LMC report as presented – Wayne Bokenfohr – Carried.

2. Chair's Report

- No report

3. Executive Director's Report

- Administration going through budget process.
- Board Chair suggested a levy increase of 2%.
- Board Chair also requested that the Chair and 3 members from the Executive attend the ALC in Jasper. Recommended to send to Budget Committee.
- Recommendation to fund LMC Chair to attend ALC and IUG.
- NLLS Conference on September 20-21
- MOU's for Bonnyville, Vilna, Two Hills, Elk Point for on-reserve library service.
- Staffing: Margaret Young has retired. Our new cataloguer is Ashley Weisbeck. Dolores plans to go part time in January 2019.

Motion to accept Executive Director's report as presented – Elaine Sorochan – Carried.

4. Financial Report

- please see attached

Motion to accept Financial Report as presented – Cyndy Heslin – Carried.

5. Policy Report

- please see attached minutes from Policy meeting
- Policy Making Policy – policies will not be amended during general Board Meetings. Policies will be sent to Board ahead of time for review and comment.

AGENDA ITEMS

1. Additions to agenda

Motion to accept agenda – Jill McLuckie – Carried.

2. Approval of Minutes from May 5, 2018

Motion to approve Minutes from May 5, 2018 – Warren Griffin – Carried.

3. Board Code of Ethics

- not addressed



4. Policy Committee
 - a. Policies pending Board approval
 - Policy for "Grievance Against Executive Director" is missing. Will be tabled and brought to the next Policy meeting
 - Cell phone policy tabled to bring to next Policy meeting
 - b. Yearly review with revisions
 - c. Yearly review with "simple" word changes

Motion to forward these policies to the Board for approval on September 8 – Jill McLuckie – Carried.

NEW ACTION ITEMS

Wayne Bokenfohr to send his regional contract with "Global" to Chair

Next Executive meeting Saturday, September 8, 2018 at 8:00 a.m.

Approved By: 

Date: Sept. 8/18

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: September 8th, 2018

Time: 8:00 am

Attendees: Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Justin Thompson, Susan Evans, Cyndy Heslin, Jodi Dahlgren, Julie Walker, Lois Quail, Terri Hampson, Heather Elliott, Larry Tiedemann, Tracy Paradis,
Missing: Kelly McGrath

Meeting called to order at 8:00 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Chair-create a committee and plan to move forward with advocacy
 - Bring to the Board creation of an Advocacy Committee.
 - Create a document of job requirement for this committee.
 - Members will voted to the committee at the November meeting.
2. Chair-send letters to Mayor/CAO's of municipalities of Board members who have missed 3 or more consecutively
 - A list has been compiled of members who have missed 3 meetings; they will be sent out after today's Board meeting.
3. Policy Committee-Breach Code of Ethics-disciplinary measures
 - It was proposed that if there is any Breach, the Executive will ask for a new member to represent their council on the Board.Proposed Policy:
4. Policy Committee-Communication Policy for Staff, Board Members and Library Managers
 - A new policy has been created and will be brought for approval to the general board later today.
5. Lac La Biche follow up – Larry
 - Larry and Julie went to the Lac La Biche County Library Board meeting and had a follow-up discussion to their letter.

REPORTS

1. LMC Report
 - At the last LMC, the discussion centered around collection codes and government courier.
 - As well, it was discussed to do a trial run for no log-in for patrons at certain libraries.
 - Next meeting is scheduled for Thursday, September 20, the morning of the Conference.

Motion to accept the LMC report as presented – Jill McLuckie – Carried.

2. Chair's Report
 - See attached

Motion to accept the Chair's report as presented – Cyndy Heslin – Carried.

3. Executive Director's Report
 - TRAC meeting last week – looking at a plan for the next 5 years. TRAC will have to replace their servers in the next few years and we are looking at options of off-site hosted solutions.
 - Innovative Interface (our ILS) are wanting to partner with TRAC to be an adopter of their new discovery Layer, NextGen. Because we would be early trials the cost is \$0 the first year; ½ price the second year; and regular price starts the 3rd year.

- Julie and Larry are scheduling fall visits to councils.
- NLLS Annual Conference is September 20 & 21, please register if you haven't already.
- Jasper rooms are now available for booking for the ALC2019, please email Tracy with your request. tparadis@nlls.ab.ca
- Julie will be attending AUMA as a vendor with the 7 systems. The prize is a donation to the library of your choice.
- Write to Read-Aboriginal Literacy (a grassroots movement in BC) in conjunction with the Rotary Club of BC. They have created 17 libraries on reserves in BC. They are looking at expanding into Alberta and we will be hosting a meeting on September 25, with people and Chiefs from the First Nations and Metis Communities in the area. PLSB is not in agreement with this and doesn't feel it is appropriate.

*It was suggested by the Executive, for NLLS not to host this gathering, instead to attend only as fact gatherers. The meeting needs to be held somewhere else, not at NLLS.

Lois will look at a change of venue.

- Requests from the Board members, about meetings not being able to hear or see the screens. We gathered a couple of quotes and for 84" screens and a sound system, looking at approx. \$17,000. Craig mentioned that his council has set up a new sound system for themselves and the cost was lower. He will send the information to Julie.

Motion to refer sound system back to Administration for investigation – Susan Evans – Carried.

- PLSB requires 6 MLIS positions in each system; temporary job posting for MLIS position.

Motion that Administration advertise for 6th MLIS position for a 3-month period up to \$22,000 – Susan Evans – Carried.

- Building Committee is meeting Tuesday, September 11 at NLLS.

Motion to accept Executive Director's report as presented – Laurent Amyotte - Carried.

4. Financial Report

- See attached

Motion to accept Financial Report as presented – Elaine Sorochan – Carried.

5. Policy Report

- no report

AGENDA ITEMS

1. Additions to agenda – 6. Letter from Lac La Biche County Mayor to the Mayors of municipalities; 7. Investments

Motion to accept agenda with amendments – Warren Griffin – Carried.

2. Approval of Minutes from July 30, 2018

Motion to approve Minutes from July 30, 2018 – Craig Lukinuk – Carried.

3. Board Code of Ethics

4. Policy Committee

- All policies in yellow are a name or wording change.
- Make all one motion for the ones in yellow at the Board Meeting

Motion for Policies to be sent to Board for approval – Staff Orientation, Staff Expenses & Reimbursement, Staff Reduction & Termination, Overtime, Statutory & General Holidays, Benefits, Leaves, Sick Days & Short-Term Disability, Staff Long Service, Performance Management, Inclement Weather, Workplace Impairment, Gym Usage, Library Property, Political Activity, Internet & Computer Usage, Spyware & Spam Control, Social Media, Email Usage, Outside Computers, Contractors & Technicians, Privacy Issues, Policy Statements, Governance Style of the Board, Loan of Resources, Confidentiality of User Records – Jill McLuckie – Carried.

