

**Northern Lights Library System
Board Meeting
March 2, 2019
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene - Lac La Biche County
Buckle, Bob - City of Cold Lake
Dafoe, Stephen - Town of Morinville
Filipchuk, Richard - Thorhild County
Frank, Daryl - Village of Kitscoty
Harvey, Al - Town of Lamont
Kaban, Melody (alt.) - Town of Smoky Lake
Lawrence, Tara - Village of Marwayne
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill - Village of Mannville
Millante, Jaycynth - Town of Gibbons
Nearing, Clint - Town of Viking
Oudshoorn, Will - Village of Innisfree
Saskiw, Dianne - County of Two Hills
Smith, Ina - S.V. of Pelican Narrows
Storoshuk, Lorna - Town of Bonnyville
Thompson, Justin - Town of Vermilion

Arnold, Mary - Village of Paradise Valley
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Dorosh, Les & McRae, David - Town of Redwater
Foley, Bob - Town of Wainwright
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kuzio, Tara - County of Minburn
Lawson, Marjorie - Village of Irma
Marusiak, Steven - Village of Holden
McQuinn, Debra - Town of Elk Point
Murray, Clinton - County of Vermilion River
Olechow, Wayne - Town of Bruderheim
Rudolf, Donna - Village of Myrnam
Shaw, Karen - Sturgeon County
Sorochan, Elaine - Town of Two Hills
Swigart, Dana - M.D. of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Regrets

Berry, David - Town of Vegreville
Clarke, Donna - Town of Mundare
May, Tanya - Town of Bon Accord
Smith, Barbara - Village of Boyle

Binder, Duncan - S.V. of Island Lake
Lupul, Sheila - Village of Andrew
Noel, Norm - Town of St. Paul

Absent

Barr, Lori - S.V. Island Lake South
Diduck, David - Lamont County
Hursin, Amelia (Myn) - S.V. of West Baptiste
Krahulec, Julie - Village of Waskatenau
Romanko, Don - Village of Vilna
Valleau, Phil - M.D. of Wainwright

Bruce, Barry - Beaver County
Gramlich, Val - Village of Chauvin
Irving, Dennis - Whispering Hills
Reid, Tom - Village of Edgerton
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anderson, Kerry & Poitras, Colette – PLSB
Dahlgren, Jodi – LMC

Anheliger, Jennifer - ALTA Rep.

Staff

Elliott, Heather - Marketing & Communications Mgr.
McGrath, Kelly – I.T. Manager
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Paradis, Tracy - Administrative Assistant/Recording Secretary

1. Call to order – Meeting called to order at 10:05 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
Larry Tiedemann
4. Adoption of Agenda

APPENDIX I

2019/03/02-01 Motion to accept the amended agenda – Karen Shaw – carried

5. Minutes of November 3, 2018

APPENDIX II

2019/03/02-02 Motion to approve the minutes of November 3, 2018 – Les Dorosh – carried

6. For information

1. Auditor's Report – Jeff Alliston

APPENDIX III

- see attached
- Revenue \$3,340,717
- Expenses \$3,199, 138
- Annual Surplus \$140,319 (2017 - \$138,853)
- Note: to find out the credit card amount that had no documentation

2019/03/02-03 Motion to send to Executive Committee for development of unrestricted and restricted fund policy – Karen Shaw – carried

2019/03/02-04 Motion to accept Auditor's Report – Cyndy Heslin – carried

2. PLSB Report – Colette Poitras & Kerry Anderson

- Rolling out story telling project
- Updating the cataloguing
- Have been to Fishing Lake and Saddle Lake; nice to see the support they are receiving
- Inclusivity Symposium held last week (150 attendees)
- E-content – license for Press Reader (2020), Zinio and Pronunciator
- Looking for a new audio book resource
- ILL – pay for delivery and provide funding for software to get items from out-of-province
- Prairie Indigenous Collection
- Annual Reports are due (Feb. 28); Financials are due in June
- Grant applications – for eft, re-submit direct deposit forms in the name of your legal Library Name
- Print-disabled – starting a pilot project with digital and hard copy in braille, Kim Johnson is the lead
- NNELS – has 10 audio book recording kits
- Board Basics – usually on a Saturday, full day; next scheduled session is in Viking on June 8
- When the writ drops for the election, communication will be restrained pertaining contact with PLSB
- Jordan DeSousa is our PLSB contact

2019/03/02-05 Motion to accept the PLSB report as information – Justin Thompson – carried

3. LMC – Jodi Dahlgren

- LMC had a meeting this past Wednesday
- The Board Chair attended the meeting
- New First Vice-Chair is Tracy Woloshyniuk from Newbrook Library
- Lynda.com – there is no launch date yet
- Rock of Ages database was voted against obtaining
- One staff member will go to different areas and do training with librarians in that area
- Libraries want open-system log-in for the public computers; will do a trial with the larger libraries
- Would like delay of notifications from Polaris as they are going out in the middle of night and very early morning
- Library Boards are very interested in the Presentation of Services to councils, would like to be notified when their councils are scheduled so they may attend

2019/03/02-06 Motion to accept the LMC report as information – Jill McLuckie – carried

4. ALTA Report – Jennifer Anheliger

APPENDIX IV

- Every 3 months ALTA Reps. get together for face-to-face meeting
- Jennifer has contacted all Board members on the NLLS board

- New trustee handbook – should be out hopefully the end of summer
- ALTA will be at ALC in Jasper and are presenting 6 sessions
- Uploaded a political tool kit (tools & tips for advocating)
- There was a question as to what ALTA is – Alberta Library Trustees Association is an organization that provides support to trustees on library boards, they provide information on running Board meetings, building relationships with municipalities and collaborate with other trustees

2019/03/02-07 Motion to accept the ALTA report as information – Debra McQuinn – carried

5. Executive Director

APPENDIX V

- Have signed 3 MOU's: Fishing Lake, Whitefish/Goodfish Lake and Saddle Lake; there is one more coming from Frog Lake
- We offer a free Advocacy Course through Northern Lakes College in conjunction with Peace Library System and Marigold Library System (2 courses per year); 8 are signed up now and we will accept another 8 in the fall
- Lynda.com – TAL wanted to see if they could get better pricing on subscriptions but that fell through; therefore, NLLS is looking at doing it on our own
- TRAC is looking at a new mobile APP called Solus
- NLLS and Xerox are working in partnership to get good pricing on machines and equipment for our libraries and municipalities if they are interested
- We have done 9 council presentations so far, and 9 more are scheduled till the end of April
- We will be sponsoring Jodi, the LMC Chair to attend ALC and IUG
- We have purchased a ventilation machine for smudging in the libraries
- Van run has changed: 5 days a week (1 van delivery on Mondays and Fridays; 2 van deliveries on Tuesday & Wednesday; 3 van deliveries on Thursday)
- Yellowhead has altered the way they ship books to systems, they've eliminated the blue bags and just send the individual books loose in the tubs; this will be discussed further at the next TRAC meeting
- 22 libraries have spent all their book allotment money in 2018
- The NAO Robot has arrived, we are getting ready to start programming it and then we will send it out to libraries
- We have placed advertisements for Bibliographic Services Manager and Public Services Manager
- NLLS needs to have a professional (MLIS) for every 25,000 people (population), therefore we need 6 MLIS on staff

2019/03/02-08 Motion that the Board directs the Executive Director to examine creative opportunities within the system to fulfill our MLIS requirements and report the findings back to the Board at our May meeting – Stephen Dafoe – carried

2019/03/02-09 Motion to accept the Executive Director's report as information – Cyndy Heslin – carried

6. Chairman's Report – Larry Tiedemann

APPENDIX VI

- See attached
- The Chair attended Librarian Manager's Council meeting on Wednesday
- Athabasca County has many concerns regarding PLSB's MLIS requirements as well as possible review of the Library Regulations and Library Act

2019/03/02-10 Motion for NLLS to take concerns to PLSB regarding MLIS requirements, as well as a review of the Library Regulations and Library Act – Warren Griffin – carried

2019/03/02-11 Motion to accept the Chairman's report as information – Lorna Storoschuk – carried

7. Building Committee – Laurent Amyotte

APPENDIX VII

- Please see attached
- There were problems that arose which caused the Building Committee to be formed; flooding in Bib. Services area, access for van runs (3 van runs due to increased workload), and to look at the windows
- We hired a construction management company to look at what needed to be done
- Looking at the interior of the building it was determined that there is lot of un-utilized space and the suggestion was to renovate internally and make a more streamlined workflow for the departments in the building
- We have a grant writer from Smoky Lake County to apply for grants
- The one large grant cannot be applied for until October 2019
- The Executive Committee recommended doing the repairs that are absolutely required; looking at about \$150,00 for these repairs
- It was noted that this amount does not include approx. \$167,000 due to the architecture firm for their drawings
- The must do's: fix windows, fix the drainage problems around the building, and add access to front garage and have ILL vans loading in the front

2019/03/02-12 Motion to spend up to \$150,000 on repairs – Larry Tiedemann – carried

2019/03/02-13 Motion to accept the Building Committee's report as information – Craig Lukinuk - carried

Recess at 1:20 pm to review Annual Reports – Larry Tiedemann

Re-convene at 1:36 pm

Annual Reports – Edmonton Garrison, Myrnam and NLLS

2019/03/02-14 Motion to accept Edmonton Garrison's Annual Report – Warren Griffin – carried

2019/03/02-15 Motion to accept Myrnam's Annual Report – Stephen Dafoe – carried

2019/03/02-16 Motion to accept NLLS's Annual Report – Justin Thompson - carried

8. Jasper

APPENDIX VIII

- It was discussed if there were available funds to send our ALTA Rep. to ALC in Jasper this year. It was noted that we haven't paid for our ALTA Rep in the past.
- The Chair then announced that NLLS will be paying for 3 Board members, sitting around the table today, to attend ALC in Jasper. Those members, who do not receive any monetary assistance from other sources, were invited to put their name in the draw which includes ALC conference fees and hotel accommodations. There were 4 (four) members: Jill McLuckie, Village of Mannville; Justin Thompson, Town of Vermilion; Melody Kaban (alt.), Town of Smoky Lake; and Jennifer Anheliger, ALTA Rep.
- There was much discussion as to who should be eligible for the draw. It was pointed out that this type of conference was designed especially for Library Managers and they should be the ones to go.

