

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: February 14, 2020

Time: 9:30 am

Attendees: (via Zoom) Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Cyndy Heslin, Elaine Sorochan, Laurent Amyotte, Jill McLuckie, Justin Thompson, Larry Tiedemann, Julie Walker

Regrets: Karen Shaw

Meeting called to order at 9:38 a.m.

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from December 1, 2019

Motion to approve minutes from December 1, 2019 – Jill McLuckie – carried

Meeting held to address some immediate requests and personnel carry forward from review held last year. Progress to date, review ER Terms of Reference, Performance appraisal and directives.

Update on Nodes meeting-Julie

Discussed issues with Relais, in a nut-shell Polaris, TRAC and Relais systems cannot work together, this is a PLSB initiative and it is out of our hands. Innovative, TRAC, PLSB are all working together to try to get this to work. On February 7th, a letter by Julie was sent out to all library managers and board explaining the problems. Some interim work arounds are being considered which may create havoc (an administrative nightmare) in having a central place causing stress on staff, time, etc.

ACTION ITEM-Julie to discuss at TRAC Director's Meeting later this month. She will suggest all of us can write as a group expressing our concerns with this contract PLSB has signed and the significant impact it is having on our systems budgets with staffing and service. She will report back to us at next Executive meeting and if need be Chair will write letter with c/c to MLA's-**Pending**
It does create problems with ILL inter library loans.

PLSB is also making changes with the courier and we will be required to add a vehicle and do more runs. Currently our ILL person handles about 1.5 million items and with PLSB changing courier it will add about another 350 bins a week, so we need another ILL staff member, and another driver for additional runs to cover. We will need to purchase another van. Estimated cost is \$40,000. We will not be able to sell the other as originally planned as we will need it because of these changes. The new van should be here March 2020. **ACTION ITEM**-Julie to attach report

New driver estimate \$37,000.

New ILL estimate \$37000.

We will only have to pay new driver ½ year as we are hoping to utilize summer students.

ACTION ITEM-Terri need new budget items showing increase in staff and changes for van purchase, costs gas etc.

Note regular reports will be ready for 2/29/20 meeting

Budget –Julie/Vicky-Covered under Nodes

Note final adjustments for year-end not fully completed

This will be done for our February 29, 2020 meeting when Financial Statements are to be presented and they are scheduled to present at 9am.

Financials year to date FYI

Request for additional staffing-Julie-Covered under Nodes report 1 driver 1 ILL Estimate \$37,000 each.

Request for another van-Julie Covered under Nodes 40M

Referral to policy – request to communication library manager-NLLS staff –Vicky. Warren will take care of this and have at next policy meeting Feb 21, 2020

Julie can provide examples of what has happened at a branch in closed session if required N/A
Terms of Reference Executive Director-reviewed all OK with, just need to add reports from staff, management should reflect this will all be confidential. Elaine pointed it out this should be reflected. Warren taking this to policy meeting on Feb 21, 2020

Performance Review Executive Director-again Warren taking this to policy. These documents are all public and will be shared with our whole board for transparency. (Not the completed ED appraisal)

Action Plan review:

Discussed future Professional development offered by Michelle Devlin. Vicky/Julie discussed moving forward with Fostering Respectful Workplaces Step 2 in conjunction with OHS policies to be developed by Michelle Devlin Company, as well as Step 3 Conflict Management. For these workshops we are trying to set up for some time during the first two weeks of April. These can be open for our board members and library managers. The policies drawn up by Michelle can be used by our libraries as well, as it is imperative our libraries are also following the OHS closely because of new laws. Everyone will benefit and this still falls within our budget. Michelle has offered a Not for Profit rate of ½ day \$2000 and \$2500.

Motion that all duties will be assigned back to the Executive director as the executive committee has fulfilled its mandate of staff review – Craig Lukinuk – carried

HR component of Review- Michelle Company is \$200 an hour. All staff policies are being sent to her to put together a cost estimate on OHS staff policies, etc.

Motion to defer HR component of review until we get the pricing quote – Jill McLuckie – carried

Once know we will have to adjust the budget accordingly. We will not be raising or changing anything just reallocating.

It was felt the \$200 an hour was reasonable as originally cost would be high until all set up then would just be the utilization of their services when our staff requires it and or issues come up.

Vicky to update general board on Feb 29th, 2020 ... Complete staff review done by an outside entity. Recommendations received and acted upon by Executive committee. Some professional development has already been completed, action items on OHS policies being worked on and other professional development and been scheduled for next year. OHS policies should be able to be shared amongst all libraries. HR consultant to be hired, rather than full time or part time staff member. All staff aware and updated on results and requirements. Board update on OHS policies.

Directives given to ED and staff

Requests for professional development-Julie, request for two ½ day workshops for LMC, Board and Staff

IUG approved by Executive Committee

Action Plan request-Vicky

Agenda items –Feb 29, 2020

PD-Karen discussion on who should be developing/maintaining/etc.

Meeting dates need to be decided and booked at next Executive.

Elections for Zones need to notify 2 & 4 member at large? Warren confirmed May is when required. Should list those in the Zones 2&4? Vicky, Laurent, Justin, Jill and Elaine

Stephen info on budget discussion and motion (Note we had some discussion originally budget approved 2% levy September 2019 / 1.5% November 2019 motion approved / Discussion Barry review budget/) Warren to have ready to discuss if need be Feb 29th meeting.

HR component

Plan of Service-Julie

Wants to strike the Plan of Service Committee, and now PLSB making easier so we may only require 2 meetings.

ACTION ITEM- Julie to get on agenda for Library Managers (Feb 26, 2020) meeting what they want to see from NLLS.

Carry forward to place on Feb 29th Executive and General meeting agenda. A committee needs to be set up.

Jill - Abe has contacted us again stating they have not been paid for an invoice.

ACTION ITEM- Julie/Terri to check in to and pay if has not been paid.

Julie - Have done 3 RFP's for telephone service and so far looks like they will be recommending at company out of Bonnyville as come in at approximate 15000, just need to know what maintenance costs will be on 5 year contract....To be added to Feb 29th, Executive meeting

In Camera-Personnel*

Break 11:52-11; 57 Julie left

Motion to move to closed session 11:58 am – Jill McLuckie – carried

Motion to come out of closed session 12:14 pm – Warren Griffin – carried

ACTION ITEMS FROM PREVIOUS MEETING

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

NEW ACTION ITEMS

1. Julie to discuss at [TRAC Director's Meeting](#) later this month. She will suggest all of us can write as a group expressing our concerns with this contract PLSB has signed and the significant impact it is having on our systems budgets with staffing and service. She will report back to us at next Executive meeting and if need be Chair will write letter with c/c to MLA's
2. Julie to attached report, re: new driver and new ILL staff
3. Terri - need new budget items showing increase in staff and changes for van purchase, costs gas etc.
4. Board update on OHS policies
5. Julie to get on agenda for Library Managers (Feb 26, 2020) meeting what they want to see from NLLS
6. Julie/Terri to check in to invoice and pay if has not been paid.
7. Policy Committee-request to communication library manager-NLLS staff
8. Policy Committee-Performance Review Executive Director

Motion to adjourn at 12:14 p.m. – Jill McLuckie – carried


Next Executive meeting February 29, 2020 at 8:00 a.m.

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: February 29, 2020

Time: 8:00 am

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

Regrets: Elaine Sorochan, Heather Elliott

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

AGENDA ITEMS

1. Additions to agenda

Motion to accept agenda – Warren Griffin – carried

2. Approval of Minutes from November 23, 2019 and February 14, 2020

Motion to approve minutes from November 23, 2019 – Cyndy Heslin – carried

Motion to approve minutes from February 14, 2020 – Laurent Amyotte – carried

3. LMC Report

Motion to accept LMC Report – Justin Thompson – carried

4. Board Chair Report

Motion to accept Board Chair Report – Laurent Amyotte – carried

Motion for Julie and Jodi to have a meeting regarding the LMC 9-page report, and report back to Vicky – Justin Thompson – carried

5. Executive Director Report

Motion to accept Executive Director Report – Cyndy Heslin – carried

6. Electronic Timesheets

- timesheets need to be sent to Terri by the 21st of each month for payment.

Motion to accept as information – Karen Shaw – carried

- Board Chair travel time

Motion to approve travel time at \$100 for January 7, 2020 to Nodes meeting in Edmonton – Cyndy Heslin – carried

7. Auditor's Report

Motion to accept Auditor's Report as information – Larry Tiedemann – carried

Motion to forward Auditor's Report to General Board for approval – Justin Thompson – carried

Recess at 9:55 a.m.

Reconvene at 12:05 p.m.

8. Budget Update

- business case to cover costs of courier changes

- reserves

9. Policy Committee

- nothing to report

10. Advocacy Committee

Motion to accept "draft" Advocacy Brochure – Karen Shaw – carried

11. Building Committee

- nothing to report

12. Jasper Conference

- in budget to send 3 members to ALC; but no rooms available this year

- in future will put on the yearly November Board meeting agenda and when budget is passed, to book 3 rooms for Librarians/Board Members if required.

ACTION ITEMS FROM PREVIOUS MEETING

November 23, 2019

1. Jodi/Amy to continue getting replies regarding book allotment funds carry over – **covered in LMC report**
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 – **done**
7. Administration to call for RFP's for rewiring Bib. Services – **Tracy to call a couple more companies, carried forward**
8. Anna to assist the libraries in utilizing their book allotment – **done**
9. Vicky to send letter to the Minister to ask for release of remaining grant monies – **done**
10. Vicky and Executive Director to visit the one library and council to see what can be done about their levies – **done**

February 14, 2020

1. Julie – to discuss at **TRAC Director's** Meeting later this month (March 5). She will suggest all of us can write as a group expressing our concerns with this contract PLSB has signed and the significant impact it is having on our systems budgets with staffing and service. She will report back to us at next Executive meeting and if need be Chair will write letter with c/c to MLA's – **carried forward**
2. Julie – to attached report, re: new driver and new ILL staff – **done**
3. Terri – need new budget items showing increase in staff and changes for van purchase, costs gas etc. – **forward to next budget committee meeting**
4. Board – update on OHS policies – **waiting on cost, carried forward**
5. Julie – to get on agenda for Library Managers (Feb 26, 2020) meeting what they want to see from NLLS – **Jodi to ask Library Managers to be represented at the Plan of Service Committee – carried forward**
6. Julie/Terri – to check in to invoice and pay if has not been paid – **done**
7. Julie/Kelly – RFP's for phone system – **maintenance only presented**

Motion to have a telephone business plan ready to present to the May General Board meeting – Craig Lukinuk – carried

NEW ACTION ITEMS

1. Julie – to send a letter to the Library managers regarding book allotment
2. Julie – to meet with Jodi and discuss the LMC 9-page report and report back to Vicky
3. Vicky – to review the LMC Report and follow up with a report
4. Jodi/Julie – to confirm process and what is classified as a "rush" delivery for items requested by library patrons? In-province versus out-of-province information
5. Policy Committee – review timesheet recommendation
6. Terri – to provide the expense amount of an individual Executive Meeting to assess when/how often to use ZOOM meeting.