Motion to approve and send to Board for approval "NLLS Cell Phone" – Cyndy Heslin – Carried.

Motion to approve and send to Board for approval "Employee Conduct & Disciplinary Action" – Elaine Sorochan – Carried.

Motion to approve and send to Board for approval "Workplace Violence & Harassment" – Susan Evans – Carried.

Motion to approve and send to Board for approval "NLLS Substance Abuse" – Warren Griffin – Carried.

Motion to approve and send to Board for approval "Governance" – Laurent Amyotte – Carried.

Motion to approve and send to Board for approval "Role of Board Chair" – Elaine Sorochan – Carried.

Motion to approve and send to Board for approval "Annual Agenda" – Jill McLuckie – Carried.

Motion to approve and send to Board for approval "Board Honoraria & Expenses – Warren Griffin – Carried.

Motion to approve and send to Board for approval "Board Member Orientation PD" – Cyndy Heslin – Carried.

Motion to approve and send to Board for approval "Signing Authority" – Elaine Sorochan – Carried.

5. MLIS letter to government
- Tabled, this is a discussion for the Advocacy Committee.

6. Letter from Lac La Biche County Mayor to the Mayors of municipalities
- Councilors were left blind-sided by this letter as they were unaware of the context.
- They felt this letter was inappropriate and should have been dealt with at the Board level.
- Will be discussed at the Board meeting later today.

7. Investments
- 3 investments are coming due on Monday – 1 at \$200,000 and 2 at \$100,000 each. Options are redeemable at 1.8% or non-redeemable at 2.1%

Motion to put the \$200,000 and the 2-\$100,000 investments back into a redeemable investment at 1.8% - Cyndy Heslin – Carried.

NEW ACTION ITEMS

Chair – letter to municipalities, regarding Board members missing meetings.

Next Executive meeting Saturday, November 3, 2018 at 8:00 a.m.

Approved By: _____

L. G. Jordan

Date: _____

Nov. 3/18

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: November 3rd, 2018

Time: 8:00 am

Attendees: Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Justin Thompson, Julie Walker, Terri Hampson, Heather Elliott, Larry Tiedemann, Tracy Paradis, Kelly McGrath, Jodi Dahlgren

Missing: Karen Shaw, Cyndy Heslin

Meeting called to order at 7:58 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Chair-letter to municipalities, regarding Board members missing meetings
- letters are ready to go, just need to be signed.

REPORTS

1. LMC Report
 - 3 new library managers at St. Paul, Redwater, and Thorhild
 - New van run presented – libraries are in agreement with a couple of tweaks
 - Added new database: Lynda.com
 - Public wireless open for 24 hours (trial basis)
 - No change to collection codes
 - New database Rock's Backpages (30-day trial period for libraries)
 - Concerns of communication-letters from libraries not being addressed, timeliness of responses

Motion to accept the LMC report as presented – Craig Lukinuk – carried

2. Chair's Report
 - See attached
 - Will forward everything at once to Bonnyville, including letter of response

Motion to accept the Chair's report as presented – Jill McLuckie – carried

3. Executive Director's Report
 - AUMA – was discussed if Director's from systems continue going to these conferences; it was decided it's imperative to have a presence at these conferences
 - Met with County of Lac La Biche representatives, mended fences a little bit
 - Met with Shaye Anderson from Municipal Affairs, he has agreed to a meeting
 - Talcore databases have been replaced with a more public side - Solaro is a study guide and exam prep for grades 3-12 and Consumer Reports is a comparison and review database for purchasing
 - Staffing – 2 positions being advertised for: Digital Archivist (Temp. position) and Assistant Director
 - TRAC has a new library Director, Karla Palichuk, starting in January 2019
 - Indigenous: 2 MOU's with Two Hills and Vilna
 - Frog Lake is interested in a pop-up library, we will meet with them next week

Motion to accept Executive Director's report as presented – Warren Griffin - carried

4. Financial Report
 - See attached

Budget Report

 - TRAC vendor services up by \$5,000 (based on population and U.S. exchange rate)
 - Adjustment to levies 1.5% (pop. based on 2017)



Motion to release Board of Record funds (Rural Services Grant) from the operating account next week according to the 2016 population as required by PLSB. Disbursements to be made dated November 5, 2018. Moving forward funds will be disbursed to libraries no later than August 31 of each year – Craig Lukinuk – carried

Motion that all communication to the Board Chair and all responses from Board Chair be cc'd to all Executive members – Warren Griffin - carried

Motion to accept Financial Report as presented – Justin Thompson – carried

5. Policy Report
- none

AGENDA ITEMS

1. Additions to agenda

Motion to accept agenda – Laurent Amyotte – carried

2. Approval of Minutes from September 8, 2018

Motion to approve Minutes from September 8, 2018 – Jill McLuckie – carried

3. Policy Committee

- 6 policies need to be approved by the general Board

Motion to accept Policy Report as presented – Elaine Sorochan – carried

4. Building Committee

- Need to set up a meeting with the contractor on November 30 at 10:00 a.m.

- Jen-Col will bring the contracts and discuss, as well as select a design team and then proceed to apply for funding from the government

- They will come and talk with staff in January

Motion to accept the Building Committee report – Craig Lukinuk - carried

NEW ACTION ITEMS

Motion to adjourn 9:44 a.m. – Craig Lukinuk - carried

Next Executive meeting Monday, February 25th, 2019 at 10:00 a.m.

Approved By: _____



Date: _____

Nov. 3, 2018

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: December 13th, 2018

Time: 10:00 am

Attendees: Larry Tiedemann, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Justin Thompson, Karen Shaw, Cyndy Heslin, Julie Walker, Tracy Paradis, Jodi Dahlgren

Missing: Elaine Sorochan, Terri Hampson, Heather Elliott, Kelly McGrath

Meeting called to order at 10:01 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

none

REPORTS

1. Chair's Report
 - see attached
 - correction to Lac La Biche Library and Bonnyville Library; they do not serve more than 10,000 people
 - Grande Cache is no longer a town, therefore the library is no longer a part of Yellowhead Library System, they are part of Peace Library System due to the county taking them over.
 - presentation to Village of Ryley council went very well.