2019/03/02-17 Motion for the ALTA Rep and Town of Smoky Lake (alternate) to be eligible for the ALC conference draw – Stephen Dafoe – carried

2019/03/02-18 Motion to send all 4 (four) members to ALC in Jasper – Bob Buckle – carried

9. Policies

2019/03/02-19 Motion to approve "NLLS Company Vehicles & Equipment" Policy – Stephen Dafoe – carried

2019/03/02-20 Motion to approve "Working Alone" Policy – Al Harvey – carried

2019/03/02-21 Motion to approve "Personal Cell Phone" Policy – Justin Thompson – carried

2019/03/02-22 Motion to approve "Communication Protocol-Staff" Policy – Cyndy Heslin – carried

2019/03/02-23 Motion to approve "Communication Protocol-Library Managers" Policy – Debra McQuinn – carried

2019/03/02-24 Motion to approve "Role of the Executive Committee" Policy – Les Dorosh – carried

2019/03/02-25 Motion to approve "Committees of the Board" Policy – Steven Marusiak – carried

2019/03/02-26 Motion to approve "Borrowing Bylaw" Policy – Will Oudshoorn – carried

2019/03/02-27 Motion to approve "Finance Fund Account" Policy – Steven Marusiak – carried

2019/03/02-28 Motion to approve "PLSB Grant Money" Policy – Stephen Dafoe – carried

2019/03/02-29 Motion to refer back to Policy Committee "NLLS Funding" Policy – Karen Shaw – carried

2019/03/02-30 Motion to approve "Purpose and Goals" (changed to Collection Development) Policy – Cyndy Heslin – carried

10. Declarations (the following individuals can campaign for the upcoming May election; members are also allowed to campaign on behalf of a candidate who has declared)

Chair

- First call for declarations

Vicky Lefebvre (Cyndy Heslin read Vicky's declaration)

Larry Tiedemann

- Second call for declarations

- Third call for declarations

- Cease declarations

Zone 1

- First call for declarations

- Second call for declarations

- Third call for declarations

- Cease declarations

Zone 3

- First call for declarations

Cyndy Heslin

- Second call for declarations

- Third call for declarations

- Cease declarations

Member-At-Large

- First call for declarations

- Second call for declarations

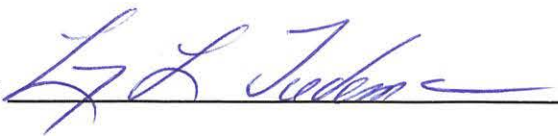
- Third call for declarations

- Cease declarations


11. Adjournment at 2:26 p.m.

Next regular Board Meeting will be held Saturday, May 25, 2019 at 10:00 a.m.

Approved By:



Date:

2019/ May / 25
~~2019/ June~~


**Northern Lights Library System
Board Meeting
May 25, 2019
Meeting minutes**

Present

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Fodness, Maxine (alt.) - County of St. Paul
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Lukinuk, Craig - Smoky Lake County
May, Tanya - Town of Bon Accord
McLuckie, Jill - Village of Mannville
Morton, Melody - Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Reid, Tom - Village of Edgerton
Sabo, Lillian - Town of Mundare
Smith, Barbara - Village of Boyle
SoroChan, Elaine - Town of Two Hills
Swigart, Dana - M.D. of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Beniuk, Darlene - Lac La Biche County
Berry, Loraine (alt.) - Town of Gibbons
Bruce, Barry - Beaver County
Diduck, David - Lamont County
Filipchuk, Richard - Thorhild County
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
Miller, Maureen (alt.) - Town of St. Paul
McQuinn, Debra - Town of Elk Point
Murray, Clinton - County of Vermilion River
Oudshoorn, Will - Village of Innisfree
Rudolf, Donna - Village of Myrnam
Saskiw, Dianne - County of Two Hills
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Thompson, Justin - Town of Vermilion
Valleau, Phil - M.D. of Wainwright

Regrets

Binder, Duncan - S.V. of Island Lake
Kuzio, Tara - County of Minburn
Lupul, Sheila - Village of Andrew

Krahulec, Julie - Village of Waskatenau
Lawrence, Tara - Village of Marwayne
Shaw, Karen - Sturgeon County

Absent

Barr, Lori - S.V. Island Lake South
Hursin, Amelia (Myn) - S.V. of West Baptiste
Lawson, Marjorie - Village of Irma
Romanko, Don - Village of Vilna

Cherniwchan, Tannia - Town of Athabasca
Irving, Dennis - S.V. of Whispering Hills
Nearing, Clint - Town of Viking
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.
DeSousa, Jordan & Anderson, Kerry - PLSB

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
McGrath, Kelly - I.T. Manager
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Paradis, Tracy - Administrative Assistant/Recording Secretary

1. Call to order – Meeting called to order at 10:01 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis

4. Adoption of Agenda

APPENDIX I

2019/05/25-01 Motion to accept the agenda – Lorna Storoschuk – carried

5. Minutes of March 2, 2019

APPENDIX II

2019/05/25-02 Motion to approve the minutes of March 2, 2019 – Dana Swigart – carried



6. For information

1. PLSB Report – Jordan DeSousa & Kerry Anderson

APPENDIX III

- starting Board Basics workshops for Summer & Fall; the next one in our area is in Viking on June 8, 2019 registration is open
- PLSB offers Board orientation for single boards or Municipal board and System boards
- creating training by webinar (pilot project); webinars on specific topics
- all documents are accessible on the PLSB website
- albertalibraries.ca
- in the process of transitioning ILL service – new software and workflows
- seeking permission from the new government to payout grants (possible installments)

2019/05/25-03 Motion to accept PLSB report as information – Bernie Marko – carried

2. LMC – Jodi Dahlgren

APPENDIX IV

- attended IUG with Julie and Kelly
- Innovative Interfaces has a new CEO and they are developing a new ILS system
- attended ALC in Jasper
- Smoky Lake is celebrating their 75th Anniversary in June
- LMC had a meeting this past Wednesday
 - asked Administration to have a professional development tab for sessions and conferences attended by staff that may be useful to librarians
 - discussed help desk ticket response times
- next LMC meeting is in October

2019/05/25-04 Motion to accept the LMC report as information – Phil Valleau – carried

3. ALTA Report – Jennifer Anheliger

APPENDIX V

- attended ALC in Jasper
- very much appreciated being able to attend
- ALTA presents awards to libraries for the outstanding things they do, so please nominate your library if they do something special
- ALTA AGM
 - demonstration of trustee link
 - access to information – Trustee handbook
- making sure that library goals are in line with government goals
- next ALTA board meeting is June 15
 - proceeding with Advocacy to the new government

2019/05/25-05 Motion to accept the ALTA report as information – Barbara Smith – carried

4. Financial Report

- see attached
- please fill out eft forms for faster payment

2019/05/25-06 Motion to accept the Financial Report as information – Al Harvey – carried

5. Executive Director – Julie Walker

APPENDIX VI

- headquarters has 4 summer students: 1 for Public Services, 1 for I.T. Services, and 2 for Bib/Admin
- Heather has received her MLIS
- Kayla has resigned from Public Services
- in need of 2 consultants, Bib. Services Manager and Public Services Manager
- attended ALC
- RBDigital (magazines) combining with TRAC, there will be access to over 200 magazines instead of 50
- met with Whitehots for Indigenous programming – creating hotspots for on reserve
- attended IUG
 - signed contract with Solus (replaces Boopsie)
- have completed 20 Council presentations and 1 Library Board presentation
- see attached for Creative Ways to Procure MLIS Candidates

2019/05/25-07 Motion to accept the Executive Director's report as information – Les Dorosh – carried

6. Chairman's Report – Larry Tiedemann

APPENDIX VII

- see attached
- attended ALC
 - discussions about advocacy
 - created a letter from all System Chairs to Minister about library necessity, the small communities committee is forwarding letter to AUMA and RMA
 - collect stories from patrons and libraries as to why libraries are important
- council presentations are going very well
- please request if your municipality would like a Statement of Services presentation from the Chair and Executive Director
- it was suggested that NLLS reach out the municipalities in this regard
- boards are invited to attend the council presentation

2019/05/25-08 Motion to accept the Chairman's report as information – Tom Reid – carried

7. Building Committee – Craig Lukinuk

APPENDIX VIII

- pre-design and pre-construction fees need to be paid
- we are waiting for grant approval for the renovations, cannot apply until October
- the idea was to complete the conceptual drawings, for the upcoming renovations in the future with grant funding
- pre-construction fees to Jen-Col in the amount of \$45,000 and pre-design fees to Kennedy Architecture in the amount of \$167,000

2019/05/25-09 Motion to pay outstanding bills to Jen-Col for \$45,000 and to Kennedy Architecture for \$167,000 – Craig Lukinuk – carried

8. Parliamentarian

APPENDIX IX

- getting quotes from other consulting firms to do a workshop on parliamentary services for our Board
- there are no specifics in place in our by-laws on how to conduct a meeting

2019/05/25-10 Motion that the Board postpone decision on a workshop on parliamentary procedure to the next regular meeting, allowing Administration to gather further data – Stephen Dafoe – carried

9. Elections

Board Chair

- First call for nominations of Board Chair
Phil Valleau nominates Larry Tiedemann – Larry accepts
Stephen Dafoe nominates Vicky Lefebvre – Vicky accepts
- Second call for nominations
- Third call for nominations

2019/05/25-11 Motion to cease nominations – Lorna Storoschuk – carried
Vicky Lefebvre declared as Board Chair

Executive Committee – Zone 1 Representative

- First call for nominations of Zone 1 Rep.
Barbara Smith nominates Craig Lukinuk – Craig accepts
Larry Tiedemann nominates himself
Melody Morton nominates Warren Griffin – Warren accepts
- Second call for nominations
- Third call for nominations

2019/05/25-12 Motion to cease nominations – Dave Berry– carried
Craig Lukinuk declared as Zone 1 representative

Executive Committee – Zone 3 Representative

- First call for nominations of Zone 3 Rep.
Stephen Dafoe nominates Cyndy Heslin – Cyndy accepts
Barry Bruce nominates Bernie Marko – Bernie declines
- Second call for nominations
- Third call for nominations

2019/05/25-13 Motion to cease nominations – Bob Foley – carried
Cyndy Heslin declared as Zone 3 Representative

Executive Committee – Member-At-Large

- First call for nominations of Member-At-Large
Barbara Smith nominates Warren Griffin – Warren accepts
Phil Valleau nominates Larry Tiedemann – Larry accepts
- Second call for nominations
- Third call for nominations

2019/05/25-14 Motion to cease nominations – Dianne Saskiw – carried
Tied vote – name pull
Larry Tiedemann declared as Member-At-Large

Executive Committee – Member-At-Large

- First call for nominations of Member-At-Large
Stephen Dafoe nominates Warren Griffin – Warren accepts
- Second call for nominations
- Third call for nominations

2019/05/25-15 Motion to cease nominations – Bernie Marko – carried
Warren Griffin declared as Member-At-Large

Budget Committee

- First call for nominations of General member
Maxine Fodness nominates Laurent Amyotte – Laurent accepts
- Second call for nominations
- Third call for nominations

2019/05/25-16 Motion to cease nominations – Debra McQuinn – carried

Laurent Amyotte declared as General member

1. Larry Tiedemann – Zone 1
2. Lorna Storoschuk – Zone 2
3. Al Harvey – Zone 3
4. Justin Thompson – Zone 4
5. Laurent Amyotte – General

Policy Committee

- First call for nominations for General member
Craig Lukinuk nominates – Warren Griffin – Warren accepts
David Berry nominates Bernie Marko – Bernie accepts
Darlene Beniuk nominates Elaine Sorochan – Elaine accepts
- Second call for nominations
- Third call for nominations