7. Plan of Service Committee – to look at the Advocacy template and to be added to the Plan of Service
8. Julie/Kelly – to have a telephone business plan ready to present to the May General Board meeting (contract ends June 2020; may lose phones and system to contractor)
9. Heather – to post on the website, a note encouraging patience while dealing with phone issues, NLLS is looking into further RFP's.

Motion to adjourn at 1:30 p.m. – Justin Thompson – carried



Next Executive meeting scheduled via ZOOM on Monday, March 30, 2020 at 1:30 p.m.



MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: March 14, 2020

Time: 12:30 p.m.

Attendees: (via Zoom) Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Laurent Amyotte, Jill McLuckie, Larry Tiedemann, Julie Walker, Kelly McGrath, Cyndy Heslin (joined at 12:44pm)

Regrets: Karen Shaw, Justin Thompson

Meeting called to order at 12:31 p.m.

AGENDA ITEMS

1. Additions to agenda
 - COVID-19
 - 1. Kelly NLLS Update
 - 2. Kelly NLLS Asks
 - 3. Warren Policies
 - 4. Jodi Libraries
 - 5. Vicky Schools information
 - 6. Action Items moving forward

Motion to adopt agenda as presented – Jill McLuckie – carried

1. Kelly NLLS Update
 - A few members of staff have diabetes/health concerns in regards to COVID.
 - Have provided drivers with wipes and are asking drivers to wash hands at each library after drop off.
 - Hand sanitizers are at the office; in addition, surfaces are getting wiped down as recommended by AHS.
 - Concerned staff want to work at home if possible.
 - Staggered work hours? Cannot change too much. Not offered as of yet. Drivers need to stay on current hours due to library hours of operation.
2. Kelly NLLS Asks
 - One employee currently out of the country. Can work from home for 14 days upon return. This is strongly recommended by AHS as all confirmed cases of COVID-19 today, involved with travel. Employee to be provided with computer with VPN.
 - Can employees who can work from home be allowed to do so? Discussed new provincial employment rules regarding COVID. Kelly to try to accommodate requests for avoid staff having to deal with any unnecessary stress.
3. Warren Policies
 - Not much in NLLS policy regarding infectious illness. Need to defer to OH&S rules and other Provincial guidelines. New Provincial rules do not require a doctor's note and allows for 14 days paid leave for dealing with COVID. Province recommends that business continuity plans be developed for dealing with COVID absences.
 - Current NLLS policy on short term disability/sick leave requires a doctor's note to be eligible for to up 15 weeks paid leave.

4. Jodi Libraries

- Garrison has closed all recreational activities/programs
- Some libraries are reducing hours/programming
- 1 library is closing for 30 days.
- Cold Lake providing hand sanitizer stations, stopping delivery to seniors, no toys for children to play.
- No news from Vegreville (they have a confirmed case of COVID-19).
- Morinville increasing length of book rental to 40 days.
- Libraries are taking extra precautions.
- Jodi says information will be shared among libraries.

5. Vicky School Information

- Schools are to remain open for now.
- A number mentioned was that up to 74% of students do not have a parent at home.
- Schools are to use zero tolerance policy with students who are sick, they must be sent home.
- Schools can take measures to reduce numbers in groups to reduce contact. E.g. cancel assemblies, field trips.
- Chief Medical Officer feels that Alberta has undertaken aggressive measure compared to other provinces, therefore schools can remain open for now.

6. Action Items moving forward

- Kelly has Executive direction to proceed with management measures as earlier discussed.
- Cyndy will forward AHS update emails as she gets them.
- Need to re-evaluate after 14 days whether to continue to stay/work at home.

Meeting adjourned at 1:07 p.m.

Next meeting Monday, March 30, 2020 at 1:30 p.m. via ZOOM.

Approved By:



Date: March 30, 2020

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: March 30, 2020

Time: 1:30 pm

Attendees: (via Zoom) Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Cyndy Heslin, Elaine Sorochan, Laurent Amyotte, Jill McLuckie, Justin Thompson, Larry Tiedemann, Karen Shaw, Jodi Dahlgren, Julie Walker, Terri Hampson

Meeting called to order at 1:30 p.m.

AGENDA ITEMS

1. Additions to agenda

Motion to approve agenda – Cyndy Heslin – carried

2. Approval of Minutes from March 14, 2020

Motion to approve minutes from March 14, 2020 – Jill McLuckie – carried

3. Executive Director Report

1. Staffing NLLS #'s (working from home, office, sick,)
 - a. Working from home, Telus Hub can be used. Amy to try Terri's if she needs.
 - b. Timelines for the work project provided, there is less interruptions so work could be more focused.
2. Plans for helping libraries
 - a. Libraries are struggling especially servicing the seniors (on-line challenges)
 - b. Weeding should be happening in all libraries including NLLS
 - c. Boards are owned by the individual libraries and those boards would need to decide how weeded books are dealt with.
3. What libraries are asking for/need now
 - a. They are still ordering
 - b. Inventory and weeding
 - c. Helpdesk tickets are still being generated
 - d. Summer Reading Program is still going ahead
 - e. Videos are to be created and support libraries with virtual programming
4. Plan of Service
 - a. Start the process now, send out the notice to member boards and libraries
 - b. Try to get feedback from as many municipalities as possible, this time at home may be an opportunity to engage more.
 - c. Julie to ask PLSB if they will be extending the POS deadline.
5. OHS policies
 - a. Use ones that are already created from other sources
 - b. Send out so board can read them ahead of time
6. Work plans for staffing during Covid-19
 - a. Addressed above
7. What are other systems are doing?
 - a. Julie to do an update
 - b. Communicating with PLSB every two weeks
 - i. Just watch if they change their message

8. Update on Library Managers submission
 - a. Jodi and Julie are still working on it, some items have already been dealt with
 - b. Look at moving the LMC meeting a couple of weeks ahead of the Executive meeting
 - i. Vicky suggests, a month between for better reaction time for all parties involved
 - ii. Lay out some procedures to address pilot projects

Motion to accept Executive Director's report and continue to bring back what other systems are doing – Craig Lukinuk – carried

4. Financial Report
 1. Balance Sheet
 - a. 1.2 million gives the best interest rate in bank account
 - b. Once we get our operating grants, Terri will supply potential investment options
 2. Income Statement

Motion to accept the Financial report – Laurent Amyotte – carried

5. LMC Report

Motion to accept the LMC report – Jill McLuckie – carried

6. Board Chair Report (attached)
 1. Training-Michelle Devlin
 - a. 2 of the 3 items can be done, the third must be done face to face
 - b. Webinars – max of 1 hour so people remain focused
 - c. April 7 is the next webinar

Motion to accept Board Chair report – Warren Griffin – carried

7. Round table (computer) discussion- lay of the land at municipalities
 1. Craig – Smoky Lake County
 - a. Municipal leaders Town hall with the Premier – minister.municipalaffairs@gov.ab.ca for any questions that you want to submitted
 - b. Looking at closing parks and campgrounds, office has been closed, council meetings still open to the public, however it has proper physical distancing.
 2. Vicky – Cold Lake
 - a. Looking at staffing and lay-offs will be imminent, looking at free cycle options and other interim plans in place.
 3. Elaine – Two Hills
 - a. Staff is on rotation, no lay-offs yet, banks have closed their doors, except for deposit slot and atm; post office and groceries are still running.
 4. Jill – Mannville
 - a. The office has been closed, but Admin. working there, also off-site. Co-op and UFA are still running. Post office is open with modified hours.
 5. Justin – Vermilion
 - a. Public office has been closed, along with library. Essential services only so far. College released the students. Only necessary meetings as needed.
 6. Laurent – County of St. Paul
 - a. Offices are closed, public must buzz or make appointment. Library in Ashmont and Mallaig are still staffed.
 - b. May elections – are we postponing or extend the term
 - c. PW staff are delivering groceries to those in need

Motion to send e-mails to the General Board members recommending a five (5) month delay and move the upcoming May AGM elections to November 2020, for this year's rotation (Zone 2, 4 and affected sub-committees) – Warren Griffin – carried



7. Cyndy – Ryley
 - a. Municipal office closed to public, most staff are working in office, some at home. Public events have been cancelled. Meetings via ZOOM, CAO is in Chambers and gallery has physical distancing protocols.
8. Warren – Athabasca County
 - a. Same as other municipalities. All public facilities are closed. Campgrounds are delayed to June for reassessment and possible opening.