Motion to approve the Chair's report as presented – Laurent Amyotte – carried

2. Executive Director's Report
 - operations grant is in the bank
 - new van run seems ready to go; will be rolled out the week of January 14
 - policy handbooks are completed for staff; there will be a staff meeting January 11
 - to date 14 municipalities have approved the levy increase
 - annual reports – letter to PLSB to ask for an extension due to PLSB deadline in February, but our board meeting is not scheduled until March
 - with the new election the operation grant will be delayed again next year

Motion to approve Executive Director's report as presented – Cyndy Heslin – carried

3. Financial Report
 - no report

4. Policy Committee

Motion to forward to Policy Committee "Vacations, Flex/Lieu Time" for review – Craig Lukinuk – carried

AGENDA ITEMS

1. Additions to agenda
 5. Appraisal Committee – In-Camera-Executive Director
 6. Athabasca County Request

Motion to approve amended agenda – Jill McLuckie – carried

2. Approval of Minutes from November 3, 2018

Motion to approve amended Minutes from November 3, 2018 – Laurent Amyotte – carried

3. Building Committee

- met with Jen-Col on November 16 and November 30
- Jen-Col facilitated meeting on November 30 with the Design team (Kennedy)
- started working on designs with staff
- discussed energy efficient concepts
- working on grant projects – more environmentally sustainable
- verify January 7 teleconference meeting with Kennedy, Julie and Tracy
- next Building Committee meeting January 25 at 10:00a.m.
- send December 8, 2017 proposal from Jen-Col to Executive Committee

Motion to approve Building Committee Report as presented – Justin Thompson – carried

4. Cyndy Presenting Letter

- there was a discussion with the Ryley Library Board members regarding the Lac La Biche letter
- Ryley Library Board concerns: Why was the letter not responded to until 3 months after it was received? (Chair stated he responded within 48 hours after receiving letter and asked to have a meeting with Lac La Biche County Library Board); Why was information from the Executive Director and Vice-Chair not included in Chair's response? (Information was used during meeting between Lac La Biche County Library Board, Chair and Executive Director); NLLS is tainted in representation and lacking appropriate leadership. (Chair disagrees); The Chair was not diligent in responding to letter. (The time frame never allowed for discussion with Board. Lac La Biche County sent out letter before we were able to respond to initial letter)
(Chair response in red)
- it was also noted, by the Director, that the Town of Bonnyville has contacted her asking if there is a reply to their letter of support for the Lac La Biche letter, as well to address their own concerns
- at the last Executive meeting it was decided that all correspondence to and from the Chair is to be shared with the Executive Committee. Communication is to be open and given to everyone.
- Ryley Library Board still has concerns about Cowboys and Indians magazine subscription being discontinued. Cyndy addressed and explained to her board that it wasn't censorship, but it was due to poor circulation stats. Suggestion to send another letter from the Chair and Executive Director, to Ryley Library Board addressing this concern.

Motion to accept Cyndy's report as information – Jill McLuckie – carried

Motion to call break at 11:27 a.m. – Larry Tiedemann – carried

Motion to re-adjourn at 11:30 a.m. – Larry Tiedemann – carried

5. Appraisal Committee – Executive Director appraisal

Motion to go in-camera at 11:35 a.m. re: Executive Director review – Cyndy Heslin – carried

Motion to come out of camera at 12:55 p.m. – Karen Shaw – carried

Motion to extend Julie's contract by 90 days for further review – Karen Shaw – carried

6. Athabasca County Request

- Athabasca County is asking the Executive Committee and General Board to lobby the government for changes to the Libraries Act and Regulations.
- with the impending election coming up it was decided to wait until later in the new year.
- this is a discussion that needs to be started, was suggested to bring up at the next Board meeting for all the members to discuss.

Motion to bring Athabasca County request to lobby government for changes to the Libraries Act and Regulations to next General Board meeting for information and discussion – Warren Griffin – carried

NEW ACTION ITEMS

1. Send to Executive Committee December 8, 2017 proposal from Jen-Col – Tracy Paradis
2. Building Committee to present update to Executive Committee after January 25 meeting – Laurent Amyotte
3. Letter to be sent to Ryley Library Board to address the Cowboys and Indians magazine subscription – Chairman and Executive Director

Motion to adjourn 1:48 p.m. – Cyndy Heslin – carried

Next Executive meeting Monday, February 25th, 2019 at 10:00 a.m.

Approved By: *L. R. Jordan*

Date: *February 25, 2019*

**Northern Lights Library System
Board Meeting
March 10, 2018
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene - Lac La Biche County
Berry, Loraine - Town of Gibbons
Bruce, Barry – Beaver County
Clarke, Donna - Town of Mundare
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Hanson, Doug - Village of Holden
Kuzio, Tara - County of Minburn
Lefebvre, Vicky - City of Cold Lake
May, Tanya - Town of Bon Accord
McMann, Debbie - Village of Innisfree
Murray, Clinton - County of Vermillion River
Rudolf, Donna - Village of Myrnam
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Thompson, Justin - Town of Vermillion
Valeau, Phil - M.D. of Wainwright

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Crawford, Patrick - Town of Bruderheim
Diduck, David - Lamont County
Evans, Susan - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Lawson, Marjorie - Village of Irma
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Smith, Ina – S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Regrets

DeMoissac, Tyson - Town of St. Paul
Lawrence, Tara - Village of Marwayne
Morton, Melody - Town of Smoky Lake

Harvey, Al - Town of Lamont
Lupul, Sheila - Village of Andrew

Absent

- Town of Viking
Binder, Duncan - S.V. of Island Lake
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Filipchuk, Richard - Thorhild County
Krahulec, Julie - Village of Waskatenau
Skarsen, Darcy - M. D. of Bonnyville

Guests

Penn, Maureen - LMC

Staff

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

Hampson, Terri - Finance Officer
Nyssen, CJ - Public Services
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 10:06 a.m.
Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre

2. Introductions

3. Adoption of Agenda
Additions to agenda 5.4.4 – ALTA Rep.

APPENDIX I

2018/03/10-01 Motion to approve the amended agenda – Barbara Smith – carried

4. Minutes of December 9, 2017

APPENDIX II

2018/03/10-02 Motion to approve the minutes of December 9, 2017 – Lorna Storoschuk – carried

5. For information

1. Library Managers Council Report - Maureen Penn

APPENDIX III

- United Voice Working Group – will not go under an umbrella, but a consortium type model, to advocate at the national level
- Jasper Conference – libraries sign up, early bird almost over, shuttle busses from Jasper have been added; see website for off-site hotel costs
- Updates from LMC Feb. 28 meeting: Hoopla is now 2 check-outs per month. Feedback is that users are happy that the resource is still available. In-camera session: provided feedback on NLLS quality of service in each department. Full report available on website.