2019/05/25-17 Motion to cease nominations – Larry Tiedemann – carried

Warren Griffin declared as General member

1. Barbara Smith – Zone 1
2. Debra McQuinn – Zone 2
3. Karen Shaw – Zone 3
4. Will Oudshoorn – Zone 4
5. Warren Griffin – General

Advocacy Committee

- First call for nominations for General member
Lorna Storoschuk nominates Dianne Saskiw – Dianne accepts
- Second call for nominations
- Third call for nominations

2019/05/25-18 Motion to cease nominations – Bernie Marko – carried

Dianne Saskiw declared as General member

1. Larry Tiedemann – Zone 1
2. Elaine Sorochan – Zone 2
3. Cyndy Heslin – Zone 3
4. Justin Thompson – Zone 4
5. Dianne Saskiw - General

Grievance Committee

1. Barbara Smith; alternate Melody Morton – Zone 1
2. Darlene Beniuk; alternate Lorna Storoschuk – Zone 2
3. Stephen Dafoe; alternate Bernie Marko – Zone 3
4. Mary Arnold; alternate Daryl Frank – Zone 4

Building Committee

- First call for nominations for General member
Justin Thompson nominates Dave Berry – Dave accepts
- Second call for nominations
- Third call for nominations

2019/05/25-19 Motion to cease nominations – Les Dorosh – carried

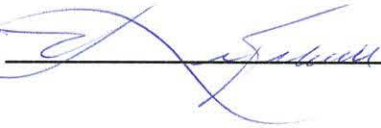
Dave Berry declared as General member

1. Craig Lukinuk – Zone 1
2. Laurent Amyotte – Zone 2
3. Karen Shaw – Zone 3
4. Jill McLuckie – Zone 4
5. Dave Berry – General

10. Adjournment at 12:36 p.m.

Next regular Board Meeting

Approved By: _____



Date: _____

9/21/19

**Northern Lights Library System
Board Meeting
September 21, 2019
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene - Lac La Biche County
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Dafoe, Stephen - Town of Morinville
Filipchuk, Richard - Thorhild County
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Jubinville, Marc (alt.) - M.D. of Bonnyville
Kuzio, Tara - County of Minburn
Lefebvre, Vicky - City of Cold Lake
Lupul, Sheila - Village of Andrew
May, Tanya - Town of Bon Accord
McRae, David (alt.) - Town of Redwater
Murray, Clinton - County of Vermilion River
Oudshoorn, Will - Village of Innisfree
Saskiw, Dianne - County of Two Hills
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Thompson, Justin - Town of Vermilion

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Bruce, Barry - Beaver County
Comeau, Neal (alt.) - Sturgeon County
Diduck, David - Lamont County
Foley, Bob - Town of Wainwright
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kaban, Melody - Town of Smoky Lake
Lawrence, Tara - Village of Marwayne
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McQuinn, Debra - Town of Elk Point
Millante, Jaycynth - Town of Gibbons
Noel, Norm - Town of St. Paul
Rudolf, Donna - Village of Myrnam
Schueler, Judy (alt.) - Town of Bruderheim
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Valleau, Phil - M.D. of Wainwright

Regrets

Frank, Daryl - Village of Kitscoty
Romanko, Don - Village of Vilna

McLuckie, Jill - Village of Mannville
Sabo, Lillian - Town of Mundare

Absent

- Town of Viking
Binder, Duncan - S.V. of Island Lake
Hursin, Amelia (Myn) - S.V. of West Baptiste
Krahulec, Julie - Village of Waskatenau
Reid, Tom - Village of Edgerton
Tiedemann, Larry - S.V. of Mewatha Beach

Barr, Lori - S.V. Island Lake South
DeSousa, Jordan - PLSB
Irving, Dennis - S.V. of Whispering Hills
Lawson, Marjorie - Village of Irma

Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
McGrath, Kelly - I.T. Manager
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Paradis, Tracy - Administrative Assistant/Recording Secretary

1. Call to order – Meeting called to order at 10:14 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
- Vicky Lefebvre

4. Adoption of Agenda

APPENDIX I

2019/09/21-01 Motion to accept the agenda – Bernie Marko – carried

5. Minutes of May 25, 2019

APPENDIX II

2019/09/21-02 Motion to approve the minutes of May 25, 2019 – Cyndy Heslin – carried

6. For information

1. PLSB Report

- no report

APPENDIX III

2. LMC Report – Jodi Dahlgren

- see attached
- next LMC meeting is October 2
- PLSB session – Red Tape Reduction – being hosted at Wainwright Library on October 7 at 12:30 p.m.

APPENDIX IV

2019/09/21-03 Motion to accept the LMC report as information – Debra McQuinn – carried

3. ALTA Report – Jennifer Anheliger

- see attached
- had the website redone; September 3 launch
- easier to navigate
- www.librarytrustees.ab.ca
- Trustee forum – November launch
- TAL creating a briefing book

APPENDIX V

2019/09/21-04 Motion to accept the ALTA report as information – Lorna Storoschuk – carried

4. Financial Report

- have received 50% Indigenous grant, 50% Operating grant, 50% Board of Record
- 13 library boards still need to pay their levy fees

2019/09/21-05 Motion to accept the Financial Report as information – Barb Smith – carried

Budget

- recommendation of 2% levy increase for 2020

2019/09/21-06 Motion to accept the draft budget – Will Oudshoorn – carried

5. Executive Director – Julie Walker

- we have a full complement of MLIS employees:
 - Amy Knifton – Bibliographic Services Manager
 - Jake Marion – Public Services Manager
 - Greg Morgan – Public Services Consultant
 - Vicky Zhang – Public Services Consultant
- attended the IFLA conference in Greece
- e-book/audiobook – concerns from U.S. embargos on titles
- Marketing – social media advocacy, talk to your councils
- I.T. – Cyber-Security – investigating securing our system; implement procedures in our security; consulting firm to come in and investigate our strengths and weaknesses
- Bib. Services – we will be replacing the 2010 Chevy for van run
- Public Services – consultants have been visiting libraries
- Indigenous – Frog Lake is building their own library building and looking at possibly becoming a member of the Northern Lights System

APPENDIX VI

2019/09/21-07 Motion to accept the Executive Director's report as information – David McRae – carried



6. Chairman's Report – Vicky Lefebvre APPENDIX VII
- see attached
- along with Warren, visited the MLA from Barrhead/Westlock; meeting went very well
2019/09/21-08 Motion to accept the Chairman's report as information – Stephen Dafoe – carried

7. Resolution – Warren Griffin APPENDIX VIII
- see attached

8. Building Committee APPENDIX IX
- re-sealing of windows has started
- the door into the garage has been put on hold
- looking a more local companies to do the work
- swale – will do more maintenance in the spring to remove snow from north side door and east side door/garage
2019/09/21-09 Motion to accept Building Committee Report as information – Marc Jubinville – carried

9. Advocacy Committee APPENDIX X
- see attached
- have only had one meeting, have set the Terms of Reference
2019/09/21-10 Motion to accept Advocacy Committee Report as information – Tara Lawrence – carried

10. Policies
- Sec. 1, 1E Probationary Period
2019/09/21-11 Motion to approve Probationary Period Policy – David McRae – carried
- Sec. 1, 1C Staff Expenses and Reimbursements
2019/09/21-12 Motion to approve Staff Expenses and Reimbursements Policy – Stephen Dafoe – carried
- Sec. 1, 1D Continuing Education
2019/09/21-13 Motion to approve Continuing Education Policy – Jaycynth Millante – carried
- Sec. 1, 1G Hours of Work
2019/09/21-14 Motion to approve Hours of Work Policy – Norm Noel – carried
- Sec. 1, 1H Overtime
2019/09/21-15 Motion to approve Overtime Policy – Dianne Saskiw – carried
- Sec. 1, 1K Benefits
2019/09/21-16 Motion to approve Benefits Policy – Marc Jubinville – carried
- Sec. 1, 1L Leaves
2019/09/21-17 Motion to approve Leaves Policy – Sheila Lupul – carried
- Sec. 1, 1M Sick Days and Short-Term Disability
2019/09/21-18 Motion to approve Sick Days and Short-Term Disability Policy, with amendment to format – Jaycynth Millante – carried
- Sec. 1, 1P Performance Management – Revision
2019/09/21-19 Motion to approve Performance Management Policy – Tara Lawrence – carried
- Sec. 1, 3Q Grievances – NEW form created
2019/09/21-20 Motion to approve Grievances Policy – Lorna Storoschuk – carried
- Sec. 2, 1H Committees of the Board
2019/09/21-21 Motion to approve Committees of the Board Policy – Sheila Lupul – carried

- Sec. 3, 1M PLSB Grant Money

2019/09/21-22 Motion to approve PLSB Grant Money Policy – Will Oudshoorn – carried (3 opposed)

- Sec. 2, 1I Board Honoraria and Expenses

2019/09/21-23 Motion to approve Board Honoraria and Expenses Policy – Stephen Dafoe – carried

Terms of Reference

- Policy Committee

2019/09/21-24 Motion to approve Policy Committee Terms of Reference – Cyndy Heslin – carried

- Budget Committee

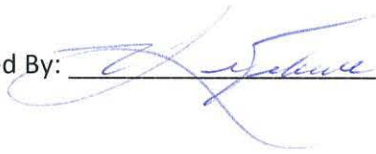
2019/09/21-25 Motion to approve Budget Committee Terms of Reference – Stephen Dafoe – carried

11. Adjournment

- Adjournment at 12:49 p.m.

Next regular Board Meeting November 23, 2019 at 10:00 a.m.

Approved By: _____



Date: _____

Nov 23, 2019

**Northern Lights Library System
Board Meeting
November 23, 2019
Meeting minutes**

Present

Acres, Judy – Town of Viking
Anheliger, Jennifer & Dafoe, Stephen (alt.) - Town of Morinville
Beniuk, Darlene - Lac La Biche County
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Diduck, David - Lamont County
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Jubenville, Marc - M.D. of Bonnyville
Krahulec, Julie - Village of Waskatenau
Lawrence, Tara - Village of Marwayne
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McLuckie, Jill - Village of Mannville
Millante, Jaycynth & Berry, Loraine - Town of Gibbons
Olechow, Wayne - Town of Bruderheim
Sabo, Lillian - Town of Mundare
Shaw, Karen - Sturgeon County
Sorochan, Elaine - Town of Two Hills
Storoschuk, Lorna - Town of Bonnyville
Valleau, Phil - M.D. of Wainwright

Amyotte, Laurent & Fodness, Maxine (alt.) - County of St. Paul
Belik, Wendy (alt.) – Village of Edgerton
Berry, David - Town of Vegreville
Bruce, Barry - Beaver County
Coubrough, Doug – Village of Irma
Dorosh, Les & McRae, David (alt.) - Town of Redwater
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kaban, Melody (alt.) - Town of Smoky Lake
Kuzio, Tara - County of Minburn
Lefebvre, Vicky - City of Cold Lake
Lupul, Sheila - Village of Andrew
May, Tanya - Town of Bon Accord
McQuinn, Debra - Town of Elk Point
Noel, Norm & Maureen, Miller (alt.) - Town of St. Paul
Oudshoorn, Will - Village of Innisfree
Saskiw, Dianne - County of Two Hills
Smith, Barbara - Village of Boyle
Stelmaschuk, Jason - County of Vermilion River
Tiedemann, Larry - S.V. of Mewatha Beach