8. Closed Session – Staffing

Motion to move to closed session at 3:03 pm – Jill McLuckie – carried

Motion to come out of closed session at 3:23 pm – Cyndy Heslin - carried

Motion for Vicky, Warren and Julie to draft an e-mail to the Minister of Municipal Affairs regarding library funding and staffing – Craig Lukinuk – carried

ACTION ITEMS FROM PREVIOUS MEETING

November 23, 2019

1. Julie to put something in the hiring practices and policy – **carried forward**
2. For Plan of Service – mission or vision needs to include all inclusive – **carried forward**
3. For administration to include all inclusive statement in hiring, policies and job description – **carried forward**
4. 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**
5. Administration to call for RFP's for rewiring Bib. Services – **Tracy to call a couple more companies, carried forward**

February 14, 2020

1. Julie – to discuss at TRAC Director's Meeting later this month (March 5). She will suggest all of us can write as a group expressing our concerns with this contract PLSB has signed and the significant impact it is having on our systems budgets with staffing and service. She will report back to us at next Executive meeting and if need be Chair will write letter with c/c to MLA's – **done**
2. Terri – need new budget items showing increase in staff and changes for van purchase, costs gas etc. – **forward to next budget committee meeting**
3. Board – update on OHS policies – **waiting on cost, carried forward**
4. Julie/Kelly – RFP's for phone system – **maintenance only presented**

February 29, 2020

1. Julie – to send a letter to the Library managers regarding book allotment – **carried over**
2. Julie – to meet with Jodi and discuss the LMC 9-page report and report back to Vicky – **carried over**
3. Vicky – to review the LMC Report and follow up with a report – **carried over**
4. Jodi/Julie – to confirm process and what is classified as a “rush” delivery for items requested by library patrons? In-province versus out-of-province information – **carried over**
5. Policy Committee – review timesheet recommendation – **carried over**
6. Terri – to provide the expense amount of an individual Executive Meeting to assess when/how often to use ZOOM meeting – **carried over**
7. Plan of Service Committee – to look at the Advocacy template and to be added to the Plan of Service – **carried over**
8. Julie/Kelly – to have a telephone business plan ready to present to the May General Board meeting – **carried over**
9. Heather – to post on the website, a note encouraging patience while dealing with phone issues, NLLS is looking into further RFP's – **done**

NEW ACTION ITEMS

1. Julie/Vicky – send e-mails to the General Board members recommending a five (5) month delay and move the upcoming May AGM elections to November 2020, for this year's rotation (Zone 2, 4 and affected sub-committees)
2. Vicky, Warren and Julie – draft an e-mail to the Minister of Municipal Affairs regarding library funding and staffing

Motion to adjourn at 3:26 p.m. – Jill McLuckie – carried



Next Executive meeting TBA – Chair to send out some dates



NLLS Executive Meeting Minutes of April 29, 2020

AGENDA APPROVAL - Laurent Amyotte motions to approval the agenda as presented. All in favor, motions carried.

ATTENDANCE via Zoom: Vicki Lefebvre, Jodi Dahlgren, Warren Griffin, Jill McLuckie, Laurent Amyotte, Larry Tiedemann, Cyndy Heslin, Elaine Sorochan, Julie Walker, Terri Hampson, Kelly McGrath, Heather Elliott, Amy Knifton and Anna Scott.

ABSENT: Craig Lukinuk, Justin Thompson and Karen Shaw

CALL TO ORDER: 1:10pm

Approval of Previous Meeting Minutes Mar 30, 2020 – Jill McLuckie motions to approve the meeting minutes of Mar 30, 2020. All in favor, motion carried.

- 1- May AGM
 - a. Zoom
 - b. approval of extending election
Julie or Kelly to investigate voting options for the Aug Board Meeting will need protocol set up
- 2- Cost reductions letters from Municipalities
 - a. What is happening with the cost savings if any from NLLS during this pandemic
 - b. Items to send back to the budget/policy committee
 - i. Zoom Mtg renumeration
 - ii. Virtual vs In Person meeting
 - iii. 2021 Cost savings
 - iv. We will continue to invoice the libraries the levy's in June and waive any penalties and extend payment to Oct 2020.
- 3- What is happening with libraries (Jodi & Julie), where do they need help? what are we doing?
 - a. Staff reduction in hours and layoffs throughout the system
 - b. LMC Meeting via Zoom or move to Sept? Awaiting feedback from Library Managers
 - c. Virtual programming is becoming the new normal for some
 - d. Most questions to date have been about "Inventory"
- 4- Professional development
 - a. poor turnout libraries and Michelle Devlin
 - b. they related back to NLLS policies and the breakout rooms were very informational and interactive.
 - c. Amount of webinar and on-line meetings are increasing. Prioritizing and giving as much notice as possible a requirement now
- 5- Conference
 - a. Looking a presenting what we can virtually as a TRAC wide conference with other systems
 - b. Some presentations will be done by tutorial and posted up on the website: IE: Book repair
- 6- Budget/Financials (Terri)



- a. increase online resources or change up on book allotment to utilize more(discussion)Julie – suggesting a portion of book allotment to be used for e-resources.
- b. **Cyndy Heslin motions to reallocate up to \$25,000 from various budget lines to e-resources budget lines. All in favor, motion carried.**
- c. Is there Executive members remuneration for the on-line PD with Michelle? It was only mandatory for staff not others.
 - i. **Laurent Amyotte motions to remunerate the Board members whom attended the Apr 7, 2020 on-line webinar provided by Creating People Power Inc via NLLS. All in favor, motion carried.**
- d. Income Statement
 - i. Items for discussion
 - ii. **Laurent Amyotte motions to accept the financials as presented. All in favor, motion carried.**
- e. Manulife
 - i. 10% Health and 50% Dental
 - ii. Approx. \$3000.00 gain on overall budget
- f. Operating and Board of Record Grants from Gov't
 - i. They are using 2016 population
 - ii. Approx. \$4000.00 gain on overall budget
- g. 10% Wage Subsidy
 - i. April has been completed at \$5924.55 (will have to report as income next year)
- h. Municipal Levy's – Outstanding
 - i. There are Two for a total of \$22,645.90 Justin and Larry to assist.

7- Follow up LLB letter (Julie)

- a. what is procedure on pilots being done
 - i. 3 steps to it, template has been completed
- b. communication protocol
 - i. policy to be re-presented to LM's
- c. was blue bag (bag less) change over a big stressful event as mentioned? Was a learning experience with presentation being a bit long and members leaving so libraries did not get that it was going to be about a 10-week process, which caused the stress.
- d. has there been a lot of problems with Relias work around? Covid-19 started hard to determine
- e. Jodi was not invited to meeting called on Feb 14th, 2020 as was only on employees in camera
- f. have we removed TAL link and additional link from electronic resources page? Done
- g. have we implemented a Windows 10 Outlook session? Is it ready for roll out or has it been done?
 - i. Training versus basic knowledge and who provides the training
 - ii. Library managers are hired by the Library Board

8- Plan of Service

- a. Will need to meet virtually
- b. Date for submission has been extended by PLSB

- c. Ensure recognition of diversity is included
- 9- OHS policies Vicky and others who have can send to Terri so they do not have to reinvent the wheel
- 10- Policy
 - a. March submission package
 - b. Reviewed and returned some to committee others sent to reps
- 11- Communication protocol

CLOSED SESSION

Actions– Vicky to send communication to both PLSB and to ALLB

Next Meeting: May 20, 2020

ADJOURNMENT: 5:38 pm

A handwritten signature in blue ink, appearing to read "Vicky", with a stylized flourish below it.

APPROVED MEETING MINUTES – EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: May 20, 2020

Time: 10:00am

Attendees via Zoom: Vicki Lefebvre, Jodi Dahlgren, Jill McLuckie, Laurent Amyotte, Larry Tiedemann, Cyndy Heslin, Elaine Sorochan, Craig Lukinuk, Justin Thompson, Karen Shaw, Julie Walker, Terri Hampson, Heather Elliott, Amy Knifton and Anna Scott.

Absent: Warren Griffin, Kelly McGrath

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting April 29, 2020

AGENDA ITEMS

1. Approval of the Agenda
 - a. Justin Thompson motions to approved Agenda as presented. All in favour, motion carried.
2. Approval of Minutes from April 29, 2020
 - a. Cyndy Heslin motions to accept the Minutes for April 29, 2020 as presented. All in favour, motion carried.
3. LMC Report
 - a. Jill McLuckie motions to accept the LMC report for information. All in favour, motion carried.
4. Board Chair Report
 - a. Craig Lukinuk motions to accept the Board Chair report for information. All in favour, motion carried.
5. Executive Director Report
 - a. Laurent A motions to approve spending \$8000 US funds from the Marketing and PD budget lines for the current year for the Koios contract. All in favour, motion carried.
 - b. Craig Lukinuk motions to accept the Executive Director report as presented. All in favour, motion carried.
6. Financial Report
 - a. Municipal Levy's – 1 outstanding
 - b. Investment Recommendation
 - i. GIC for 200,000.00 June 2020 yearly renewal
 - ii. GIC for 100,000.00 June 2020 yearly renewal
 - c. Larry Tiedemann motions to accept the recommendation to set up 1 x 200,000 GIC and 1 x 100,000 GIC with ATB for June. All in favour, motion carried.
 - d. Elaine Sorochan motions to accept the Financial Report as discussed. All in favour, motion carried.
7. Budget Committee
 - a. Cyndy Heslin motions to accept the verbal Budget Committee report as presented. All in favour, motion carried.
8. Policy Committee Report – no new report at this time
9. Building Committee Report – no report at this time



10. Advocacy Committee Report
 - a. Cyndy Heslin motions to accept the Advocacy Committee Report as presented. All in favour, motion carried
11. Plan of Service Committee
 - a. Representation discussion

ACTION ITEMS FROM PREVIOUS MEETING

1. Items to send back to the budget/policy committee – completed waiting on next report
2. LMC Meeting via Zoom or move to Sept – Jodi completed
3. Virtual Conference first week of Oct (NLLS not directly involved– Julie updated
4. Communication Policy re-rolled out to Library Managers– Julie/Jodi
5. OHS policy's– Julie update
6. Board Chair to send letter to PLSB – pending
7. Board Chair to send letter to ALLB - pending

NEW ACTION ITEMS

1. Make individual Zoom polls for future meetings – Terri
2. Make list of current investments – Terri
3. Update the advocacy brochure as discussed – Heather
4. Building Committee to meet and assess quotes – Julie to provide
5. OHS work from home policies are updated - Julie

ROUNDTABLE

Nothing brought up.

Jill McLuckie motions to adjourn at 1:25pm, all in favour, motion carried.


Next Executive Committee as called by the Chair.

pt.

MEETING MINUTES – EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: July 2, 2020

Time: 10:05am

Attendees via Zoom: Vicki Lefebvre, Jodi Dahlgren, Jill McLuckie, Laurent Amyotte, Larry Tiedemann, Cyndy Heslin, Craig Lukinuk, Justin Thompson, Karen Shaw, Julie Walker, Terri Hampson, Kelly McGrath, Amy Knifton and Anna Scott.