2018/03/10-03 Motion to accept the Library Managers Council Report as information – Ina Smith – carried

2. ALTA Report

APPENDIX IV

- no report
- new ALTA rep. is Jennifer Anheliger (Board Chair of Morinville)

2018/03/10-04 Motion to accept ALTA report as information – Craig Lukinuk – carried

3. Director's Report-Julie Walker

APPENDIX V

- Advocacy Course created with Northern Lakes College is up and running, and first 8 participants are presently completing it. After feedback is integrated from this trial run, the course will be available to the general public.
- New hires – CJ Nyssen has taken on reserve and settlement service, due to Tanya Fontaine's unexpected departure. Anna Scott joins NLLS in May and will be a Public Services Consultant with an emphasis on programming. Crystal Boorse is the new Shipping Coordinator in charge of handling ILL's.
- Hoopla – costs are out of control; digital resource funds need to be distributed across a wide variety of resources. LMC voted to limit Hoopla check-outs to 2 per month per library card holder.
- On March 28, PLSB and NLLS will be meeting with Town of Legal to present to join Northern Lights Library System.
- LMC – meeting was requested by Northern Lights to open up communication so that NLLS knows where it might be falling short. NLLS is looking at addressing Library Managers' concerns. Asked the library managers to assist on committees: Idea Hub (9 members) for programming and database selections; Conference Committee (5 members) invites feedback from library manager on what they want to see at the conference.

2018/03/10-05 Motion for Administration to bring a report to the Executive with respect to the issues brought by the LMC, and the Executive will report on progress made for the next Board meeting – Susan Evans – carried.

Should Indigenous representative be indigenous? Libraries and library Managers are the best ones to know their communities. Direction is to offer MOU's to nearby libraries to offer services to reserves and settlements. Individual libraries will endeavor to hire staff to represent local reserves and settlements. Northern Lights will step back as a point of service but will act as advisors.

2018/03/10-06 Motion to accept the Executive Director's report as information – Cyndy Heslin – carried

4. Chairman's Report – Vicky Lefebvre

APPENDIX VI

- reviewed vacant spaces on committees (Policy and Building)
- in need of someone with building knowledge to be on Building Committee

- Advocacy Course – 6 library managers and 1 board member have signed up. Once trial is over it will be available to NLLS system members
- reviewed Plan of Service
- worked on marketing and website
- budget – interim budget will be set in the fall; final budget will be in the new year (which is more responsive to libraries' cash flow)
- thanks to Maureen Penn for her work and experience as she is stepping down as Chair of LMC
- communication protocol will be drafted in policies
- thanks to Stephen Dafoe for his work as Board Chair

2018/03/10-07 Motion to accept Chairman's report as information – Les Dorosh - carried

1. Audit – Barb McCarthy
 - See attached

2018/03/10-08 Motion to accept the Audit Report as information – Larry Tiedemann – carried

2. Annual Reports (Edmonton Garrison, Myrnam, and NLLS)
 - See attached

2018/03/10-09 Motion to accept Edmonton Garrison's Annual Report – Jill McLuckie – carried

2018/03/10-10 Motion to accept Myrnam's Annual Report – Barbara Smith – carried

2018/03/10-11 Motion to accept NLLS's Annual Report – Cyndy Heslin – carried

3. Elections (Chair, Zone 2 & 4, member-at-large)

Chair nominations:

Laurent Amyotte nominated Vicky Lefebvre

Vicky accepted nomination

Phil Valteau nominated Larry Tiedemann

Larry accepted nomination

Cathy Brown nomination Cyndy Heslin

Cyndy accepted nomination

2018/03/10-12 Motion for nominations to cease – Darlene Beniuk – carried

New Board Chair – Larry Tiedemann

2018/03/10-13 Motion to destroy ballots – Jill McLuckie – carried

Zone 2 – Executive – Elaine Sorochan

Zone 4 – Executive – Jill McLuckie

Member-at-large nominations:

Jill McLuckie nominated Justin Thompson

Barbara Smith nominated self

2018/03/10-14 Motion for nominations to cease – Phil Valteau – carried

Member-at-Large – Executive – Justin Thompson

4. Committee Members (Budget, Policy and Building)

- Budget Committee – Cyndy Heslin

- Policy Committee – Debra McQuinn, Warren Griffin, Craig Lukinuk, Vicky Lefebvre, Jill McLuckie

- Building Committee – Laurent Amyotte, Craig Lukinuk, Richard Yaceyko (Vermilion alternate)

5. ALTA Representative

- currently not covered for expenses
- money to be put into budget, up to \$3,000 for expenses not covered (money is for smaller boards that cannot afford to go)
- ALTA reps. Have teleconference meetings monthly, several in-person strategy sessions near Red Deer
- ALTA rep. represents the Northern Lights area, not the System
- looking to create a job description, with monthly reports required

5. Adjournment

2018/03/10-15 Motion to adjourn – Phil Valleau – carried

Approved By: _____



Date: _____

May 5, 2018

**Northern Lights Library System
Board Meeting
May 5, 2018
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Berry, David - Town of Vegreville
Bruce, Barry - Beaver County
Comeau, Neal - Sturgeon County
Diduck, David - Lamont County
Foley, Bob - Town of Wainwright
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Murray, Clinton - County of Vermillion River
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Sorochan, Elaine - Town of Two Hills
Tiedemann, Larry - S.V. of Mewatha Beach

Beniuk, Darlene - Lac La Biche County
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Crawford, Patrick - Town of Bruderheim
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Harvey, Al - Town of Lamont
Krahulec, Julie - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Lupul, Sheila - Village of Andrew
May, Tanya - Town of Bon Accord
McMann, Debbie - Village of Innisfree
Millante, Jaycynth - Town of Gibbons
Noel, Norm - Town of St. Paul
Rudolf, Donna - Village of Myrnam
Smith, Barbara - Village of Boyle
Storoschuk, Lorna - Town of Bonnyville
Valleau, Phil - M.D. of Wainwright

Regrets

Arnold, Mary - Village of Paradise Valley
Dafoe, Stephen - Town of Morinville
Lawrence, Tara - Village of Marwayne
Romanko, Don - Village of Vilna
Smith, Ina - S.V. of Pelican Narrows

Cherniwchan, Tannia - Town of Athabasca
Gramlich, Val - Village of Chauvin
Lawson, Marjorie - Village of Irma
Skarsen, Darcy - M.D. of Bonnyville

Absent

Barr, Lori - S.V. Island Lake South
Filipchuk, Richard - Thorhild County
Irving, Dennis - Whispering Hills
O'Toole-Balaban, Debbie - Town of Viking
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Binder, Duncan - S.V. of Island Lake
Hursin, Amelia (Myn) - S.V. of West Baptiste
Morton, Melody - Town of Smoky Lake
Thompson, Justin - Town of Vermilion

Guests

Allan, Ken - PLSB
Dahlgren, Jodi - LMC

Anheliger, Jennifer - ALTA Rep.