Regrets

Romanko, Don - Village of Vilna
Thompson, Justin - Town of Vermilion

Smith, Ina - S.V. of Pelican Narrows

Absent

Arnold, Mary - Village of Paradise Valley
Filipchuk, Richard - Thorhild County
Irving, Dennis - S.V. of Whispering Hills
Tarrant, Thomas - S.V. Island Lake South

Binder, Duncan - S.V. of Island Lake
Hursin, Amelia (Myn) - S.V. of West Baptiste
Rudolf, Donna - Village of Myrnam
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Manager
Knifton, Amy – Bibliographic Manager
Paradis, Tracy - Administrative Assistant/Recording Secretary
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
McGrath, Kelly – I.T. Manager
Scott, Anna – Public Services Manager

1. Call to order – Meeting called to order at 10:06 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
- Vicky Lefebvre
4. Adoption of Agenda
- 6.11 Committees Attendance

APPENDIX I

2019/11/23-01 Motion to accept the agenda – Bernie Marko – carried

5. Minutes of September 21, 2019

APPENDIX II

2019/11/23-02 Motion to approve the minutes of September 21, 2019 – Cyndy Heslin – carried

6. For information

1. PLSB Report
 - no report

APPENDIX III

2. LMC Report – Jodi Dahlgren

APPENDIX IV

- see attached
- LMC meeting held on October 2 – 35 library managers attended
- libraries are finding more usage of their facilities due to poor weather, poor economy and increase foot traffic

2019/11/23-03 Motion to accept the LMC report as information – Barb Smith – carried

3. ALTA Report – Jennifer Anheliger

APPENDIX V

- ALTA trustee forum has launched
- ALTA website is live
- Board for ALTA is open for nominations
- ALTA awards are open for nominations
- Advocacy briefing book should be completed by the New Year

2019/11/23-04 Motion to accept the ALTA report as information – Debra McQuinn – carried

4. Financial Report

- still waiting for the remaining 50% of grant monies

2019/11/23-05 Motion to accept the Financial Report as information – Lorna Storoschuk – carried

Budget

- reviewed and discussed

2019/11/23-06 Motion to accept a 1.5% levy increase – Karen Shaw – carried

2019/11/23-07 Motion for Board to reconsider and discuss Budget 2020 – Dave Berry – carried

2019/11/23-08 Motion to approve amended 2020 Budget as of October 16, 2019 – Norm Noel – carried

5. Executive Director – Julie Walker

APPENDIX VI

- October 9 NLLS hosted a FOIP workshop
- November 25 will be a P.D. day for all NLLS staff
- ILL system Relais – PLSB won't cover costs to connect; this will be an extra cost to NLLS

2019/11/23-09 Motion to accept the Executive Director report as information – Les Dorosh – carried

6. Chair's Report – Vicky Lefebvre

APPENDIX VII

- reviewed and discussed

2019/11/23-10 Motion that Board is supplied with reports from Executive Director, of attended conference and professional development days by the next Board meeting – Darlene Beniuk – carried

2019/11/23-11 Motion to accept the Chair report as information – Jay Millante – carried

7. Building Committee Report

APPENDIX VIII

- window sealing complete
- Jen-Col's been notified that NLLS is not continuing with further renovations

2019/11/23-12 Motion to accept the Building Committee report as information – Dave Berry – carried

8. Communications

APPENDIX IX

- there are communication channels for librarians, staff, trustees, board reps, board, etc. which are all covered in our policies
- policies are all on the NLLS website with committee members listed as well
- when in doubt who to contact, email the Chair (do not share anything confidential)

9. Policy Committee

APPENDIX X

- Sec. 1, 1B Compensation

2019/11/23-13 Motion to approve Compensation Policy – Tara Lawrence – carried

- Sec. 1, 1F Staff Reduction & Termination

2019/11/23-14 Motion to approve Staff Reduction & Termination Policy – Tara Lawrence – carried

- Sec. 1, 1J Vacation

2019/11/23-15 Motion to approve Vacation Policy – Debra McQuinn – carried

- Sec. 1, 1Q Retirement

2019/11/23-16 Motion to approve Retirement Policy – Judy Acres – carried

- Sec. 1, 1T Inclement Weather

2019/11/23-17 Motion to approve Inclement Weather Policy – Laurent Amyotte – carried

- Sec. 1, 2A Workplace Impairment

2019/11/23-18 Motion to approve Workplace Impairment Policy – Barb Smith – carried

- Sec. 1, 2C Gym Usage

2019/11/23-19 Motion to approve Gym Usage Policy – Dianne Saskiw – carried

- Sec. 1, 3A Code of Ethics

2019/11/23-20 Motion to approve Code of Ethics Policy – Tannia Cherniwchan – carried

- Sec. 1, 3C Whistleblower

2019/11/23-21 Motion to approve Whistleblower Policy – Debra McQuinn – carried

- Sec. 1, 3O Contractors & Technicians

2019/11/23-22 Motion to approve Contractors & Technicians Policy – Marc Jubinville – carried

- Sec. 1, 3X Executive Director Evaluation

2019/11/23-23 Motion to approve Executive Director Evaluation Policy – Lorna Storoschuk – carried

- Sec. 2, 1H Committees of the Board

2019/11/23-24 Motion to approve Committees of the Board Policy – Les Dorosh – carried

- Sec. 3, 1G Budget

2019/11/23-25 Motion to approve Budget Policy – Al Harvey – carried

- Sec. 3, 1H Finance Funds Accounts

2019/11/23-26 Motion to approve Finance Funds Accounts Policy – Will Oudshoorn – carried

- Sec. 3, 1J Grant Applications

2019/11/23-27 Motion to approve Grant Applications Policy – Julie Krahulec – carried

Terms of Reference

- b. Budget Committee

2019/11/23-28 Motion to approve Budget Committee terms of reference – Phil Valteau – carried

- c. Policy Committee

2019/11/23-29 Motion to approve Policy Committee terms of reference – Barb Smith – carried

- d. Plan of Service Committee

2019/11/23-30 Motion to approve Plan of Service Committee terms of reference – Lillian Sabo – carried

10. Closed Session – Personnel

APPENDIX XI

2019/11/23-31 Motion to go into closed session at 11:40 a.m. – Karen Shaw – carried

2019/11/23-32 Motion to come out of closed session at 11:54 a.m. – Will Oudshoorn – carried

11. Committees Attendance

- to go to Policy Committee, if 2 meetings are missed of any committee meeting another rep. to be elected to committee

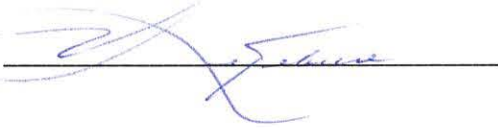
**Side note all new board reps. are to let Tracy know their email address and we will send them a board orientation package on a flashdrive with updated policies, etc.

12. Adjournment

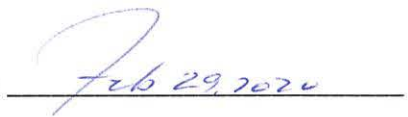
2019/11/23-33 Motion to adjourn at 1:35 p.m. – Marc Jubinville – carried

Next regular Board Meeting February 29, 2020 at 10:00 a.m.

Approved By: _____



Date: _____



MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: February 25th, 2019

Time: 10:00 am

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

Missing: Vicky Lefebvre

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

ACTION ITEMS FROM PREVIOUS MEETING

1. Tracy sent copies of original proposal from Jen-Col to all Executive Members in December/18
2. Building Committee – Had a few meetings with Jen-Col, need to decide on drawings and phasing
Purpose of building committee was to address problems with flooding in Bib. Services, extending the garage and fixing the windows.
There is a \$1.5 million grant, that may be available, for building, but we can't apply for this until October/19.
2 separate phases of construction: phase 1 to deal with flooding, garage, windows and larger ILL dept.; phase 2 re-design of other departments.
Will get a cost from Christy for just the flooding concerns, garage doors and windows. Christy called in and gave a price for the overhead doors. \$2,500 for each door frame to enlarge and \$4,000 per door; as well as \$4,000 flat fee for structural engineer.

Motion to do 3 main repairs, water (flooding issues), windows and garage doors including the inside passage door to garage at a cost not to exceed \$150,000 – Karen Shaw – Seconded by Jill McLuckie – carried

Motion to accept Building Committee Report – Elaine Sorochan – carried

3. Letter to Ryley to address the magazine subscription "Cowboys and Indians" – Julie had a visit with the Ryley Library Board, the Library Board sent a subsequent email back to Julie. Julie and 2 NLLS staff went to meet with the library board about the concerns and the issue wasn't brought up. Cyndy commented that there are 2 new library board members and there's more cohesiveness now. This issue has now been laid to rest.

REPORTS

1. LMC Report
 - LMC meeting scheduled for Wednesday, February 27/19
 - Larry will attend meeting

Motion to approve the LMC report as presented – Justin Thompson – carried

2. Chair's Report

- presentations to Councils have been going very well (Julie and Larry)
- the councils are very appreciative of the information and where their money is being spent
- to date 9 Councils had presentations
- Julie and Larry will complete the Council presentations and then they will start with the Library Boards.

Motion to approve Chair's Report as presented – Warren Griffin – carried

3. Executive Director's Report

- there are 8 more Council visits scheduled for March and April
- LMC Chair will be attending ALC & IUG
- we have purchased a ventilation system for smudging ceremonies in the libraries
- the new van run has been implemented (1 van run Monday and Friday; 2 van runs Tuesday and Wednesday; and 3 van runs Thursday)
- YRL does not want to use the blue bags for ILL, so all items are coming in loose in the tubs
- 22 libraries have spent all their book allotment for 2018
- the NAO robot has arrived; once programming and training has been completed, the robot will be available to send out to libraries
- 3 new MOU's – Vilna Library, Two Hills Library and Fishing Lake
- Fishing Lake and Frog Lake are looking to become system members
- Advocacy Course – had 8 members sign up, 1 has since dropped out. A new course will be available in October.
- Lynda.com training database – Julie has been trying to get in touch with someone to get Lynda.com for our libraries, unfortunately, they have not returned any calls.
- the audit is complete, they will present to Executive and Board on Saturday
- new mobile APP to work with Polaris, from a company called Solus (takes over from Boopsie)
- NLLS & Xerox are looking at partnering to get better contract pricing on printers and photocopiers for libraries

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

4. Financial Reports

- see attached

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

5. Policy Report

- 5 new policies
- reworking and rewording policies

Motion to go into camera at 12:35 p.m. re: staff policies – Cyndy Heslin – carried

Motion to come out of camera at 1:14 p.m. – Justin Thompson – carried

Motion for the policies that did not contain comments should be deferred to Executive Committee meeting of March 2 and that all other remaining policies be sent back to the Policy Committee for further review and consultation – Warren Griffin – carried

AGENDA ITEMS

1. Additions to agenda

- 5. Set meeting dates

Motion to approve amended agenda – Jill McLuckie – carried

2. Approval of Minutes from December 13, 2018

Motion to approve Minutes from December 13, 2018 – Cyndy Heslin – carried

3. Policy Committee

- see above

4. Building Committee

- see above

5. Set meeting dates
- to be set at AGM in May
 - there was discussion as to whether to have Executive Meetings on the morning of the Board meetings (Saturday's)

NEW ACTION ITEMS

none

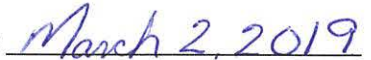
Motion to adjourn 1:37 p.m. – Cyndy Heslin – carried

Next Executive meeting Saturday, March 2nd, 2019 at 9:00 a.m.