Absent: Elaine Sorochan, Warren Griffin, Heather Elliott

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting May 20,2020

AGENDA ITEMS

1. Additions to agenda – Laurent Amyotte motions to accept the agenda as presented, all in favour, motion carried.
2. Approval of Minutes from May 20, 2020 – **M1**-Cyndy Heslin motions to accept the minutes from May 20, 2020 as presented, all in favour, motion carried.
3. LMC Report – **M2**-Cyndy Heslin motions to accept the verbal report as presented, all in favour, motion carried.
4. Board Chair Report – none to report
5. Executive Director Report – **M3**-Jill McLuckie motions to accept the report as presented, all in favour, motion carried.
6. Financial Report
 - a. Reimbursement for ALTA AGM – to be charged back to your muni
 - b. June Financials – **M4**-Larry Tiedemann motions to accept the report as presented, all in favour, motion carried.
7. Budget Committee
 - a. See minutes
 - b. Proposed 2021 budget –
 - i. Questions to General Board Meeting
 1. General Board Meeting - how to meet - zoom versus in person mtgs
 2. Weekday meeting versus Sat
 3. LMC Meeting – how to meet – zoom versus in person mtgs
 4. Budget Chair to create cover letter to go out with the draft proposed budget
 - ii. **M5**-Laurent Amyotte motions to accept the draft proposed budget
8. Policy Committee Report
 - a. See minutes
 - b. Approved policies from May 23 ready for signatures
 - c. Policies to move for Board Approval
 - i. Sec 1, 1M Sick Days and STD
 - ii. Sec 1, 2B Working Alone
 - iii. Sec 1, 2D Pandemic Policy
 - iv. Sec 1, 3A Code of Ethics

- v. Sec 1, 3S Workplace Violence and Harassment
- vi. Sec 1, 3V Communication Protocol Library Manager
- vii. Sec 2, 1B Governance
- viii. Sec 2, 1O Election
- ix. Sec 3, 1I Request for Purchase
- x. Sec 3, 1N NLLS Funding
 - 1. **M6**-Jill McLuckie motions to accept the policy changes for Board approval, all in favour, motion carried.

9. Building Committee Report

- a. See minutes
- b. Ratify motion done through email on electrical quote
 - i. **M7**-Jill McLuckie motions to Record the electronic acceptance of the PTW electrical quote of \$8459.33 to come from the previously approved \$160,000.00 allocation, all in favour, motion carried.
 - ii. Swale upgrades – quoted to be gathered
 - iii. Furnace – quotes to be gathered, grants to be applied
 - iv. Telus Quote – **M8**-Craig Lukinuk motions to have administration go forward with the Business Connect phone upgrade as provided, all in favour, motion carried.
 - v. **M9**-Jill McLuckie motions to accept the Building committee report including any costs incurred for the requested quotes, furthermore the funds to come out of the building committee budget line, all in favour, motion carried.

Break Called at 11:58am

Returned to Meeting at 12:05pm

10. Advocacy Committee Report – none to report

11. Plan of Service Committee – update

- a. Zone 3 & 4 are choosing rep
- b. Meeting set for the third week of Aug

12. Upcoming Election

a. **Election Information**

- i. Zone 1 – Craig Lukinuk – up in 2021
- ii. **Zone 2 – Elaine Sorochan – up in 2020**
- iii. Zone 3 – Cyndy Heslin – up in 2021
- iv. **Zone 4 – Jill McLuckie – up in 2020**
- v. **Member at Large – Laurent Amyotte – up in 2020**
- vi. **Member at Large – Justin Thompson – up in 2020**
- vii. Member at Large – Warren Griffin – up in 2021
- viii. Member at Large – Larry Tiedemann – up in 2021
- ix. Sturgeon County – Automatic Seat
- x. Cold Lake – Automatic Seat

b. Sub-Committee Nominations

Advocacy Committee – 5 members
 Budget Committee – 5 members
 Building Committee – 5 members
 Grievance Committee – 4 Zone Members plus 4 Alternates
 Policy Committee – 5 members

c. Nominations to date:

- i. Zone 2 – Debra McQuinn

- ii. Zone 2 – Laurent Amyotte
- iii. Zone 4 – Jill McLuckie
- iv. Zone 4 – Justin Thompson

13. In-Camera– 12:35 -Vicky Lefebvre motions to go in camera citing personnel, all in favour, motion carried.

Out of Camera – 12:50

- a. **M10**-Craig Lukiniuk motions to have the Chair write a letter to the NLLS Representative, cc: Council, CAO, Library Board and the Library Manager regarding internet broadband concerns, all in favour, motion carried.

14. In-Camera – 12:55 – Craig Lukiniuk motions to go in camera citing personnel, all in favour, motion carried.

15. Out of Camera – 1:06

- a. **M11**-Jill McLuckie motions to have the Executive Director Performance review committee complete the required review in a timely manner as per policy and to address details as discussed, all in favour, motion carried.

ACTION ITEMS FROM PREVIOUS MEETING

1. Board Chair to send letter to ALLB – pending
2. Make list of current investments – Terri - attached

NEW ACTION ITEMS

1. Email to be sent out regarding the Election process - Terri
2. Email reminder of next General board Meeting date – Friday Aug 21, 2020 10:00am
3. Budget Committee Chair to submit cover letter to administration for distribution

Next Executive Meeting scheduled: Wed Aug 19, 2020 at 10

Adjournment – 1:08pm

MEETING MINUTES – EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: Aug 19, 2020

Time: 9:00am

Attendees via Zoom: Vicki Lefebvre, Jodi Dahlgren, Warren Griffin, Jill McLuckie, Laurent Amyotte, Larry Tiedemann, Cyndy Heslin, Elaine Sorochan, Craig Lukinuk, Justin Thompson, Karen Shaw, Julie Walker, Terri Hampson, Kelly McGrath and Anna Scott.

Absent: Heather Elliott

PREPARATION FOR MEETING

Please Read:

Reports submitted

Minutes of the Executive Meeting July 2, 2020

AUMA Resolution

AGENDA ITEMS

1. Additions/Approval to agenda – **M1** Karen Shaw motions as amended, all in favor, motion carried.
2. In-Camera Session #1 – Personnel
 - a. **M2** Karen motions to move into camera 9:08, all in favor, motion carried.
 - b. **M3** Cyndy motions to come out of camera at 10:04, all in favor, motion carried.
 - c. **M4** Karen Shaw motions the Executive Committee directs the board chair as discussed in closed session to obtain legal advice and proceed as directed.
3. Approval of Minutes from July 2, 2020, **M5** Jill McLuckie motions to approve the minutes as presented, all in favour, motion carried.
4. LMC Report -Jodi
 - a. **M6** Warren Griffin motions to accept the report as presented, all in favor, motion carried.
5. Board Chair Report – nothing to report
6. Executive Director Report – **M7** Jill McLuckie motions to accept the report as presented, all in favor, motion carried.
7. Financial Report – **M8** Laurent Amyotte motions to accept the report as presented, all in favor, motion carried.
8. Budget Committee – **M9** Craig Lukinuk motions to accept the 0% increases budget as presented, all in favor, motion carried.
9. Policy Committee Report - Warren
 - a. **M10** Warren Griffin motions to add the Social Media policy to the package for the next General Board meeting, all in favour, motion carried.
 - b. **M11** Elaine Sorochan motions to accept the report as presented, all in favor, motion carried.
10. Building Committee Report - Jill
 - a. **M12** Jill McLuckie motions to accept the verbal report as presented, all in favor, motion carried.
11. Advocacy Committee Report – Larry – nothing to report
12. Plan of Service Committee – Cyndy

- a. **M13** Cyndy Heslin motions to accept the verbal report as presented, all in favor, motion carried.
- 13. Thank you, Elaine Sorochan, for your dedicated service to the Executive Committee and the Library System Board
- 14. Meeting with various Councils via Zoom – continue the meetings with council and try to have multiple councils via zoom when possible.
- 15. AUMA Resolution – Village of Ryley
- 16. Plan of Service Questionnaire
- 17. ALLB communication –Vicki
 - a. **M14** Craig Lukinuk motions to put this communication on hold until Executive Committee received further information and provide further direction, all in favor, motion carried.
- 18. Elections process for Muni election year in 2021
 - a. **M15** Craig Lukinuk motions to have NLLS Staff to send out letter to Municipalities no later than Oct 1, 2020 to confirm Library Board representation after each Municipalities organizational meeting, all in favor, motion carried.
- 19. In-Camera Session #2 – Personnel
 - a. **M16** Warren Griffin motions to go in camera at 12:24pm
 - b. **M17** Craig Lukinuk motions to come out of camera at 12:52pm

ACTION ITEMS FROM PREVIOUS MEETING

1. Board Chair to send letter to ALLB – on hold
2. Email to be sent out regarding the Election process – complete
3. Email reminder of next General board Meeting date–Friday Aug 21, 2020 10:00am-complete
4. Budget Committee Chair to submit cover letter to administration for distribution-complete

NEW ACTION ITEMS

1. Provide an update on the PS presentation on the 6 core and 1 ancillary service – Anna/Julie
2. Approved Policies put on a USB for Executive members, and provide instructions for all on how to access them on the Website – Julie/Terri
3. Coordinate and report back the most efficient, least invasive way to fix the water issue – Julie
4. For the Council meetings via zoom, have a basic general presentation when presenting to multiple councils, and municipal specifics when presenting to one council – Julie
5. Plan of Service Questionnaire to be sent out to all stakeholders – Terri/Jodi
6. Letter to be send out to Municipalities to confirm Library Board representation after each Municipalities organizational meeting (usually in Oct)- NLLS Staff
7. Executive Director to address concerns coming out of LMC report - Julie

Next Executive Meeting scheduled at the Call of the Chair

Laurent Amyotte motions to adjourn the meeting at 12:55pm

NLLS Executive Committee meeting – August 21, 2020 @ 8 a.m. via Zoom

In Attendance – Vicky Lefebvre, Craig Lukinuk, Jill McLuckie, Cyndy Heslin, Laurent Amyotte, Larry Tiedemann, Justin Thompson, Elaine Sorochan, Warren Griffin

Absent – Karen Shaw

Call to Order – 8:05 a.m.

Approval of the Agenda – moved by Cyndy Heslin. – carried.

Approval of the August 19 Executive Committee meeting minutes – moved by Jill McLuckie.
– carried.

Closed Session – (Section 17 FOIP) – moved by Laurent Amyotte to enter closed session.

- Carried at 8:06 a.m.

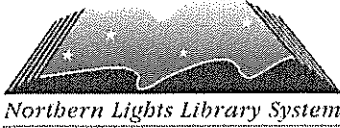
-moved by Craig Lukinuk to leave closed session. – carried at 9:01 a.m.