Staff

Elliott, Heather - Marketing & Communications Mgr.
Paradis, Tracy - Administrative Assistant/Recording Secretary
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Quail, Lois - Assistant Director

1. Call to order – Meeting called to order at 10:07 a.m.
2. Introductions
3. Adoption of Agenda

APPENDIX I

Additions to Agenda 5.3 PLSB report

2018/05/05-01 Motion to approve the amended agenda – Warren Griffin – carried

4. Minutes of March 10, 2018

APPENDIX II

2018/05/05-02 Motion to approve the minutes of March 10, 2018 – Les Dorosh – carried

5. For information

1. Library Managers Council Report - Jodi Dahlgren

APPENDIX III

- next meeting is May 30, 2018
- ALC – there were several librarians and library board members that attended
- Town of Morinville received the U-Libraries Award and Minister's Award



- Cold Lake, St. Paul and Mallaig Libraries were all finalists for the Minister's Award
- TRAC meeting will be held at the end of the month

2018/05/05-03 Motion to accept the Library Managers Council Report as information – Craig Lukinuk – carried

2. ALTA Report – Jennifer Anheliger

APPENDIX IV

- ALTA is to create a forum on the website for trustees to ask questions and give answers
- Board Trustees need to have their email addresses on file with ALTA otherwise they are unable to log on
- Devising a new Trustee Handbook
 - would like input from everyone
- if you have any questions about ALTA, please contact Jennifer Anheliger (Tracy has her contact information)

2018/05/05-04 Motion to accept the ALTA Report as information – Barbara Smith – carried

3. PLSB Report – Ken Allan

APPENDIX V

- PLSB is pleased to welcome back Katrina Peachey (formerly Borowski); she's in charge of the e-resources contracts
- Ken Feser has left PLSB to become chief Librarian at Medicine Hat Library; PLSB is looking for a replacement for Ken
- There's a temporary scale-back on the Board Basics Seminars, due to the temporary limited staffing
- There will only be 2 Board Basics this year June 2 is in Cochrane, AB and the other will be TBA in the Fall
- Board Orientation is still available, PLSB will come out and do a Board Orientation for new Board members
- May 28 & 29 – there is a resource sharing group
- Pronunciator has replaced Mango, and is now available for download
- Hoopla – PLSB has given all the systems and nodes a share of a one-time payment to assist with cost of Hoopla. NLLS' share is \$31,000.

2018/05/05-05 Motion to accept the PLSB Report as information – Cyndy Heslin – carried

4. Director's Report-Julie Walker

APPENDIX VI

- Innovative Interfaces
 - 4 Directors met with the CEO of Innovative in Calgary
 - there is a new Canadian representative – Regan Dewey
 - Innovative has created a plan for communications, quarterly updates; this way they can be held accountable
 - it was a very good meeting
- Legal
 - Larry and Julie, along with PLSB, went to do a presentation at Legal
 - they are still deciding the route they want to go: new building, renovations on existing building, or just join for services
- Hoopla
 - LMC has dropped the number of checkouts from 5 to 2 and is has made a difference in the cost
 - PLSB has given a one-time amount of extra funding to held with the costs of Hoopla
- LMC
 - all the issues have been addressed and will be presented to the LMC at their meeting on May 30

- VR machine is booked until summer 2019; the Executive approved the purchase of an additional VR machine at this morning's meeting
- New Staff
 - Anna Scott will be a Public Services Consultant (programming, makerspace, etc.), she starts June 11.
 - Alexis Bristow is coming back as one of our summer students
 - Margaret Young, who has been with us for 23 years, is retiring this summer; looking for someone to replace her
- TAL
 - the new CEO is Jim Jinevsky
- Advocacy Training (Cyndy Heslin) (see attached)
 - Cyndy Heslin volunteered to take the course
 - 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
 - this course benefits everyone
 - gives the knowledge to create a successful advocacy plan
 - this will be available to everyone
 - the cost of this program is \$350 per person
 - an on-line training program that can be done at your own pace

2018/05/05-06 Motion to accept the Executive Director's report as information – Debra McQuinn – carried

- Income Statements
- see attached

2018/05/05-07 Motion to accept Financial Statements as presented – Lorna Storoschuk – carried

5. Chairman's Report-Larry Tiedemann

APPENDIX VII

- see attached
- attended System Director's and Chair's meeting
- government is in the "red-zone"
- ALTA – their responsibility is for provincial advocacy only; any local issues are your local responsibility

2018/05/05-08 Motion to accept the Chair's Report as information – Bernie Marko – carried

6. Policies

APPENDIX VIII

Continuing Education and Professional Development

2018/05/05-09 Motion to approve Continuing Education and Professional Development Policy – Elaine SoroChan – 1 opposed – carried

Employee Reduction and Termination

2018/05/05-10 Motion to approve Continuing Education and Professional Development Policy – Barbara Smith – 3 opposed – carried

Hours of Work

2018/05/05-11 Motion to approve Hours of Work Policy – Jill McLuckie – carried

Overtime

2018/05/05-12 Motion to approve Overtime Policy – Barbara Smith – carried

Vacation

2018/05/05-13 Motion to approve Vacation Policy – Jay Millante – carried

Leaves

2018/05/05-14 Motion to approve Leaves Policy – Cyndy Heslin – carried

NLLS Company Vehicles & Equipment

2018/05/05-15 Motion to approve NLLS Company Vehicles & Equipment Policy, with a direction to Policy Committee to investigate drivers who have no insurance history – Al Harvey – 1 opposed – carried

Cell Phone

2018/05/05-16 Motion to approve Cell Phone Policy – Jill McLuckie – 1 opposed – carried

Inclement Weather

2018/05/05-17 Motion to approve Inclement Weather Policy – Darryl Frank – carried