Approved By:



Date:



MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: March 2nd, 2019

Time: 9:00 am

Attendees: Larry Tiedemann, Bob Buckle (for Vicky Lefebvre), Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Justin Thompson, Karen Shaw, Cyndy Heslin, Elaine Sorochan, Jodi Dahlgren, Terri Hampson, Heather Elliott, Kelly McGrath, Julie Walker, Tracy Paradis

Meeting called to order at 9:03 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

REPORTS

1. Auditor's Report – Jeff Alliston (see attached)
 - Revenue \$3,340,717; Expenses \$3,199,138
 - Annual Surplus \$140,319 (2017 - \$138,853)

Motion to accept Auditor's Report as presented – Cyndy Heslin – carried

2. Chair's Report
 - none

3. Executive Director's Report
 - 2 advertisements have been placed – Bibliographic Services Manager and Public Services Manager

4. Financial Reports
 - Annual Reports – Northern Lights Library System; Edmonton Garrison and Myrnam

Motion to accept Northern Lights Library System Annual Report as presented – Elaine Sorochan – carried

Motion to accept Edmonton Garrison Annual Report as presented – Justin Thompson – carried

Motion to accept Myrnam Annual Report as presented – Jill McLuckie - carried

5. Policy Report
 - none

AGENDA ITEMS

1. Additions to agenda

Motion to approve agenda – Laurent Amyotte – carried

2. Approval of Minutes from February 25, 2019

Motion to approve Minutes from February 25, 2019 – Warren Griffin – carried

3. Policy Committee
 - Policies

Motion to approve and send to Board for approval "NLLS Company Vehicles & Equipment" – Cyndy Heslin – carried

Motion to approve and send to Board for approval "Working Alone" – Elaine Sorochan – carried

Motion to approve and send to Board for approval "Personal Cell Phone" – Cyndy Heslin – carried

Motion to approve and send to Board for approval "Communication Protocol-Staff" – Warren Griffin – carried

Motion to approve and send to Board for approval "Communication Protocol-Library Managers" – Cyndy Heslin – carried

Motion to approve and send to Board for approval "Role of the Executive Committee" – Laurent Amyotte – carried

Motion to approve and send to Board for approval "Committees of the Board" – Craig Lukinuk – carried

Motion to approve and send to Board for approval "Borrowing Bylaw" – Cyndy Heslin – carried

Motion to approve and send to Board for approval "Finance Fund Account" – Jill McLuckie – carried

Motion to approve and send to Board for approval "PLSB Grant Money" – Elaine Sorochan – carried

Motion to approve and send to Board for approval "NLLS Funding" – Justin Thompson – carried

Motion to approve and send to Board for approval "Purpose & Goals" (changed to "Collection Development") – Craig Lukinuk – carried

Recess called at 10:03 am – Larry Tiedemann

Re-convene at 12:30 pm

Motion to go in-camera at 12:30 pm re: personnel – Laurent Amyotte – carried

Motion to come out of camera at 12:45 pm – Craig Lukinuk – carried

Motion for the Chair to discuss with Executive Director the cost implications on what was discussed in-camera and bring back for further discussion – Craig Lukinuk – carried

Recess called at 12:46 pm – Larry Tiedemann

Re-convene at 2:35 pm

4. Building Committee
- none

Next meeting dates:

Executive – Friday, May 3 at 10:00 a.m.

General Board & AGM – Saturday, May 25 at 10:00 a.m.

NEW ACTION ITEMS

none

Motion to adjourn 2:42 p.m. – Justin Thompson – carried

Next Executive meeting Friday, May 3rd, 2019 at 10:00 a.m.

Approved By



Date

2019/May/3

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: May 3rd, 2019

Time: 10:00 am

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

Missing: Craig Lukinuk

Meeting called to order at 10:04 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

REPORTS

1. LMC Report
 - see attached
 - next LMC meeting May 22, 2019

Motion to accept LMC Report as information – Jill McLuckie - carried

2. Chair's Report
 - see attached
 - there were concerns raised about customer service by the Viking Library board at the Statement of Services presentation and there were concerns raised by our staff member with reference to comments and conduct at the public board meeting

Motion to go into closed session at 10:34 a.m. regarding personnel – Jill McLuckie – carried

Motion to come out of closed session 11:03 a.m. – Karen Shaw – carried

Motion for Jodi, as LMC Chair, to send written contact to Library Manager in Viking, asking her to identify specific concerns she has with NLLS, in writing, and for Jodi to bring those concerns in writing to the Executive Committee – Jill McLuckie – carried

- met with other Chair's and Directors
- Jasper presented a lot of changes politically (new ministers)
- libraries will stay under Municipal Affairs
- there was a system meeting regarding advocacy, a letter was sent to the new minister from all systems and nodes Chairs (letter attached)
- gather stories from patrons and libraries on the importance of libraries (to help maintain provincial funding)

Motion to accept the Chair's Report as information – Warren Griffin – carried

3. Executive Director's Report
 - Heather has completed her MLIS
 - Kayla has handed in her resignation
 - we are getting 4 summer students: 1 for I.T.; 1 for Admin. and 1 for Bib. Serv.; and 1 for SRP
 - interviews will start next week for Public Services Manager and Bibliographic Services Manager
 - NLLS has signed a contract with Lynda.com – should be rolled out at the end of May
 - TRAC is looking at RBDigital amalgamation for their titles and negotiating 200 titles instead of 50
 - with the Indigenous funding looking at partnering with a company called Whitehots for their pop-up library service; it's a hotspot that doesn't use data and you can download straight to your device
 - TRAC signed a contract with SOLUS, a mobile app that helps with digital literacy and inclusion
 - 3 staff members, 4 board members and the LMC Chair went to Jasper this year

- PLSB will continue to monitor courier, especially with what is happening in Ontario, we need to keep a close eye on this
- Julie and Larry have met with 17 councils and 1 board; 3 more are scheduled for this month; Julie and her team met with the Ryley Library Board as well
- Town of Athabasca letter re: website – our website allows for customization for our libraries; the cost is considerably less compared to other website companies

Motion for Julie to investigate costs of different websites – Elaine Sorochan - carried

Motion to accept the Executive Director’s Report as information – Cyndy Heslin - carried

4. Financial Reports

- the Executive agreed to the layout of the financials, with the addition of a column to compare percentages of previous year to current year
- Mundare Public Library is asking for their interest fees to be waived. October 1/18 – February 28/19 in the amount of \$431.96
- 4 individual invoices were sent to library and the CAO, there was no correspondence from the library stating the lack of payment
- it was discussed, that if the fees are waived for one library then it sets a precedent for other libraries

Motion to waive 5 months interest for Mundare Public Library in the amount of \$431.96 – Karen Shaw – defeated

Amended motion to waive, as a one-time forgiveness only of accumulated interest from October 1/18 to February 28/19 in the amount of \$431.96 – Cyndy Heslin – defeated

Motion to accept the Financial Report as information – Laurent Amyotte – carried

5. Policy Report

- none

AGENDA ITEMS

1. Additions to agenda

- 9. Referral to Policy Committee of the reserves
- 10. Parliamentarian discussion

Motion to approve amended agenda – Cyndy Heslin – carried

2. Approval of Minutes from March 2, 2019

Motion to approve Minutes from March 2, 2019 – Elaine Sorochan – carried

3. Vermilion Board member cancellation

- was unable to make Jasper conference, he could not free up time to go

Motion to accept cancellation charge of one night for the Vermilion Board member – Laurent Amyotte – carried

4. Hotel and Conference fees for Jasper – library managers

- Dana Swigart brought up at the last Board meeting that hotel and conference fees for Jasper should be available to library managers as well.
- some of the smaller libraries have never sent their library manager

Motion for NLLS to pay conference fees and hotel for 2 board members, 2 library managers and the Chair for ALC Conference in Jasper – Cyndy Heslin – carried

5. Building Committee

- no motions were brought to the Executive or Board to spend money on contracts

Motion for Building Committee to bring forward to the Executive Committee the request for approval and to provide copies of contracts – Justin Thompson – carried

6. Policy Committee

- none

7. Personnel – Closed Session

Motion to go in closed session at 1:00 p.m. regarding personnel – Laurent Amyotte – carried

Motion to come out of closed session at 1:53 p.m. – Jill McLuckie – carried

Motion for Personnel Committee to continue negotiations as directed in closed session – Warren Griffin – carried

8. Elections
 - send out an information package for Chair and Zone representation elections and committee elections
9. Referral to Policy Committee of the reserves
 - send to Policy for decision on internally restricted vs. earmark reserves
10. Parliamentary discussion
 - look at getting a parliamentarian to attend our Board meetings
 - maybe have a parliamentarian session on how to address a meeting

Motion for Julie to get costs for a parliamentarian – Elaine Sorochan – carried

NEW ACTION ITEMS

1. Send email to all Board members and Library Boards, along with a copy of the letter that was sent to the minister, to ask for stories from their libraries – Larry Tiedemann
2. Direction to Advocacy Committee to have meeting and to draft terms of reference and bring back to Executive Committee – Advocacy Committee
3. Send out an information package for Chair and Zone representation elections and committee elections – Terri Hampson
4. Decision on internally restricted vs. earmark reserves – Policy Committee
5. Direction for Julie to investigate costs of different websites – Julie Walker
6. Direction for Julie to explore some costs of getting a Parliamentarian to attend our Board meetings – Julie Walker

Motion to adjourn 3:15 p.m. – Justin Thompson – carried

Next Executive meeting Saturday, May 25th, 2019 at 8:30 a.m.