Motion - For the Chair to proceed as per the direction discussed in closed session. -moved by Craig Lukinuk. – carried.

Next Executive Committee meeting to be at the call of the Chair.

Meeting adjourned at 9:03 a.m. – moved by Elaine Sorochan. – carried.





MEETING INFORMATION

Date: Aug 31, 2020

Time: 1:05pm

Attendees via Zoom: Vicki Lefebvre Warren Griffin, Jill McLuckie, Larry Tiedemann, Cyndy Heslin, Barbara Smith, Craig Lukinuk, Debra McQuinn, and Terri Hampson.

Absent: Karen Shaw

PREPARATION FOR MEETING

Please Read:

Aug 21, 2020 Meeting Minutes
Executive Director Job Description
Executive Director Job Ad

AGENDA ITEMS

1. Approval to agenda **M1** Cyndy Heslin motions to accept the agenda as amended, all in favor, motion carried.
2. Approval of Minutes from Aug 21, 2020, **M2** Jill McLuckie motions to accept the Minutes from Aug 21, 2020, all in favor, motion carried.
3. Chairs Report – **M3** Barbara Smith motions to accept the verbal Chair report as presented, all in favor, motion carried.
4. HR Consultant – **M4** Jill McLuckie motions to direct Administration hire a 3 month HR Contract position with potential extension up to 6 month if needed, looking at the Organization as a whole, job descriptions, salary review, overall organization efficiencies and work load assessment etc, all in favor, motion carried.
5. Grid Review – see above
6. ATB Signing authority – **M5** Barbara Smith motions to have Julie Walker removed from signing authority, all in favor, motion carried.
7. GIC's renewal
 - a. 1x 200,000 and 2x100,000 – **M6** Larry Tiedemann motions to renew the 3 GIC's – 1x200,000, 1 x 100,000 and 1x100,000 for another year, and the interest received moved to the operation account fund, all in favor, motion carried.
8. Compensation for the Board Chair – **M7** Jill McLuckie motions to remunerate Vicky Lefebvre for 6 meetings and Cyndy Heslin for 3 meeting for the extra time put in over the past 2 months and the future months during current transition, - 2 abstain, all in favor, motion carried.
9. In-Camera Session – Personnel and Second Item - Legal - **M8** Craig Lukinuk motions to go into Camera Session at 1:53pm, all in favor, motion carried.
10. **M9** Jill McLuckie motions to come out of Camera Session at 2:24pm, all in favor, motion carried.

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11. Compensation for the Interim Acting Director - **M10** Warren Griffins motions to appoint Terri Hampson as Interim Acting Director and remunerate as discussed in closed session, all in favor, motion carried.
12. Executive Director Job Ad and Description –final draft review to be done by the Executive Director Committee and then to be sent to the Executive Committee for final review.
13. MLIS compliance – discussed for further review.
14. Municipal Affairs Minister – Tracy Allard – communication sent
15. Building Committee
 - a. Swale Work Quote – **M11** Debra McQuinn motions to proceed with the Hahn Welding quote in the amount of \$2170 plus GST for the swale upgrading project, with it not to exceed \$2500.00, furthermore, to have Administration to contact Contractor.
 - b. Furnace Work Quote **M12** Larry Tiedemann motions to send to the Executive to accept quote of no more than \$3200.00, all in favor, motion carried. Furthermore, for Administration to reach out to local company to confirm pricing.
16. Resignation – **M13** Barbara Smith motions to accept for information, all in favor, motion
17. Communication Letter – staff turnover concern – final draft to be send for review

ACTION ITEMS FROM PREVIOUS MEETING

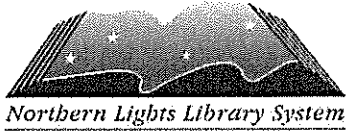
1. Provide an update on the PS presentation on the 6 core and 1 ancillary service – Anna/Terri
2. Approved Policies put on a USB for Executive members, and provide instructions for all on how to access them on the Website – Completed
3. Coordinate and report back the most efficient, least invasive way to fix the water issue – Completed
4. For the Council meetings via zoom, have a basic general presentation when presenting to multiple councils, and municipal specifics when presenting to one council – Completed
5. Plan of Service Questionnaire to be sent out to all stakeholders – Completed
6. Letter to be send out to Municipalities to confirm Library Board representation after each Municipalities organizational meeting (usually in Oct)- Terri/NLLS Staff
7. Executive Director to address concerns coming out of LMC report – Vicki/Terri

NEW ACTION ITEMS

1. Letter to Municipal Affairs - completed
2. Job description for Executive Director
3. Quote for building insulation
4. Staff Videos – what do we do

Next Executive Meeting: at the call of the Chair

Adjournment of the Meeting: Debra McQuinn motions to adjourn at 3:13pm



Northern Lights Library System

MEETING MINUTES – EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: Sept 21, 2020

Time: 10:30am

Attendees via Zoom: Vicki Lefebvre Warren Griffin, Jill McLuckie, Larry Tiedemann, Barbara Smith, Debra McQuinn, Terri Hampson, Anna Scott, Kelly McGrath, Heather Elliott, and Jodi Dahlgren

Absent: Craig Lukinuk, Cyndy Heslin, Karen Shaw

PREPARATION FOR MEETING

Please Read:

Aug 31, 2020 Meeting Minutes

AGENDA ITEMS

1. Approval to Agenda – **M1**-Barbara Smith motions to accept the agenda as amended, all in favor, motion carried.
2. Approval of Minutes from Aug 31, 2020, **M2**-Jill McLuckie motions to accept the minutes as presented, all in favor, motion carried.
3. Chairs Report- **M4**- Debra McQuinn motions to accept the verbal report as information, all in favor, motion carried.
4. Interim Acting Director Report **M5**- Barbara Smith motions to accept the report as information, all in favor, motion carried.
5. Department Reports **M6**- Warren Griffin motions to accept the verbal reports as information (written to follow), all in favor, motion carried.
6. HR Consultant update – RFQ will be sent out shortly. **M3**- Jill McLuckie motions to sent out RFQ for Organization review, all in favor, motion carried.
7. Email motions of Sept 15, 2020 – **M7**-Jill McLuckie motions to ratify Motion A, all in favor, motion carried. **M8** – Debra McQuinn motions to ratify Motion B, all in favor, motion carried.
 - a. Motion: Julie Walker is no longer the Executive director at NLLS effective 26 August 2020 or a Director of TRAC effective September 14, 2020.
 - b. Motion: Terri Hampson has been appointed as Interim Director of NLLS effective August 31, 2020 and interim director of TRAC effective September 14, 2020.
8. Headhunter-**M9**-Jill McLuckie motions to defer the proposal until the organization review is completed, all in favor, motions carried.
9. General Board Meeting – comments and date Fri Nov 20 @ 10am
10. ALC Conference 2021 cancelled
11. ALLB letter – update
12. Sub-Committee Meetings – criteria for calling meetings **M10**- Larry Tiedemann motions send an add on to the Elections policy regarding electing a chair for the sub-committees at the General Board Meeting all in favor, motion carried. Further to this motion when virtual elections are



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held for sub-committees; a- Old Chair to continue on until first meeting is called, or b-New Chair to be selected via email as required, all in favor, motion carried.

13. LMC Report – **M11** Jill McLuckie motions to accept the Library Managers verbal report as presented, all in favor, motion carried.
14. YRL Learnings
 - a. The 1/3's model – 1/3 = The Board – 1/3 = Library World – 1/3 = Staff and other Stakeholders
 - b. 30, 60, 90 Day plans
 - c. Action Plan tying into the Plan of Service – applying measurables
15. Executive Director Review – update – **M12** Warren Griffin motions to direct the Executive Director Evaluation Committee to bring back a new review template, all in favor, motion carried.
 - a. Completion
 - b. Committee
16. Closed Session – Personnel - Executive Director Applicants **M13** – Debra McQuinn motions for the executive Committee and Interim Acting Director to go in Camera at 1:03pm, all in favor, motion carried.
17. **M14** Debra McQuinn motions to come out of camera, all in favor, motion carried.

ACTION ITEMS FROM PREVIOUS MEETING

1. Provide an update on the PS presentation on the 6 core and 1 ancillary service – completed
2. Letter to be send out to Municipalities to confirm Library Board representation after each Municipalities organizational meeting (usually in Oct)- completed
3. Executive Director to address concerns coming out of LMC report – completed
4. Job description for Executive Director – HR Consultant - completed
5. Quote for building insulation – Terri
6. Staff Videos – what do we do – Terri/Staff

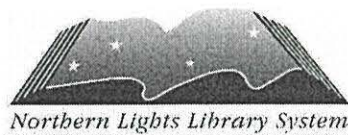
NEW ACTION ITEMS

1. Send out RFQ for organization review – Vicky
2. Headhunters follow up – Vicky
3. Send out reminder for General Board Meeting for Nov 20, 2020 at 10:00am – Terri
4. Send out email to determine Chair of sub-committee with new members – Terri
5. Board Member Orientation package – add the Trustee expectation to send meeting info to the Library Board Chair – Terri
6. Public Access to a calendar with all meetings and links to meeting for the open to public meetings – Terri/Heather
7. Executive Director Review form revision – Vicky
8. Vicky to send zip folder in separate email to Executive Committee for response. - Vicky

Next Executive Meeting: Fri Oct 16, 2020 at 9:30am

Adjournment of the Meeting: Debra McQuinn motions to adjourn at 1:24pm.