Policy Statements

2018/05/05-18 Motion to approve Policy Statement Policy – Debra McQuinn – carried

Governance Style of the Board

2018/05/05-19 Motion to approve Governance Style of the Board – Cyndy Heslin – carried

Election of Executive Committee

2018/05/05-20 Motion to refer to Policy Committee to establish guidelines on the election process and clarification of campaigning and soliciting – Al Harvey – carried

Committees of the Board

2018/05/05-21 Motion to approve Committees of the Board Policy – Debra McQuinn – carried

Recognition–Board Chair

2018/05/05-22 Motion to approve Recognition–Board Chair Policy – Bernie Marko – carried

Finance Funds Account

2018/05/05-23 Motion to approve Finance Funds Account Policy – Cyndy Heslin – carried

Building Rental Policy

2018/05/05-24 Motion to approve Building Rental Policy – Cyndy Heslin – carried

7. Attendance

APPENDIX IX

- When Board Member misses 3 meetings in a row, as per the Libraries Act, letter will be sent to the Mayor and CAO of municipality requesting a new appointee

8. FOIP

APPENDIX X

- NLLS is arranging a FOIP session, if there is enough interest
- Julie will inform the Board of dates for the session

9. Committees

APPENDIX XI

- HR Committee
- Zone 3 rep. needed
- Sheila Lupul, Village of Andrew

10. Website – Heather

- Heather did a presentation on how to access Board information on our new website

APPENDIX XII

11. Adjournment – 1:24 p.m.

Approved By:



Date:

Sept 8/18

**Northern Lights Library System
Board Meeting
September 8, 2018
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene & Borgun, Colette - Lac La Biche County
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Hryciuk, Stacey - County of Vermilion River
Lawrence, Tara - Village of Marwayne
Lefebvre, Vicky - City of Cold Lake
Lupul, Sheila - Village of Andrew
May, Tanya - Town of Bon Accord
McMann, Debbie - Village of Innisfree
Millante, Jaycynth - Town of Gibbons
Noel, Norm - Town of St. Paul
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Thompson, Justin - Town of Vermilion

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Bruce, Barry - Beaver County
Clarke, Donna - Town of Mundare
Diduck, David - Lamont County
Evans, Susan - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kuzio, Tara - County of Minburn
Lawson, Marjorie - Village of Irma
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Morton, Melody & Kaban, Melody - Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Rudolf, Donna - Village of Myrnam
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Tiedemann, Larry - S.V. of Mewatha Beach
Valleau, Phil - M.D. of Wainwright

Regrets

Barr, Lori - S.V. Island Lake South

Filipchuk, Richard - Thorhild County

Absent

Binder, Duncan - S.V. of Island Lake
Irving, Dennis - Whispering Hills
O'Toole-Balaban, Debbie - Town of Viking
Skarsen, Darcy - M.D. of Bonnyville

Hursin, Amelia (Myn) - S.V. of West Baptiste
Krahulec, Julie - Village of Waskatenau
Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
Paradis, Tracy - Administrative Assistant/Recording Secretary
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Quail, Lois - Assistant Director

1. Call to order – Meeting called to order at 10:20 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
- not acknowledged
4. Adoption of Agenda

APPENDIX I

Amendments to Agenda 6.7 Lac La Biche Letter change to 6.1

2018/09/08-01 Motion to approve the amended agenda – Bernie Marko – carried

5. Minutes of May 5, 2018

APPENDIX II

2018/09/08-02 Motion to approve the minutes of May 5, 2018 – Warren Griffin – carried

6. For information

1. Lac La Biche Library Board Letter – Loraine Anderton

APPENDIX III

Loraine Anderton (Board Chair from Lac La Biche County Libraries) presented a letter, which was sent to the NLLS Chair (Larry Tiedemann) dated June 14, 2018. On June 22, Larry asked Vicky

Lefebvre (Vice-Chair) and Julie Walker (Executive Director) to send their responses to the letter to him for review. Julie forwarded her response to Larry on June 22nd and Vicky sent her response to Larry on June 24th. Loraine Anderton stated she didn't receive these responses. Due to lack of response, Lac La Biche County Board Member, Darlene Beniuk, stated she spoke with her Mayor and council, and they agreed to send the second letter dated August 23, 2018 to the Mayors of the Municipalities; stating concerns of service and communication with NLLS. This topic was discussed at length, with the overall view that this letter left NLLS Board Members blind-sided, as they were unaware of what the letter contained. A few of the Board Members felt that this letter was over-stepping, and that it is the responsibility of the NLLS Board to deal with such concerns. As well, the Board felt that they should have had the chance to review and respond to the letter prior to it being sent to the Mayors.

There was a suggestion, that the Mayor of Lac La Biche County should send a letter of apology to the NLLS Board for the way this issue was handled.

2018/09/08-03 Motion that the Board accept the letter of June 14, 2018 as information; further that the Executive be directed to follow-up on the issues raised and direction outlined; further that a letter be provided from the NLLS Board Chair to Lac La Biche County and all municipalities and Library Boards outlining directions taken from the letter and outlining concerns with protocol. – Al Harvey – carried

2. PLSB Report – emailed report

2018/09/08-04 Motion to accept report as information – Cyndy Heslin – carried.

3. Library Managers Council Report – Jodi Dahlgren

- Last LMC meeting was May 30th, 34 library managers and 5 NLLS staff attended
- Discussions included service, government courier
- Wireless service in libraries – right now patrons have to login with their barcode. Would like to change that to an open system, NLLS will do a trial.
- Next LMC is September 20th.

2018/09/08-05 Motion to accept the Library Managers Council Report as information – Stephen Dafoe – carried

4. ALTA Report – Jennifer Anheliger

APPENDIX IV

- ALTA wants to hear the challenges that Boards are having regarding funding (successes and challenges)
- if you have any questions or concerns about ALTA, please contact Jennifer Anheliger (Tracy has her contact information)

2018/09/08-06 Motion to accept the ALTA Report as information – David Berry – carried

5. Executive Director's Report – Julie Walker

APPENDIX V

- See attachments on Department Reports
- NLLS Conference is September 20 and 21, if you haven't registered please do so
- Jasper rooms are now available, please email Tracy with your room request tparadis@nlls.ab.ca
- Julie is attending AUMA as a Vendor with the 7 systems – prize is a donation to the library of choice

2018/09/08-07 Motion to accept the Executive Director's Report as information – Jill McLuckie – carried