Approved By:  _____

Date:  _____



MEETING AGENDA – EXECUTIVE MEETING

MEETING INFORMATION

Date: May 3rd, 2019

Time: 10 am

Attendees:

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting March 2nd, 2019

ACTION ITEMS FROM PREVIOUS MEETING

REPORTS

1. LMC Report
2. Chair's Report
3. Director's Report
4. Financial Report
5. Policy Report

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from March 2nd, 2019
3. Vermilion Board member cancellation
4. Hotel and conference fees for Jasper – library managers
5. Building Committee (Motion to Board for contracts)
6. Policy Committee
7. Personnel – In-camera
8. Elections

NEW ACTION ITEMS

Next Executive Meeting will be held on

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: May 25, 2019

Time: 8:30 am

Attendees: Larry Tiedemann, Maxine Fodness (for Laurent Amyotte), Jill McLuckie, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Cyndy Heslin, Justin Thompson, Karen Shaw (on phone), Julie Walker, Terri Hampson, Kelly McGrath, Heather Elliott, Tracy Paradis
Missing: Vicky Lefebvre

Meeting called to order at 8:31 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Larry Tiedemann - Sent letter to Board Members, hasn't sent the letter to the Library Boards yet
2. Advocacy Committee – will develop terms of reference and bring back to Executive Committee
3. Terri Hampson - Sent out an information package for Chair and Zone representation elections and committee elections
4. Policy Committee – will make a recommendation on internally restricted vs. earmark reserves and bring to Executive Committee
5. Julie Walker – Still looking into other options for websites with Kelly and Heather assisting
6. Julie Walker – Costs of Parliamentarian included in package

Motion to refer to administration to explore further investigation for a governance workshop – Cyndy Heslin – carried

REPORTS

1. LMC Report
 - attended the IUG conference with Julie and Kelly
 - LMC was held this past Wednesday, discussed the help desk response times
 - Smoky Lake is celebrating their 75th Anniversary in June
 - Jodi has sent a letter to the library manager of Viking Library (Barb Chrystian), waiting for a response

Motion to accept LMC Report as information – Jill McLuckie – carried

2. Chair's Report
 - forwarded the Minister's letter to the AUMA, they will in turn be forwarding to RMA
 - 3 more council presentations have been done
 - the meetings are positive and well received

Motion to accept the Chair's Report as information – Elaine Sorochan – carried

3. Executive Director's Report
 - Julie and Kelly went to IUG
 - signed contract with Solus (it has individual branding for libraries)
 - Julie, along with Michelle Toombs from Marigold had discussions with OCLC regarding their ILS system (they use Wise). Innovative is no longer developing Polaris and they are creating a new ILS system called Inspire
 - are in discussions with Lloydminster Library at possible coming back to our system (would mean an additional \$204,000); this would also deal with 2 MLIS problems we have

Motion to accept the Executive Director's Report as information – Cyndy Heslin - carried

4. Financial Reports
 - no report

- 5. Policy Report
- no report

Motion to refer Policy Committee to develop a policy on rules of procedure of meetings – Warren Griffin – carried

AGENDA ITEMS

- 1. Additions to agenda

Motion to approve agenda – Warren Griffin – carried

- 2. Approval of Minutes from May 3, 2019
Minutes were not adopted (remove discussion items from minutes)

- 3. Building Committee
- motion brought forward from Building Committee to Executive Committee

Motion to go forward with paying Jen-Col \$45,000 and Kennedy Architecture \$167,000 for pre-construction and design phase of renovations and to present to the General Board for approval – Cyndy Heslin – carried

Motion to review terms of reference for all Committees at the next Executive Committee meeting – Karen Shaw – carried

- 7. Personnel – Closed Session

Motion to defer to next Executive Committee meeting – Warren Griffin – carried

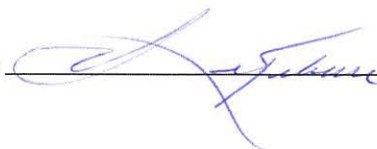
NEW ACTION ITEMS

none

Motion to adjourn 9:30 a.m. – Jill McLuckie – carried

Next Executive meeting to be decided

Approved By: _____



Date: _____



MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: May 25, 2019

Time: 1:00 pm

Attendees: Vicky Lefebvre, Maxine Fodness (for Laurent Amyotte), Jill McLuckie, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Cyndy Heslin, Justin Thompson, Larry Tiedemann, Julie Walker, Kelly McGrath, Heather Elliott, Tracy Paradis

Missing: Karen Shaw, Terri Hampson

Meeting called to order at 1:00 p.m.

ACTION ITEMS FROM PREVIOUS MEETING

REPORTS

1. LMC Report
 - no report
2. Chair's Report
 - no report
3. Executive Director's Report
 - no report
4. Financial Reports
 - no report
5. Policy Report
 - no report

AGENDA ITEMS

Vicky Lefebvre is the new Board Chair for NLLS

- Vice-Chair required for Executive Committee
- Craig nominates Warren – Warren accepts
- Cyndy nominates self
- Elaine nominates Larry – Larry accepts
- Warren declared as Vice-Chair

Motion to destroy ballots – Craig Lukinuk – carried

- Parliamentarian
- develop a by-law with procedures on how meetings need to be conducted
- direction to have Policy Committee look at PLSB on their procedures for Board meetings

Motion to have Policy Committee to draft a procedural by-law for meetings – Jill McLuckie – carried

- send letters to Parliamentarians thanking them for their time and letting them know the Board has decided not to proceed
- Committees
 - Vicky will send letter to all Committees asking for them to elect a Chair and letting them know they need to set up their meeting times
- Finish the Executive Director review
- Board members liked the set-up of the Boardroom
- LMC draft minutes to be sent to Executive Committee once they are received by Administration; Jodi will discuss at next LMC meeting and report back to Executive
- We will use links to send reports for the Executive and Board meetings
- Discussed the format of minute taking – decided that only motions will be recorded in the minutes and notes will accompany in the binder.

Meetings Dates and Times:

Executive Meetings:

Friday, June 21, 2019 at 10:00 a.m.
Friday, August 2, 2019 at 9:00 a.m.
Saturday, September 21, 2019 at 8:30 a.m.
Saturday, November 23, 2019 at 8:30 a.m.
Saturday, February 29, 2020 at 8:30 a.m.

Board Meetings:

Saturday, September 21, 2019 at 10:00 a.m.
Saturday, November 23, 2019 at 10:00 a.m.
Saturday, February 29, 2020 at 10:00 a.m.

NEW ACTION ITEMS

- Review policy on distribution of Executive Minutes – Policy Committee
- Send letters to Parliamentarians thanking them for their time and letting them know the Board has decided not to proceed

Motion to adjourn 2:05 p.m. – Craig Lukinuk – carried

Approved By:  _____

Date:  _____

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: June 21st, 2019

Time: 10:00 am

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

Missing: Terri Hampson, Heather Elliott

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

ACTION ITEMS FROM PREVIOUS MEETING

1. Policy Committee – Set to meet on July 10
2. Vicky Lefebvre – Letters to parliamentarians have been sent

REPORTS

1. LMC Report
 - none
2. Chair's Report
 - see attached

Motion to accept the Chair's Report as information – Laurent Amyotte – carried

3. Executive Director's Report
 - New hires: Bibliographic Manager, Public Services Manager, 2 Public Services Consultants (starting in July and August). All the new hires have their MLIS.
 - Heather is on medical leave (she will be working from home)
 - Marigold was hit with Malware and it knocked out all their servers; NLLS needs to look at larger Cyber Security insurance
 - Air conditioning compressor board has gone – repair company has ordered the piece

Motion to accept the Executive Director's Report as information – Cyndy Heslin – carried

4. Financial Reports
 - see attached
 - was recommended for Terri to add 2 new columns: budget-to-date and allocated budget

Motion for Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget – Karen Shaw – carried

Motion to forward to Policy Committee to review "PLSB Grant Money" regarding payment to the libraries for review and clarity – Craig Lukinuk – carried

Motion to refer to Policy Committee to review the "Board Chair Honorarium" Policy – Karen Shaw – carried

Motion to accept Financial Report as information – Warren Griffin – carried

5. Building Committee Report
 - to provide an expenditure to date on the Building Committee approved budget items (ie. what was Jen-Col paid for?; what was Kennedy paid for?)

Motion to accept Arc Studio as the successor from KennedyCreate to continue as the architect for the same terms and conditions and current funding – Elaine Sorochan – carried

Motion to proceed with Option #1, the reseal of windows – Elaine Sorochan – carried

Motion to proceed with estimate for the swale, the insulation and the door based on engineering studies – Laurent Amyotte – carried

Motion to accept Building Committee Report as information – Larry Tiedemann – carried

6. Policy Committee Report
 - no report
 - Policy Committee meeting on July 10

AGENDA ITEMS

1. Additions to agenda

Motion to approve agenda – Jill McLuckie – carried

(there was discussion on changing the format for the agenda)

2. Approval of Minutes from May 3 and May 25, 2019

Motion to approve minutes from May 3, 2019 – Elaine Sorochan – carried

Motion to approve minutes from May 25, 2019 (set 1) – Craig Lukinuk – carried

Motion to approve minutes from May 25, 2019 (set 2) – Cyndy Heslin - carried

3. FOIP workshop

- looking to schedule a FOIP workshop for Board members and staff
- scheduling sometime in October (recommended third week in October)

4. Communications – Vicky Lefebvre

- emails shared among committees need to be considered confidential
- imperative that confidential information is not shared with staff

Motion for Policy Committee to develop Terms of Reference for Board committees – Elaine Sorochan – carried

Motion for Policy Committee to review confidentiality of communication on committees – Warren Griffin – carried

5. Letter to Elk Point Town Council and Staff

6. Committee meetings, terms of reference, responsibilities

- ensure that the Chair is cc'd on all correspondence and emails

7. Seat on Executive Committee for Cold Lake

- Vicky will still be the Representative for Cold Lake as well as the Chair

8. Motion from Karen Shaw

Motion for no further work on the renovations and relocation of the NLLS facility, until such time that a business case, including detailed cost estimates, is provided to the Board for review – Karen Shaw – carried

Motion that NLLS respond to Vegreville proposal based on previous motion above (Motion for no further work on the renovations and relocation of the NLLS facility, until such time that a business case, including detailed cost estimates, is provided to the Board for review – Karen Shaw – carried) – Warren Griffin – carried

9. Closed Session – Executive Director Review

Motion to go into closed session at 12:25 p.m. – Laurent Amyotte – carried

Motion to come out of closed session at 1:30 p.m. – Cyndy Heslin – carried

Motion to accept the contract of Executive Director with amendment as discussed in closed according to Section 17.2(e) of FOIP – Craig Lukinuk – carried

Motion for the above discussion to remain confidential according to FOIP – Karen Shaw - carried

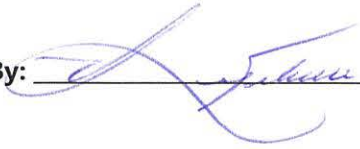
NEW ACTION ITEMS

1. Julie to send out information to libraries regarding cyber security insurance and a reminder for libraries to back up, as well inquire to AUMA for the cyber security insurance at NLLS
2. Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget.
3. Executive Committee to select 3rd person for Executive Director Appraisal Committee and to revamp the performance appraisal and process

Motion to adjourn 1:35 p.m. – Jill McLuckie – carried

Next Executive meeting Friday, August 2, 2019 at 9:00 a.m.