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Northern Lights Library System

MEETING MINUTES – EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: Oct 19, 2020

Vicky K

Time: 10:02am

Attendees via Zoom: Vicki Lefebvre Warren Griffin, Jill McLuckie, Larry Tiedemann, Cyndy Heslin, Barbara Smith, Craig Lukinuk, Debra McQuinn, Karen Shaw, Terri Hampson, Kelly McGrath, Anna Scott and Jodi Dahlgren

Absent:, Heather Elliott

PREPARATION FOR MEETING

Please Read:

Sept 21, 2020 Meeting Minutes

Dept reports

Sept Income Statement

AUMA Resolutions

Board Orientation Table of Contents

Board and Staff Relations power point - PLSB

AGENDA ITEMS

1. Approval to Agenda – **M1** – Cyndy Heslin motions to approve the agenda as amended, all in favor, motion carried.
2. Approval of Minutes from Sept 21, 2020 as amended (attendee updated) **M2** – Warren Griffin motions to accept the Minutes of Sept 21, 2020 as amended, all in favor, motion carried.
3. Chairs Report – **M3** – Craig Lukinuk motions to approve the Chairs reports as verbally presented, all in favor, motion carried.
4. LMC Report **M4** – Cyndy Heslin motions to approve the LMC report as presented, all in favor, motion carried.
5. Interim Acting Director Report – **M5** – Barbara Smith motions to approve the Interim Acting Director report as presented, all in favor, motion carried.
 - a. Action list
6. Weekly reviews – to Chair and Vice Chair or to all- send to all, inquiries to Vicky and/or Warren.
7. Department Reports - **NLLS Managers to leave meeting once reports are completed.**
 - a. Financial– **M6** – Jill McLuckie motions to approve the Financial report as presented, all in favor, motion carried.
 - b. IT Dept – **M7** – Cyndy Heslin motions to approve the IT Dept report as presented, all in favor, motion carried.
 - c. Marketing Dept – **M8** – Warren Griffin motions to approve the Marketing report as presented, all in favor, motion carried.
 - d. Public Services Dept **M9** – Jill McLuckie motions to approve the Marketing report as presented, all in favor, motion carried.

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8. POS Committee – update
 - a. **M10** – Cyndy Heslin motions that NLLS send quarterly Draft General Board Meeting Minutes to each CAO and Council, once approved, minutes will be sent at a later date. 6 in favor and 2 opposed, motion carried
 - b. **M11** – Jill McLuckie motions to send the initial POS information to the Interim Acting Director to have NLLS staff draft POS creation, all in favor, motion carried.
 - c. **M12** – Debra McQuinn motions to accept the Plan of Service Meeting Minutes for information, all in favor, motion carried.
9. RFQ request
 - a. **M13** – Larry Tiedemann motions to hire Dr. Margaret Law to complete the NLLS Organizational Review to a maximum of \$20,000, all in favor, motion carried.
10. AUMA Resolutions
 - a. **M14** – Craig Lukinuk motions for information, all in favor, motion carried.
11. Board Member Orientation USB– Terri
 - a. Board and Staff Relations- PLSB
 - b. Laws and Legislation - <https://youtu.be/F7wM89t19A4>
 - c. Highlight Code of Conduct, Communication Policy (Board and Library)
 - d. Chair Contact information and Director information
 - e. **M15** – Craig Lukinuk motions to have NLLS administration to send out USB sticks prior to Nov Meeting, all in favor, motion carried.
12. Building Committee
 - a. Swale project completed – Invoice \$2994.60
 - i. **M16** Cyndy Heslin motions to approve the extra expenditures of \$494.60 on this project, all in favor, motion carried.
 - b. Internal Office Door fix completed – Invoice \$283.50
 - c. CO monitor and Furnace board repairs – completed – Invoices totalling \$3392.50
 - i. **M17** Barbara Smith motions to approve the extra expenditure of \$192.50 on this project, all in favor, motion carried.
13. Closed Session – Personnel
 - a. **M18** Jill McLuckie motions to go in camera at 5:18 pm, all in favor motion carried.
 - b. MLIS presentation – Terri
 - i. **M19** Karen Shaw motions to come out of camera at 5:28
 - ii. **M20** Karen Shaw motions to have NLLS Admin proceed with the MLIS Contract positions subject to conditions as discussed in camera, all in favor, motion carried.
 - c. **M21** Deb McQuinn motions to go in camera at 5:32pm, all in favor motion carried.
 - d. Larry Tiedemann has left the meeting at 6:24pm
 - e. Staffing update – Terri
14. Closed Session – Personnel – No Terri
 - a. **M22** – Karen motions to come out of camera at 6:23pm
15. **M23** Barbara Smith motions to schedule Executive Committee Special Meeting on Monday Nov 9, 2020 at 3pm, all in favor, motion carried.

ACTION ITEMS FROM PREVIOUS MEETING

1. Quote for building insulation - Terri
2. NLLS Video – what do we do – Terri
3. Send out RFQ for organization review – Vicky/Terri Completed



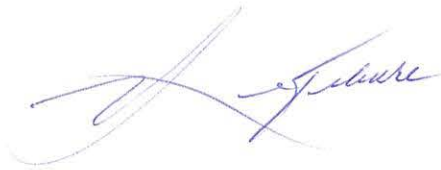
4. Headhunters follow up – deferred until org review complete - Vicky
5. Send out reminder for General Board Meeting for Nov 20, 2020 at 10:00am – Terri Completed
6. Send out email to determine Chair of sub-committee with new members – Terri Completed
7. Board Member Orientation package – Terri - Completed
8. Public Access to a calendar with all meetings and links to meeting for the open to public meetings – Terri/Heather - Completed
9. Executive Director Review form revision – Vicky pending
10. Vicky to send zip folder in separate email to Executive Committee for response. – Vicky
11. ALLB bandwidth – Terri/Kelly pending

NEW ACTION ITEMS

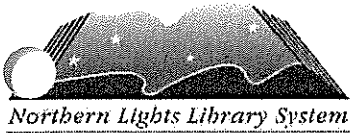
1. Email to CAO's reminding the General Board Meeting is Fri Nov 20, 2020 – regarding giving a consideration to vote at the meeting for Fri or Sat meetings going forward, along with reminder the Organizational meeting appointment. – Terri
2. Entering into agreement with Dr. Margaret Law for the NLLS Organizational review. – Terri
3. Send out USB to CAO for Municipal Board Members, and future USB updates to the Library located closest to the Board member.

Next Executive Meeting: Monday Nov 9, 2020 at 3:00pm

Adjournment of the Meeting: **M24** Karen Shaw motions to adjourn the meeting at 6:42pm

A handwritten signature in blue ink, appearing to read "K. Shaw", is centered on the page. The signature is fluid and cursive.





MEETING INFORMATION

Date: November 9, 2020

Time: 9:09am

Attendees via Zoom: Vicky Lefebvre Warren Griffin, Jill McLuckie, Larry Tiedemann, Cyndy Heslin, Barbara Smith, Craig Lukinuk, Debra McQuinn, Terri Hampson, Jodi Dahlgren and Dr. Margaret Law

Absent: Karen Shaw

PREPARATION FOR MEETING

Please Read:

Oct 19, 2020 Meeting Minutes

AGENDA ITEMS

1. Approval to Agenda **M1** Cyndy Heslin motions to accept the agenda as presented, all in favor, motion carried.
2. Approval of Previous Minutes **M2** Barbara Smith motion to approve the meeting minutes of October 19, 2020, all in favor, motion carried.

Debra McQuinn joined the meeting at 9:12am

3. Organization Review process – Dr. Margaret Law
4. POS Committee – update **M3** – Craig Lukinuk motions to accept the NLLS Plan of Service and distribute it as discussed, all in favor, motion carried.
5. LMC Report – nothing to report
6. Interim Acting Director Report
 - a. Financials **M4** Cyndy Heslin motions to accept the financials as presented, all in favor, motion carried.

Jill McLuckie left the meeting at 10:12am

7. Frog Lake Library Board –update – **M5** motions to accept for information, all in favor, motion carried. Present information to General Board.

Jill McLuckie returned to the meeting at 10:53am

Jodi Dahlgren left the meeting at 10:57am

8. Closed Session – Personnel **M6** Cyndy Heslin motions to go into closed session at 10:58am, all in favor, motion carried.
 - a. MLIS update – Terri
 - b. Staffing update – Terri

M7 Warren Griffin motions to come out of closed session at 11:21am, all in favor, motion carried.

Terri Hampson left the meeting at 11:22am and did not return

Closed Session – Personnel – No Terri **M8** Debra McQuinn motions to go into closed session at 11:22am, all in favor, motion carried.

M9 Barbara Smith motions to come out of closed session at 11:37am, all in favor, motion carried.

M10 Craig Lukinuk to reschedule special executive meeting for November 9, 2020 to commence at 1:30 p.m. for voting members of the Executive only, all in favor, motion carried.

ACTION ITEMS FROM PREVIOUS MEETING

1. Quote for building insulation – Terri – tabled to spring 2021
2. NLLS Video – what do we do – Terri – **M11** Barbara Smith motions to approve the usage and distribute as discussed, all in favor, motions carried.
3. Headhunters follow up – deferred until org review complete – Vicky
4. Executive Director Review form revision – Vicky – defer
5. Vicky to send zip folder in separate email to Executive Committee for response. – Vicky – Completed
6. ALLB bandwidth – Terri/Kelly
7. Email to CAO's reminding the General Board Meeting is Fri Nov 20, 2020 – regarding giving a consideration to vote at the meeting for Fri or Sat meetings going forward, along with reminder the Organizational meeting appointment. – Terri – Completed
8. Entering into agreement with Dr. Margaret Law for the NLLS Organizational review. – Terri-completed
9. Send out USB to CAO for Municipal Board Members, and future USB updates to the Library located closest to the Board member. – Terri – in progress

NEW ACTION ITEMS

1. Send out POS 2021-2023 to the General Board for feedback and review. – Terri
2. Follow up with Town of Legal and other municipalities for membership conversation –Terri
3. Share NLLS Video at the Board Meeting – Vicky
4. Letter of Thanks to Chamber of Commerce on behalf of Board Chair for the partnerships.
5. Executive members are asked to volunteer to step forward as mentors for board members. Barb Smith has volunteered.

Adjournment of the Meeting: **M12** Debra McQuinn motions to adjourn the meeting at 11:45am, all in favor, motion carried.



h.

Special Executive Meeting November 9, 2020

Attendees: Vicky Lefebvre, Jill McLuckie, Barbara Smith, Debbie McQuinn, Larry Tiedemann, Cyndy Heslin, Craig Lukinuk, Karen Shaw, Warren Griffin

Special Meeting called by the Chair for only voting Executive Board Members

Call to Order 1:46 p.m.

Agenda

1. Closed Session – Personnel - FOIP 17(4)f.

Motion by Barbara Smith to approve Agenda as presented. – carried.

No minutes available.

Motion by Jill McLuckie to go into closed session at 1:49 p.m. – carried.

Karen Shaw left the meeting at 2:37 p.m. and did not return.

Recess declared at 3:22 p.m.

Meeting reconvened at 3:27 p.m.

Larry Tiedemann left the meeting at 5:04 p.m. and did not return.

Motion by Jill McLuckie to leave closed session at 6:51 p.m. – carried.