6. Chairman's Report – Larry Tiedemann

APPENDIX VI

- See attached
- Send a letter to Lac La Biche County in response to their letter
- Vicky will attend the LMC in September
- Working on Statement of Services to present to Councils this fall and early spring with Julie

2018/09/08-08 Motion to accept the Chairman's report as information – Lorna Storoschuk – carried

7. Budget

APPENDIX VII

- See attached (Draft Budget)
- Suggested levy increase for 2019 – 1.5%

2018/09/08-09 Motion to accept the Draft Budget as information – Al Harvey – 1 opposed – carried

8. Policies

APPENDIX VIII

All yellow highlighted policies are a name or wording change only

2018/09/08-10 Motion to approve Policies (Staff Orientation, Staff Expenses & Reimbursement, Staff Reduction & Termination, Overtime, Statutory & General Holidays, Benefits, Leaves, Sick Days & Short-Term Disability, Staff Long Service, Performance Management, Inclement Weather, Workplace Impairment, Gym Usage, Library Property, Political Activity, Internet & Computer Usage, Spyware & Spam Control, Social Media, Email Usage, Outside Computers, Contractors & Technicians, Privacy Issues, Policy Statements, Governance Style of the Board, Loan of Resources, Confidentiality of User Records) – Debra McQuinn – carried

NLLS Cell Phone

2018/09/08-11 Motion to approve NLLS Cell Phone Policy – Cyndy Heslin – 1 opposed – carried

Employee Conduct & Disciplinary Action

2018/09/08-12 Motion to approve Employee Conduct & Disciplinary Action Policy – Elaine Sorochan - carried

Workplace Violence & Harassment

2018/09/08-13 Motion to approve Workplace Violence & Harassment Policy – Les Dorosh – carried

NLLS Substance Abuse

2018/09/08-14 Motion to approve NLLS Substance Abuse Policy – Barbara Smith – carried

Governance

2018/09/08-15 Motion to approve, with amendment Governance Policy – Bernie Marko – 1 opposed – carried

Role of Board Chair

2018/09/08-16 Motion to approve Role of Board Chair Policy – Stephen Dafoe – carried

Annual Agenda

2018/09/08-17 Motion to approve Annual Agenda Policy – Lorna Storoschuk – 1 opposed – carried

Board Honoraria & Expenses

2018/09/08-18 Motion to approve Board Honoraria & Expenses Policy – Tara Kuzio – carried

Board Member Orientation PD

2018/09/08-19 Motion to approve Board Member Orientation PD Policy – Debbie McMann – carried

Signing Authority

2018/09/08-20 Motion to approve, with amendments, Signing Authority Policy – Elaine Sorochan – carried

Recognition of Board Chair

2018/09/08-21 Motion to delete Recognition of Board Chair Policy – Barbara Smith – carried

General Obligations

2018/09/08-22 Motion to delete General Obligation Policy – Craig Lukinuk – carried

Penalty for Non-Compliance

2018/09/08-23 Motion to delete Penalty for Non-Compliance Policy – Tanya May – carried

Compensation

2018/09/08-24 Motion to approve Compensation Policy – Justin Thompson – carried

Continuing Education

2018/09/08-25 Motion to approve Continuing Education Policy – Jill McLuckie – carried

Probationary Period

2018/09/08-26 Motion to approve Probationary Period Policy – Dianne Saskiw – carried

Hours of Work

2018/09/08-27 Motion to approve Hours of Work Policy – Barbara Smith – carried

Vacation

2018/09/08-28 Motion to approve Vacation Policy – Val Gramlich – carried

Pay Days

2018/09/08-29 Motion to approve Pay Days Policy – Tara Kuzio – 1 opposed – carried

Retirement

2018/09/08-30 Motion to approve Retirement Policy – Jay Millante – carried

NLLS Company Vehicles

2018/09/08-31 Motion to remove Section D – Phil Valleau – defeated

2018/09/08-32 Motion to approve NLLS Company Vehicles Policy – Melody Morton – 4 opposed – carried

Working Alone

2018/09/08-33 Motion to approve Working Alone Policy – Debra McQuinn – carried

Code of Ethics

2018/09/08-34 Motion to approve Code of Ethics Policy – Cyndy Heslin – carried

Whistleblower Policy

2018/09/08-35 Motion to approve Whistleblower Policy – Norm Noel – carried

Financial Matters

2018/09/08-36 Motion to approve Financial Matters Policy – Elaine Sorochan – carried

Conflict of Interest

2018/09/08-37 Motion to approve Conflict of Interest Policy – Val Gramlich – carried

Grievances

2018/09/08-38 Motion to approve Grievances Policy – Lorna Storoschuk – carried

Executive Director Grievance

2018/09/08-39 Motion to approve Executive Director Grievance Policy – Barbara Smith – carried

Role of Executive Committee

2018/09/08-40 Motion to approve Role of Executive Committee Policy – Debra McQuinn – carried

Board Code of Ethics

2018/09/08-41 Motion to approve Board Code of Ethics Policy – Craig Lukinuk – carried

Committees of the Board

2018/09/08-42 Motion to approve Committees of the Board Policy – Norm Noel – 1 opposed – carried

Policy Making

2018/09/08-43 Motion to approve Policy Making Policy – Justin Thompson – carried

Election

2018/09/08-44 Motion to approve Election Policy – Melody Morton – carried

Personal Cell Phone Policy

2018/09/08-45 Motion to approve Personal Cell Phone Policy – Cyndy Heslin – carried

Communication Protocol Staff

2018/09/08-46 Motion to send back to Policy Committee for further discussion – Bernie Marko – carried

Communication Protocol Library Managers

2018/09/08-47 Motion to amend Communication Protocol Library Managers Policy – Cyndy Heslin – carried

2018/09/08-48 Motion to approve, with amendment Communication Protocol Library Managers Policy – Craig Lukinuk – carried

Communication Protocol Board

2018/09/08-49 Motion to approve Communication Protocol Board Policy – Laurent Amyotte – carried

9. Adjournment – 2:25 p.m.

Approved By:



Date:

Nov. 3/18

**Northern Lights Library System
Board Meeting
November 3, 2018
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Comeau, Neal - Sturgeon County
Diduck, David - Lamont County
Frank, Daryl - Village of Kitscoty
Hryciuk, Stacey - County of Vermilion River
Krahulec, Julie - Village of Waskatenau
Lawrence, Tara - Village of Marwayne
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
McQuinn, Debra - Town of Elk Point
Noel, Norm - Town of St. Paul
Oudshoorn, Will - Village of Innisfree
Rudolf, Donna - Village of Myrnam
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Tiedemann, Larry - S.V. of Mewatha Beach
Valleau, Phil - M.D. of Wainwright