Approved By: _____



Date: _____



MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: July 22nd, 2019

Time: 11:30 am

Attendees: Vicky Lefebvre, Laurent Amyotte, Jill McLuckie, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Cyndy Heslin, Justin Thompson, Karen Shaw, Julie Walker, Terri Hampson, Tracy Paradis, Amy Knifton, Jake Marion

Absent: Larry Tiedemann, Heather Elliott, Kelly McGrath

Meeting called to order at 11:29 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Julie to send out information to libraries regarding cyber security insurance and a reminder for libraries to back up, as well inquire to AUMA for the cyber security insurance at NLLS – more follow up to libraries regarding Cyber security (suggestion to do a session at conference); AUMA will come and look at our requirements and provide a quote
2. Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget – Vicky has sent the letter to Minister (email and regular mail)
3. Executive Committee to select 3rd person for Executive Director Appraisal Committee and to revamp the performance appraisal and process – Cyndy Heslin volunteered as 3rd member

AGENDA ITEMS

1. Additions to agenda
 - 2. Introductions
 - 4. Libraries Act review – Warren Griffin

Motion to approve agenda as amended – Cyndy Heslin – carried

2. Introductions
3. Approval of Minutes from June 21st, 2019

Motion to approve minutes from June 21, 2019 – Jill McLuckie – carried

4. Libraries Act review
 - Warren brought issues to his council, the CEO will draft a resolution of concerns to bring to their council to approve, it will then be brought to RMA on October 7. If municipalities have any concerns, please forward to Warren
 - Cyndy will bring forward to AUMA in September
 - Jodi will ask for input from librarians on their concerns
5. LMC Report
 - Jodi followed up with Viking Library service concerns
 - Jodi will look at trying to get more specific information from Viking as per the Chair's request

6. Board Chair Report
 - see attached

Motion to change wording in Plan of Service as to who attends the presentations to councils vs. library boards – Craig Lukinuk – carried

Motion to accept Chair's report as information – Laurent Amyotte – carried

7. Executive Director Report

- 3 new staff members: Amy Knifton-Bibliographic Services Manager, Jake Marion-Public Services Manager, Greg Morgan-Public Services Consultant; Vicky Zhang starts in August-Public Services Consultant
- went with Vicky, presentation to Two Hills Library board; great meeting, they are very appreciative
- Public Services will go out as a group to meet with each librarian to discuss the librarians needs
- Advocacy course starting in October

Motion to accept Executive Director's report as information – Elaine Sorochan - carried

8. Financial Report

- see attached
- Jen-Col invoice, delay payment (Building Committee drafting letter)
- Board of Record payments

Motion to provide 50% of Rural Services Grant to our Board of Records member boards, with the remainder to be disbursed when the final provincial budget is passed and/or received, based on last year's per capita – Cyndy Heslin – carried

Motion to accept Financial report as information – Craig Lukinuk – carried

9. Policy Committee Report

- Section 1, 1E Probationary Period

Motion to forward Section 1, 1E Probationary Period to general board for approval – Elaine Sorochan – carried

- Section 1, 1B Compensation

Motion to forward Section 1, 1B Compensation to general board for approval – Laurent Amyotte – carried

Motion to rescind previous motion – Laurent Amyotte – carried

Motion to send to Policy Committee for review – Jill McLuckie – carried

- Section 1, 1D Continuing Education

Motion to forward Section 1, 1D Continuing Education to general board for approval – Karen Shaw – carried

- Section 1, 1G Hours of Work

Motion to forward Section 1, 1G Hours of Work to general board for approval – Cyndy Heslin – carried

- Section 1, 1H Overtime

Motion to forward Section 1, 1H Overtime to general board for approval – Justin Thompson – carried

- Section 1, 1J Vacation

Motion to send to Policy Committee for review – Elaine Sorochan – carried

- Section 1, 1K Benefits

Motion to forward Section 1, 1K Benefits to general board for approval – Cyndy Heslin – carried

- Section 1, 1L Leaves

Motion to forward Section 1, 1L Leaves to general board for approval – Jill McLuckie – carried

- Section 1, 1M Sick Days & Short-Term Disability

Motion to forward Section 1, 1M Sick Days & Short-Term Disability to general board for approval – Justin Thompson – carried

- Section 1, 1P Performance Management

Motion to forward Section 1, 1P Performance Management to general board for approval – Jill McLuckie – carried

- Section 1, 3Q Grievances

Motion to forward Section 1, 3Q Grievances to general board for approval – Elaine Sorochan – carried

- Section 2, 1H Committees of the Board

Motion to forward Section 2, 1H Committees of the Board to general board for approval – Cyndy Heslin – carried

- Section 3, 1M PLSB Grant Money

Motion to send to Policy Committee for review – Karen Shaw – carried

- Section 2, 1I Board Honoraria & Expenses

Motion to forward Section 2, 1I Board Honoraria & Expenses to general board for approval – Justin Thompson – carried

- Terms of Reference

- format approved

Motion to send “Draft Minutes Distribution” policy to Policy Committee for review – Craig Lukinuk - carried

10. Letters

- Vicky will draft a separate letter to the MLA's, concerning the provincial budget

11. Fundraising – Best Practices

- Jodi to ask librarians for their input and feedback on their fundraising techniques

12. Grant Writing (Workshop)

- suggestion to set up a webinar to teach Grant Writing

- it was suggested to have a presenter at our conference for grant writing

13. Building Committee

- received quote for windows, Building Committee to go back to Jen-Col and discuss quote

Motion to send quotation back to Building Committee for review – Craig Lukinuk – carried

- Jen-Col will find a civil engineer to come and look at the swale

14. Closed Session – Executive Director Review

Motion to go in closed session at 4:25 p.m. – Jill McLuckie – carried

Motion to come out of closed session at 4:42 p.m. – Jill McLuckie – carried

Motion to accept Executive Director's contract as discussed and presented in closed session according to Section 17.2(e) of FOIP – Jill McLuckie – carried

Cyndy Heslin volunteered as 3rd person for the Executive Director Review Committee

NEW ACTION ITEMS

1. Change wording in Plan of Service as to who attends the presentations to councils vs. library boards

2. Policy Committee – Review “Draft Minutes Distribution” policy

3. Julie - to send out another reminder for libraries to back up their systems, other than the cloud.

Check again on cyber security insurance. Have a session at our conference on Cyber Security.

4. Julie - to look up the name of the Grant writer presenter we had previously at our conference and book them again for our conference.

5. Tracy - agenda to be revamped, action items from previous meeting will follow agenda items

Motion to adjourn 4:43 p.m. – Jill McLuckie – carried

Approved By:  _____

Date:  _____

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: September 21, 2019

Time: 8:30 am

Attendees: Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Cyndy Heslin, Elaine Sorochan, Justin Thompson, Neal Comeau (for Karen Shaw), Laurent Amyotte, Jodi Dahlgren, Julie Walker, Kelly McGrath, Terri Hampson, Tracy Paradis

Absent: Jill McLuckie, Larry Tiedemann

Guest: Al Harvey

Meeting called to order at 8:32 a.m.

AGENDA ITEMS

1. Additions to agenda
 - 14. Closed session - personnel

Motion to approve agenda – Cyndy Heslin – carried

2. Approval of Minutes from July 22nd, 2019

Motion to approve minutes from July 22, 2019 – Craig Lukinuk – carried

3. LMC Report – Jodi Dahlgren
 - in the report there are “feel good” stories from the libraries
 - next LMC meeting is on October 2
 - PLSB is hosting a Red Tape Reduction session at the Wainwright library on Monday, October 7 at 12:30 p.m.

Motion to accept LMC report as information – Elaine Sorochan – carried

4. Board Chair Report
 - Mannville Library Board visit scheduled in October
 - along with Warren, went and met the MLA of Barrhead/Westlock; meeting went very well

Motion to accept Chair report as information – Warren Griffin – carried

5. Executive Director Report
 - we now have a full complement of MLIS employees
 - Amy Knifton, Bibliographic Services Manager
 - Jake Marion, Public Services Manager
 - Greg Morgan, Public Services Consultant
 - Vicky Zhang, Public Services Consultant
 - PLSB has released 50% Indigenous Grant, 50% Operating Grant, and 50% Board of Record
 - we have released 50% to our Board of Record libraries
 - we have sent reminder email to libraries to back up their systems
 - 2010 Chevy is to be replaced for van run (it's over 300,000 km)
 - attended IFLA conference in Greece

Motion for Julie to provide cost comparison between IFLA, ALA, and ALC conferences – Craig Lukinuk - carried

Motion to accept Executive Director report as information – Laurent Amyotte - carried

6. Lynda.com
 - library version database
 - changed hands to Linked in
 - patrons need to create profile on Linked in to access the database
 - all library systems are discussing



7. Resolution – Warren Griffin
- see attached
- RMA is in November

8. Indigenous Grant

Motion to defer to next meeting – Craig Lukinuk - carried

9. Financial Report
- see attached

Motion to defer Lamont Library Board request until more information is obtained – Laurent Amyotte – carried

- renewed 3 GIC's

Motion for Jodi to bring to LMC for discussion of book allotment funds carry over – Craig Lukinuk – carried

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

10. Budget Committee – Al Harvey

Motion for Executive to recommend to General Board a 2% levy increase – Justin Thompson – carried

11. Policy Committee Report
- no report

12. Building Committee Report
- see attached

Motion to accept Building Committee Report as information – Craig Lukinuk – carried

13. Advocacy Committee Report

Motion to accept Advocacy Committee Report as information – Cyndy Heslin – carried

14. Closed session – personnel

Motion to go into closed session at 9:56 a.m. – Craig Lukinuk – carried

Motion to come out of closed session at 10:08 – Craig Lukinuk - carried

Motion for Policy Committee to review "Grievance Policy" – Warren Griffin – carried

ACTION ITEMS FROM PREVIOUS MEETING

1. Change wording in Plan of Service as to who attends the presentations to councils vs. library Boards (not complete)
2. Policy Committee – Review "Draft Minutes Distribution" policy (not complete)
3. Julie to send out another reminder for libraries to back up their systems, other than the cloud – Julie has sent out reminder to libraries to back up their systems
4. Julie to look up the name of the Grant writer presenter we had previously at our conference (not complete)
5. Tracy to revamp agenda, action items from previous meeting will follow agenda items - completed

NEW ACTION ITEMS

1. Julie to provide cost comparison between IFLA, ALA, and ALC conferences
2. Jodi to bring to LMC for discussion of book allotment funds carry over

Motion to adjourn at 10:08 a.m. – Laurent Amyotte – carried

Next Executive meeting scheduled for November 23, 2019 at 8:30 a.m.

Approved by: 

Date: Nov 23, 2019

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: October 21, 2019

Time: 8:30 am

Attendees: Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Cyndy Heslin, Elaine Sorochan, Laurent Amyotte, Jill McLuckie, Jodi Dahlgren, Julie Walker, Heather Elliott, Amy Knifton

Absent: Karen Shaw, Justin Thompson, Larry Tiedemann

Meeting called to order at 10:00 a.m.

AGENDA ITEMS

1. Additions to agenda

Motion to approve agenda – Cyndy Heslin – carried

2. Approval of Minutes from September 21, 2019

Motion to approve minutes from September 21, 2019 – Jill McLuckie – carried

3. Closed Session

Motion to go into closed session 10:01 a.m. – Warren Griffin – carried

Motion to come out of closed session 11:06 a.m. – Craig Lukinuk – carried

Motion for Chair to proceed with legal matter as discussed in closed session, per FOIP section

27(1) Privileged Information – The head of a public body may refuse to disclose to an applicant
a. information that is subject to any type of legal privilege, including solicitor client privilege of parliamentary privilege.

b. information prepared by or for (i) the Minister of Justice and Solicitor General, (ii) an agent or lawyer of the Minister of Justice and Solicitor General, or (iii) an agent or lawyer of a public body, in relation to a matter involving the provision of legal services, or

c. information in correspondence between (i) the Minister of Justice and Solicitor General, (ii) an agent or lawyer of the Minister of Justice and Solicitor General, or (iii) an agent or lawyer of a public body, and any other person in relation to a matter involving the provision of advice or other services by the Minister of Justice and Solicitor General or by the agent or lawyer.