Motion by Craig Lukinuk for the Executive Director Appraisal Committee to proceed with second interviews and direction as discussed in closed session. – carried.

Motion by Jill McLuckie to adjourn meeting at 6:53 p.m.



**Northern Lights Library System
Board Meeting
February 29, 2020
Meeting Minutes**

Present

Amyotte, Laurent & Fodness, Maxine (alt.) - County of St. Paul
Anheliger, Jennifer & Dafoe, Stephen (alt.) - Town of Morinville
Bruce, Barry - Beaver County
Diduck, David - Lamont County
Foley, Bob - Town of Wainwright
Griffin, Warren - Athabasca County (Vice-Chair)
Jubenville, Marc - M.D. of Bonnyville
Krahulec, Julie - Village of Waskatenau
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill (via ZOOM) - Village of Mannville
Millante, Jaycinth - Town of Gibbons
Noel, Norm & deMoissac, Tyson (alt.) - Town of St. Paul
Oudshoorn, Will - Village of Innisfree
Rajoo, Sonny - Town of Two Hills
Saskiw, Dianne - County of Two Hills
Smith, Barbara - Village of Boyle
Storoschuk, Lorna - Town of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Andersen, Ryley (alt.) - M.D. of Wainwright
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Heslin, Cyndy - Village of Ryley
Konieczny, Roger (alt.) - County of Minburn
Lefebvre, Vicky - City of Cold Lake (Chair)
Marusiak, Steven (alt.) - Village of Holden
McQuinn, Debra - Town of Elk Point
Morton, Melody - Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Reid, Tom - Village of Edgerton
Rudolf, Donna - Village of Myrnam
Shaw, Karen - Sturgeon County
Stelmaschuk, Jason - County of Vermilion River
Thompson, Justin - Town of Vermilion

Regrets

Arnold, Mary - Village of Paradise Valley
Binder, Duncan - S.V. of Island Lake
Harvey, Al - Town of Lamont
Lupul, Sheila - Village of Andrew

Berry, David - Town of Vegreville
Gramlich, Val - Village of Chauvin
Lawrence, Tara - Village of Marwayne
Sabo, Lillian - Town of Mundare

Absent

Acres, Judy - Town of Viking
Cherniwchan, Tannia - Town of Athabasca
Hursin, Amelia (Myn) - S.V. of West Baptiste
May, Tanya - Town of Bon Accord
Smith, Ina - S.V. of Pelican Narrows
Tomaszuk, Ed - S.V. of Bondiss, Sunset Beach

Beniuk, Darlene - Lac La Biche County
Filipchuk, Richard - Thorhild County
Irving, Dennis - S.V. of Whispering Hills
Romanko, Don - Village of Vilna
Tarrant, Thomas - S.V. Island Lake South

Guests

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

Dahlgren, Jodi - LMC

Staff

Hampson, Terri - Finance Officer
McGrath, Kelly - I.T. Manager
Scott, Anna - Public Services Manager
Walker, Julie - Executive Director

Knifton, Amy - Bibliographic Manager
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
- Vicky Lefebvre
4. Adoption of Agenda
- move 6.4 Auditor's Report to 6.1
- add 6.7 Annual Reports (Myrnam, Edmonton Garrison, NLLS)

APPENDIX I

2020/02/29-01 Motion to accept the amended agenda – Karen Shaw – carried

5. Minutes of November 23, 2019

APPENDIX II

2020/02/29-02 Motion to approve the minutes of November 23, 2019 – Jason Stelmaschuk – carried

6. For information

1. Auditor's Report (Jeff Alliston, Metrix Group)

APPENDIX III

2020/02/29-03 Motion to accept Auditor's Report – Cyndy Heslin – carried

2. PLSB Report – Jordan DeSousa/Kerry Anderson

APPENDIX IV

- stable provincial funding for libraries and libraries systems
- ILL – OCLC Relais replaces VDX
- Government courier – government courier coming to an end, only 11 delivery nodes will remain on government courier (NLLS is included); fully implemented by October 2020
- Board Basics Workshops – Lamont Saturday, March 14; Red Deer Saturday, March 21; geared towards municipalities
- NLLS Plan of Service due at the end of this year; will be happy to support us in completing
- will do one-on-one board orientations, which is more personal
- will be accepting 2019/2020 nominees, so libraries will not have to reapply for 2019; although they will be unable to compensate the cost of attendance to ALC

2020/02/29-04 Motion to accept PLSB Report as information – Debra McQuinn - carried

3. LMC Report – Jodi Dahlgren

APPENDIX V

- Vicky to review the LMC 9-page report and follow up

2020/02/29-05 Motion to accept the LMC report as information – Will Oudshoorn – carried

4. ALTA Report – Jennifer Anheliger

APPENDIX VI

- Trustee handbook is ready to go, will be available only as a PDF on the website
- nomination forms available for ALTA awards, to be presented at ALC in Jasper

2020/02/29-06 Motion to accept the ALTA Report as information – Les Dorosh – carried

5. Executive Director Report – Julie Walker

APPENDIX VII

- need to set up a Plan of Service Committee (one person from each zone); an email for consideration will be sent out requesting an interest
- due to cancellation of government courier NLLS requires another van for delivery
- request by the floor to provide a business case in future, prior to being asked to vote on purchase items
- ILL - PLSB reps were made aware of costs to our system from cancelling government courier (est. \$167,000)
question from the floor – PLSB felt 6 months notice was sufficient time for the cancellation of service, when queried about timelines (when mentioned timelines were tight for planning and only the 11 nodes will be continuing until October). They hope to have a best practice out in May with new model to identify and assist.
- Relais - when asked why directors made decisions to not use different work around for Relais, it was confirmed by PLSB that it would require all patron records (approx. 337,000) to be manually uploaded into the program. We still have the ability to work with our own, in our consortium (requests for the University to go to PLSB).

2020/02/29-07 Motion for Northern Lights Library System to purchase a new delivery van up to a value of \$40,000 – Lorna Storoschuk - carried

2020/02/29-08 Motion to accept the Executive Director Report as information – Barbara Smith – carried

6. Board Chair Report – Vicky Lefebvre

APPENDIX VIII

- future board meeting dates: May 23, 2020 (AGM); August 29, 2020; November 28, 2020 and February 27, 2021
- will email out

2020/02/29-09 Motion to accept the Board Chair Report as information – Karen Shaw – carried

7. Annual Reports

APPENDIX IX

2020/02/29-10 Motion to accept NLLS Annual Report – Cyndy Heslin – carried

2020/02/29-11 Motion to accept Myrnam Annual Report – Norm Noel – carried

2020/02/29-12 Motion to accept Edmonton Garrison Annual Report – Justin Thompson – carried

8. Adjournment

2020/02/29-13 Motion to adjourn at 11:46 a.m. – Barbara Smith – carried

Next regular Board Meeting and AGM May 23, 2020 at 10:00 a.m.

Zones 2 and 4 will need to be ready to have new representatives elected at the next meeting.

An email reminder will be sent to members of the zones.



Northern Lights Library System Board
Regular Board Meeting
Northern Lights Library System Headquarters
5615 - 48 Street, Elk Point, AB
10:00 AM Saturday, May 23, 2020
Meeting Minutes

Present via Zoom

Amyotte, Laurent/Fodness, Maxine (Alt) - County of St. Paul
Anheliger, Jennifer - Town of Morinville
Bruce, Barry - Beaver County
Diduck, David - Lamont County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County (Vice-Chair)
Jubinville, Marc - M.D. of Bonnyville
Lefebvre, Vicky - City of Cold Lake (Chair)
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill - Village of Mannville
Millante, Jaycynth - Town of Gibbons
Arnold, Mary - Village of Paradise Valley
Oudshoorn, Will - Village of Innisfree
Harvey, Al - Town of Lamont
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord
Sorochan, Elaine - Town of Two Hills

Present Via Zoom by Phone

Shaw, Karen - Sturgeon County
Gramlich, Val - Village of Chauvin

Absent

Acres, Judy - Town of Viking
Filipchuk, Richard - Thorhild County
Hursin, Amelia (Myn) - S.V. of West Baptiste
Stelmaschuk, Jason - County of Vermilion River
Smith, Ina - S.V. of Pelican Narrows
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Krahulec, Julie - Village of Waskatenau
Rajoo, Sonny - Town of Two Hills
Konieczny, Roger (alt.) - County of Minburn
Binder, Duncan - S.V. of Island Lake

Guests

Anheliger, Jennifer - ALTA Rep.
DeSousa, Jordan - PLSB

Staff

Walker, Julie - Executive Director
Hampson, Terri - Finance Officer/Recording Secretary
Scott, Anna - Public Services Manager

Smith, Barbara - Village of Boyle
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
Dorosh, Les - Town of Redwater
Thompson, Justin - Town of Vermilion
Heslin, Cyndy - Village of Ryley
Lawrence, Tara - Village of Marwayne
Berry, David - Town of Vegreville
Sabo, Lillian - Town of Mundare
McQuinn, Debra - Town of Elk Point
Morton, Melody - Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Reid, Tom - Village of Edgerton
Rudolf, Donna - Village of Myrnam
Storoschuk, Lorna - Town of Bonnyville
Cherniwchan, Tannia - Town of Athabasca

Tiedemann, Larry - S.V. of Mewatha Beach

Beniuk, Darlene - Lac La Biche County
Lupul, Sheila - Village of Andrew
Irving, Dennis - S.V. of Whispering Hills
Romanko, Don - Village of Vilna
Tarrant, Thomas - S.V. Island Lake South
Foley, Bob - Town of Wainwright
Noel, Norm & deMoissac, Tyson (alt.) - Town of St. Paul
Andersen, Ryley (alt.) - M.D. of Wainwright
Marusiak, Steven (alt.) - Village of Holden

Dahlgren, Jodi - LMC
Pauls, Stuart - Librarian

Elliott, Heather - Marketing
Knifton, Amy - Bibliographic Manager

- 10:00 AM
1. Call to order via Zoom – Meeting called to order at 9:02am.
 2. Introductions/Quorum confirmed.
 3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
 4. Adoption of Agenda –
 - ADD 6.10 Annual Report

2020/05/23-01 - Lorna Storoschuk motions to accept the Agenda as amended - carried.