Beniuk, Darlene - Lac La Biche County
Binder, Duncan - S.V. of Island Lake
Bruce, Barry - Beaver County
Dafoe, Stephen - Town of Morinville
Dorosh, Les & McRae, David - Town of Redwater
Griffin, Warren - Athabasca County
Jubenville, Marc - M.D. of Bonnyville
Kuzio, Tara - County of Minburn
Lawson, Marjorie & Coubrough, Doug - Village of Irma
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill - Village of Mannville
Millante, Jaycynth - Town of Gibbons
Olechow, Wayne - Town of Bruderheim
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Thompson, Justin - Town of Vermilion

Regrets

Arnold, Mary - Village of Paradise Valley
Clarke, Donna - Town of Mundare
Harvey, Al - Town of Lamont

Cherniwchan, Tannia - Town of Athabasca
DeSousa, Jordan - PLSB
Heslin, Cyndy - Village of Ryley

Absent

Barr, Lori - S.V. Island Lake South
Foley, Bob - Town of Wainwright
Hursin, Amelia (Myn) - S.V. of West Baptiste
Lupul, Sheila - Village of Andrew
Morton, Melody - Town of Smoky Lake
Romanko, Don - Village of Vilna

Filipchuk, Richard - Thorhild County
Gramlich, Val - Village of Chauvin
Irving, Dennis - Whispering Hills
May, Tanya - Town of Bon Accord
Nearing, Clint - Town of Viking
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
Paradis, Tracy - Administrative Assistant/Recording Secretary

Hampson, Terri - Finance Officer
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 10:03 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
- not acknowledged
4. Adoption of Agenda

APPENDIX I

2018/11/03-01 Motion to approve the agenda – Bernie Marko – carried

5. Minutes of September 8, 2018

APPENDIX II

2018/11/03-02 Motion to approve the minutes of September 8, 2018 – David Barry – carried

6. For information

1. PLSB Report – Jordan DeSousa
No report

APPENDIX III



2. Library Managers Council Report – Jodi Dahlgren
 - LMC was held the morning of the NLLS Conference on September 8, there were 37 attendees from the libraries.
 - 3 new library managers at St. Paul, Redwater, and Thorhild.
 - New van run proposed - librarians in favor with a couple of tweaks. November 1st was to be start date, but it's delayed to the New Year.
 - A new database has been approved Lynda.com
 - Open wireless recommended from libraries for public use.
 - It was decided no change to collection codes.
 - Rock's Backpages – 30-day trial for library managers.
 - Advocacy group for library managers.
 - Concerns of communication-letters from libraries not being addressed, timeliness of response.
 - Information from this board is not being conveyed to their library boards.
 - Larry Tiedemann, NLLS Board Chair, stated that all information received and sent from the Chair will be cc'd to all members of the Executive committee.

2018/11/03-03 Motion to accept the Library Managers Council report as information – Stephen Dafoe – carried.

3. ALTA Report – Jennifer Anheliger
 - Jennifer made a presentation on what is ALTA and what they do. (The presentation is on the NLLS website)

2018/11/03-04 Motion to accept the ALTA report as information – Debra McQuinn – carried

4. Executive Director's Report – Julie Walker
 - AUMA-NLLS is represented at these conferences; NLLS had the most amount of councillors visit our booth.
 - New databases – Talcore databases have been replaced with 2 new databases - Solaro is a study guide and exam prep for grades 3-12 and Consumer Reports is a comparison and review database for purchasing.
 - Staffing – 2 positions are being advertised for Digital Archivist (temp. position) and Assistant Director.
 - TRAC has a new Director – Karla Palichuk, starting in January 2019.
 - Indigenous – 2 MOU's have been signed - Two Hills and Vilna.
 - Frog Lake is interested in a pop-up library, we will meet with them next week.
 - At the Executive meeting the committee decided to give the libraries their funding money this Monday from the NLLS account. Due to PLSB funding taking another 4-6 weeks.

APPENDIX IV

2018/11/03-05 Motion to accept the Executive Director's report as information – Will Oudshoorn – carried

5. Board Members 9 years on Board
 - Donna Clarke from Town of Mundare and Mary Arnold from Village of Paradise Valley

APPENDIX V

2018/11/03-06 Motion to send a letter to the 2 municipalities to ask them to make a special resolution to appoint their members due to them being on the board for more than 9 years, as per Library Regulations & Act – Stephen Dafoe – carried

6. Chairman's Report – Larry Tiedemann
 - See attached

APPENDIX VI

2018/11/03-07 Motion to accept the Chairman's report as information – Phil Valteau – carried

7. Building Committee – Laurent Amyotte

APPENDIX VII

- Please see attached
- Met with Jen-Col, did a walk through, decided there's a lot of space to work with.
- Will meet again at the end of November to sign contracts and select a design team and then proceed to apply for funding from the government.

2018/11/03-08 Motion to accept the Building Committee report as information – Justin Thompson – carried

8. Budget

APPENDIX VIII

- TRAC increase up \$5,000 due to U.S. exchange rate

2018/11/03-09 Motion to accept budget – David Diduck – carried

Balance Sheet – see attached

2018/11/03-10 Motion for Policy Committee to develop a policy for the Board of Record (Rural Services Grant) between Counties and M.D.'s without library boards and NLLS regarding the funding and disbursements of such – Craig Lukinuk - carried

2018/11/03-11 Motion to release Board of Record funds (Rural Services Grant) from the operating account next week according to the 2016 population as required by PLSB. Disbursements to be made dated November 5, 2018. Moving forward funds will be disbursed to libraries no later than August 31 of each year – Craig Lukinuk - carried

9. Policies

2018/11/03-12 Motion to approve Accounting and Audit Policy – Bernie Marko – carried

2018/11/03-13 Motion to approve Budget Policy – David Berry – carried

2018/11/03-14 Motion to approve Grant Application Policy – Barbara Smith – carried

2018/11/03-15 Motion to approve Investments Policy – Jill McLuckie – carried

2018/11/03-16 Motion to approve Facility Use Rental – Debra McQuinn – carried

2018/11/03-17 Motion to send back to Policy committee, the Service Points-Purpose and Goals Policy, to change wording – Barbara Smith – carried (with 5 opposed)

10. Adjournment 12:02 p.m.

Next regular Board Meeting will be held Saturday, March 2, 2019

Approved By:



Date:

March 2, 2019