Break at 11:08 a.m.

Back to order 11:26 a.m.

4. LMC Report

- no report

5. Board Chair Report

- reviewed and discussed

- library budget, concern about their challenges regarding reduced hours

- Library Acts & Library Regulations – Regulations may be the better option

Motion to accept Board Chair report as information – Elaine Sorochan – carried

6. Executive Director Report

- introduced Amy

- discussed report

- public Service department – role of consultants, plan

- developing Niche Academy for information to help and support libraries in tasks

- library board training – job descriptions, hiring & recruiting and minimum requirements & policies for libraries

- professional development for HQ staff and library managers

- discussed the new RELAIS system that is replacing VDX – PLSB

- RBdigital opportunities discussed

- acquired ZOOM because next year RISE will be discontinued
- Kelly was asked to speak to security (9)
- ACSI can do an assessment – followed by discussion

Motion to approve \$10,000 for initial inspection on IT system walk through from earmarked funds – Laurent Amyotte – carried

- Amy was asked to speak about van purchase (8)
- provided specs, maintenance and size of vehicles
- looked at different brands
- Amy's recommendations:
 1. RAM ProMaster (2020) from St Paul Dodge, 90L tank, needs to be ordered - \$34,907.51 + GST
 2. Nissan NV 2500 (2019) from Sherwood Park, 106L tank, in stock - \$34,283.25 + GST plus an additional \$600-\$1000 for the installation of a safety partition wall
- Discussion about vehicles

Motion for Policy Committee to review replacement criteria on the vehicles. Example: cargo vs. passenger van – Laurent Amyotte – carried

Action Item: Administration to review cargo vehicle specification and bring back to the Executive for further discussion.

Motion to order the RAM ProMaster for \$34,907.51 + GST take from earmarked funds and this year's budget and in the meantime use the Caravan – Craig Lukinuk – carried

Motion to accept Executive Director report as information – Jill McLuckie – carried

7. Indigenous Grant

- discussion about the Best Practice document from PLSB
- Diversity Statement – to look at all qualified personnel; be all inclusive
- discussion about elected official, ex officio, public at large
- starting the process

Action Item: Julie to put something in the hiring practices and policy

- Resources - mental health and cultural resources
- Libraries and Library Boards need to be familiar with the information – provide the appropriate links
- Engage Indigenous for collaboration to move towards working together, to be part of the community. Representatives from our Region.
- Need to move in the right direction for grants specs
- Conversations for municipal level

Action Item: For Plan of Service – mission or vision needs to include all inclusive

Action Item: For administration to include all inclusive statement in hiring, policies and job description

Direction Item: Board meeting is an open meeting and send invitation to Elders & libraries can post invitations

Action Item: Send the Promote Indigenous Representation of Board Members, Staff and Volunteers to all Board Members & Library Managers for review and feedback

1. Julie will send to Board
2. Jodi will send to Library Managers

Action Item: Vicky recommends that the Executive complete the 4 Types of Unconscious Bias in the Workplace <http://au.hudson.com/latest-thinking/infographics/4-types-of-unconscious-bias-in-the-workplace>

Motion to accept as information – Craig Lukinuk – carried

8. Approval of Vehicle

- see above (Executive Director report)

9. IT/admin expenditure for an analysis scan of network, computers and servers

- see above (Executive Director report)

10. Sound System

- NLLS has purchased a system with cordless mics; this should help with hearing during the Board meetings

11. Sitting Arrangement

- Discussion for the best options

Action Item: remove the zone signage, ensure the 3 people from Executive (Chair, Vice Chair and ED) remain at the 'top' table. AGM arrangement works with the zones.

12. UNDRIP

Motion to add the UNDRIP document on the website – Craig Lukinuk – carried

13. Communications

- NLLS has an HR time stamped electronic device for the staff
- through discussions it has become apparent some board members are not familiar with the communications policy outlining our procedures both internally for staff and externally for library and board members
- discussion about communication policy

Motion for Grievance Committee and Whistleblower each need a separate email that are direct to the position not the person. Example: policy@nlls.ab.ca

Action Item: Grievance Committee and Whistleblower each need a separate email that are direct to the position not the person. Example: policy@nlls.ab.ca

14. Roles of Trustees

15. Code of Conduct

Motion to invite PLSB to provide PD on the Roles of Trustee and Code of Conduct as a delegation – Craig Lukinuk – carried

16. 60's Scoop

- see report

17. Financial Report

- no report

18. Budget Committee

- amending & re-evaluate the budget depending on the outcome of the November meeting
- following discussion on libraries budget deadline we need to consider having this done earlier in the year so libraries may have included in their budget. For example, some libraries are making presentations to their councils in September and we do not approve the NLLS budget until November

Motion to accept the Budget as amended – Craig Lukinuk – carried

19. Policy Committee Report

- annual review of policies
- terms of reference: some have been reviewed & updated while others are being created
- review date to be included when policy is updated; highlight minor/major changes in policies

Motion to accept Policy Committee Report as information – Cyndy Heslin – carried

20. Building Committee Report

- discussed report

Motion for Jill to request further information for cost of civil engineer and bring back at the next Executive meeting – Craig Lukinuk – carried

Motion to accept Building Committee Report as information – Warren Griffin – carried

Discussed Email Meeting:

Motion for Executive Committee to be compensated for the time spent on October 10, 2019 email meeting with reference to legal: members receive \$100; Chair receives \$200 – Elaine Sorochan – carried

ACTION ITEMS FROM PREVIOUS MEETING

1. Julie to provide cost comparison between IFLA, ALA, and ALC conferences – carried forward
2. Jodi/Amy to send out a survey email to libraries regarding book allotment funds carry over – carried forward

NEW ACTION ITEMS

1. Action Item: Administration to review cargo vehicle specification and bring back to the Executive for further discussion.
2. Action Item: Julie to put something in the hiring practices and policy
3. Action Item: For Plan of Service – mission or vision needs to include all inclusive
4. Action Item: For administration to include all inclusive statement in hiring, policies and job description
5. Action Item: Send the Promote Indigenous Representation of Board Members, Staff and Volunteers to all Board Members & Library Managers for review and feedback
6. Action Item: Vicky recommends that the Executive complete the 4 Types of Unconscious Bias in the Workplace <http://au.hudson.com/latest-thinking/infographics/4-types-of-unconscious-bias-in-the-workplace>
7. Action Item: remove the zone signage, ensure the 3 people from Executive (Chair, Vice Chair and ED) remain at the 'top' table. AGM arrangement works with the zones
8. Action Item: Committee Members need to be listed on the website. (Tracy to send this information to Heather)
9. Action Item: Grievance Committee and Whistleblower each need a separate email that are direct to the position not the person. Example: policy@nlls.ab.ca
10. Direction Item: Board meeting is an open meeting and send invitation to Elders & libraries can post invitations
11. Note for Tracy - communication needs to be a separate item on the Nov. Board agenda not included in the policies
12. Note for Tracy - please send two separate emails: one for the invitation and the next with the reports because unable to open reports if sent with the invitation

Motion to adjourn at 3:01 p.m. – Laurent Amyotte – carried

Next Executive meeting scheduled for November 23, 2019 at 8:00 a.m.

Approved By:  _____

Date: Nov 23, 2019

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: November 23, 2019

Time: 8:00 am

Attendees: Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Cyndy Heslin, Elaine Sorochan, Laurent Amyotte, Jill McLuckie, Karen Shaw, Justin Thompson (via phone), Larry Tiedemann, Jodi Dahlgren, Julie Walker, Heather Elliott, Amy Knifton, Anna Scott, Kelly McGrath, Terri Hampson, Tracy Paradis

Meeting called to order at 8:04 a.m.

AGENDA ITEMS

1. Additions to agenda
16. Resolution to Library Act update

Motion to approve amended agenda – Laurent Amyotte – carried

2. Approval of Minutes from October 21, 2019

Motion to approve minutes from October 21, 2019 – Jill McLuckie – carried

3. LMC Report
 - LMC meeting on October 2. 35 managers attended
 - P.D. Day tab on Managers website – any staff attending conferences or P.D. days to upload reports for Library Managers

Motion to accept LMC report as information – Cyndy Heslin – carried

4. Board Chair Report
 - reviewed and discussed

Motion to accept Board Chair report as information – Karen Shaw – carried

5. Executive Director Report
 - reviewed and discussed
 - new Public Services Manager – Anna Scott
 - October 9 had a FOIP training session in-house
 - November 25 full day staff P.D. day

Motion that any library that is not in the process of upgrading to the Windows 10 System, by January 14, 2020, will be removed from the NLLS network – Cyndy Heslin - carried

Motion to accept the Executive Director report as information – Elaine Sorochan – carried

6. Financial Report
 - reviewed and discussed

Motion to accept Financial report as information – Jill McLuckie – carried

7. Budget Update
 - reviewed and discussed

Motion to accept the 2020 budget and forward to Board for approval – Craig Lukinuk – carried

Motion for 2% budget increase – Karen Shaw – defeated

Motion for 1.5% budget increase – Cyndy Heslin - carried

8. Outstanding Levies
 - there are only 2 that are outstanding, one is coming shortly

9. Change of fiscal year update
 - it was decided this was not beneficial

12. Direction Item: Board meeting is an open meeting and send invitation to Elders & libraries can post invitations – done
13. Note for Tracy - communication needs to be a separate item on the Nov. Board agenda not included in the policies – done
14. Note for Tracy - please send two separate emails: one for the invitation and the next with the reports because unable to open reports if sent with the invitation – done

NEW ACTION ITEMS

1. Jodi/Amy to continue getting replies regarding book allotment funds carry over – carried forward
2. Julie to put something in the hiring practices and policy – carried forward
3. For Plan of Service – mission or vision needs to include all inclusive – carried forward
4. For administration to include all inclusive statement in hiring, policies and job description – carried forward
5. Vicky recommends that the Executive complete the 4 Types of Unconscious Bias in the Workplace <http://au.hudson.com/latest-thinking/infographics/4-types-of-unconscious-bias-in-the-workplace> - carried forward
6. Heather to make posters for libraries for open invitation for board meetings
7. Administration to call for RFP's for rewiring Bib. Services
8. Anna to assist the libraries in utilizing their book allotment
9. Vicky to send letter to the Minister to ask for release of remaining grant monies
10. Vicky and Executive Director to visit the one library and council to see what can be done about their levies

Motion to adjourn at 2:28 p.m. – Warren Griffin – carried

Next Executive meeting scheduled by call of the Chair

Approved By: _____

Date: Feb 29, 2020