5. Minutes of February 29, 2020

2020/05/23-02 Barbara Smith motions to accept the Minutes of February 29, 2020 – carried

6. For Information

6.1. PLSB report –Jordan DeSousa

- Public Library Pandemic Response
- Relaunch Strategy and Checklist for re-opening
- Phase 2 Target date is June 19
- ILL – resume in phases
 - o Gov't Courier – 12 delivery nodes
 - o Staff side of Relais – 1 month
 - o Patron side of Relais – following month

2020/05/23-03 Les Dorosh motions to accept the PLSB report as presented – carried

6.2. Library Managers Council Report – Jodi Dahlgren report to be sent out.

2020/05/23-04 Debra McQuinn motions to accept the LMC report as presented -carried

6.3. ALTA report – Jen Anheliger – report to be sent out.

- ALTA AGM – June 13 at 9:30AM via Zoom

2020/05/23-05-Jill McLuckie motions to accept the ALTA report as presented – carried

6.4. Financials – Terri Hampson

2020/05/23-06- Cyndy Heslin motions to accept the Financial report as presented -carried

6.5. Executive Director's Report - Julie Walker

2020/05/23-07 David Berry motions to accept the Executive Director's report as presented – carried

6.6. Chairman's Report – Vicky Lefebvre

- Alternates on this Board- AB regulations pg. 17 allow for this person
- Executive Committee Member vs Board Membership representation on sub-committees.

2020/05/23-08- Elaine Sorochan motions to accept the Board Chair report as presented – carried

6.7. Policy Submission – Warren –

Al Harvey submitted the following books for recommended usage and reading:

- Parliamentary Procedure at a Glance – O.Garfield Jones
- Roberts Rules of Orders Simplified & Applied 3rd Edition

Sec 1, 1B Compensation

2020/05/23/-09- Les Dorosh motions to accept Sec 1, 1B Compensation policy as presented – carried


Sec 1, 1J Vacation

2020/05/23/-10- Marc Jubinville motions to accept Sec 1, 1J Vacation policy as presented – carried

Sec 1, 10 Employee Long Service

2020/05/23/-11- Marc Jubinville motions to accept Sec 1, 10 Employee Long Service policy as presented – carried

Sec 1, 1R NLLS Company Vehicles and Equipment



- Administration to provide breakdown of vehicle usage and mileage

2020/05/23/-12- Cyndy Heslin motions to accept Sec 1, 1R NLLS Company Vehicles and Equipment policy as amended to include "Km" – carried

Sec 1, 1U Equal Opportunity Employer

2020/05/23/-13- Lorna Storoschuk motions to accept Sec 1, 1U Equal Opportunity Employer policy as presented – carried

Sec 1, 3F Library Property

2020/05/23/-14- Laurent Amyotte motions to accept Sec 1, 3F Library Property policy as presented – carried

Sec 1, 3Q Grievances

2020/05/23/-15- Craig Lukinuk motions to accept Sec 1, 3Q Grievances policy as presented – carried

Sec 1, 3R Executive Director Grievance

2020/05/23/-16- Will Oudshoorn motions to accept Sec 1, 3R Executive Director Grievances policy as presented – carried

Sec 1, 3V Communication Protocol Library Manager

2020/05/23/-17- Barbara Smith motions to accept Sec 1, 3R Communication Protocol Library Manager policy as presented – DEFEATED – send back to committee for definition of

Sec 2, 1I Board Honorarium and Expenses

2020/05/23/-18- Les Dorosh motions to accept Sec 2, 1I Board Honorarium and Expenses policy as presented – carried

Sec 3, 1G Budget

2020/05/23/-19- Marc Jubinville motions to accept Sec 3, 1G Budget policy as presented – carried

Sec 3, 1H Finance Fund Accounts

2020/05/23/-20- Craig Lukinuk motions to accept Sec 3, 1H Finance Funds Account policy as presented – carried

Sec 3, 1N NLLS Funding Overview

2020/05/23/-21- Jill McLuckie motions to accept Sec 3, 1N NLLS Funding Overview policy as presented – carried

Advocacy Committee – Terms of Reference

2020/05/23/-22- Debra McQuinn motions to accept Advocacy Committee – Terms of Reference policy as presented – carried

Executive Director Evaluation – Terms of Reference

2020/05/23/-23- Craig Lukinuk motions to accept Executive Director Evaluation – Terms of Reference policy as presented – carried

- 6.8. Plan of Service Committee – Vicky –
Zone 1 – Barbara Smith will confirm with her Council
Zone 4 – Justin Thompson and Jill McLuckie put their name forward
- 6.9. Aug Election - Zone 2 & 4
Those wishing to submit their names now for consideration:
Zone 2
Debra McQuinn put her name forward for consideration



Zone 4

Jill McLuckie put her name forward for consideration

Election Information

Zone 1 – Craig Lukinuk – up in 2021

Zone 2 – Elaine Sorochan – up in 2020

Zone 3 – Cyndy Heslin – up in 2021

Zone 4 – Jill McLuckie – up in 2020

Member at Large – Laurent Amyotte – up in 2020

Member at Large – Justin Thompson – up in 2020

Member at Large – Warren Griffin – up in 2021

Member at Large – Larry Tiedemann – up in 2021

Sturgeon County – Automatic Seat

Cold Lake – Automatic Seat

6.10. Annual Report – revised file to be sent out.

2020/05/23-24 - Barbara Smith motions to accept the Annual Report as information - carried.

6.11. Adjournment 12:15pm

The next regular board meeting will be held on Friday August 21, 2020 at 10:00 a.m.

A handwritten signature in black ink, appearing to read "Barbara Smith", is located in the lower right quadrant of the page.

Northern Lights Library System Board
Regular Board Meeting
Northern Lights Library System Via Zoom
5615 - 48 Street, Elk Point, AB
10:00 AM Friday Aug 21, 2020
Meeting Minutes

Present via Zoom

Amyotte, Laurent - County of St. Paul
Fodness, Maxine (Alt) - County of St. Paul
Acres, Judy - Town of Viking
Bruce, Barry - Beaver County
Shaw, Karen - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County (Vice-Chair)
Swigart, Dana - M.D. of Bonnyville
Lefebvre, Vicky - City of Cold Lake (Chair)
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill - Village of Mannville
Millante, Jaycynth - Town of Gibbons
Arnold, Mary - Village of Paradise Valley
Oudshoorn, Will - Village of Innisfree
Anheliger, Jennifer – Town of Morinville/Alta Rep
Dafoe, Stephen – (Alt) Town of Morinville
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord

Foley, Bob - Town of Wainwright
Smith, Barbara - Village of Boyle
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
McRae, David - Town of Redwater
Thompson, Justin - Town of Vermilion
Heslin, Cyndy - Village of Ryley
Lawrence, Tara - Village of Marwayne
Berry, David - Town of Vegreville
Sabo, Lillian - Town of Mundare
McQuinn, Debra - Town of Elk Point
Kaban, Melody – (Alt) Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Gramlich, Val - Village of Chauvin
Beniuk, Darlene - Lac La Biche County
Rudolf, Donna - Village of Myrnam
Storoschuk, Lorna - Town of Bonnyville
Cherniwchan, Tannia - Town of Athabasca

Present Via Zoom by Phone

Tiedemann, Larry - S.V. of Mewatha Beach

Present

Filipchuk, Richard - Thorhild County
Hursin, Amelia (Myn) - S.V. of West Baptiste
Stelmaschuk, Jason - County of Vermilion River
Smith, Ina - S.V. of Pelican Narrows
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Noel, Norm - Town of St. Paul
Binder, Duncan - S.V. of Island Lake
Diduck, David - Lamont County

Lupul, Sheila - Village of Andrew
Irving, Dennis - S.V. of Whispering Hills
Romanko, Don - Village of Vilna
Tarrant, Thomas - S.V. Island Lake South
Krahulec, Julie - Village of Waskatenau
Harvey, Al - Town of Lamont
Reid, Tom - Village of Edgerton
Morton, Melody - Town of Smoky Lake

Staff

Walker, Julie - Executive Director
Kelly McGrath – IT Manager
Hampson, Terri – Bibs Service/Finance Mgr/Recording Secretary
Scott, Anna - Public Services Manager

Guests

Dahlgren, Jodi - LMC

1. Call to order via Zoom – Meeting called to order at 10:07am.
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda –
- REMOVAL 6.1 PLSB Report

2020/08/21 -M1 – Debra McQuinn motions to accept the Agenda as amended - carried.

5. Minutes of May 23, 2020

2020/08/21 -M2 Barbara Smith motions to accept the Minutes of May 12, 2020 – carried

6. For Information

6.1. Library Managers Council Report – Jodi Dahlgren

2020/08/21 -M3 Wil Oudshoorn motions to accept the LMC report as presented -carried

6.2. ALTA report – Jen Anheliger

2020/08/21 -M4 Lorna Storoschuk motions to accept the ALTA report as presented – carried

6.3. Financials – Terri Hampson

2020/08/21 -M5 Jill McLuckie motions to accept the Financial report as presented -carried

6.4. Proposed 2021 Budget Presentation – Larry Tiedemann

- Presenting zero % increase to levy including no cola increase for staff
- This also includes not funding reserves for 2021

2020/08/21 -M6 Cyndy Heslin motions to accept the Financial report as presented -carried

6.5. Executive Director's Report - Julie Walker

2020/08/21 -M7 Barbara Smith motions to accept the Executive Director's report as presented – carried

6.6. Chairman's Report – Vicky Lefebvre

- Will continue to do Municipal meetings as requested done via Zoom

6.7. Elections

EXECUTIVE COMMITTEE POSITIONS

Zone 2 Rep:

Debra McQuinn – Town of Elk Point

Laurent Amyotte – County of St. Paul

2020/08/21 -M8 Lorna Storoschuk motions to close nominations.

Nominees spoke

Voting results: Debra McQuinn

Zone 4 Rep:

Jill McLuckie – Village of Mannville

Justin Thompson – Town Vermilion

2020/08/21 -M9 Karen Shaw motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Jill McLuckie – Village of Mannville

Member at Large #2:

Barbara Smith – Village of Boyle

Justin Thompson – Town of Vermilion

Laurent Amyotte – County of St. Paul

2020/08/21 -M10 David McRae motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Laurent Amyotte – County of St. Paul

Member at Large #3:

Barbara Smith – Village of Boyle

Justin Thompson – Town of Vermilion

Jenn Anheliger – Town of Morinville

2020/08/21 -M11 Lorna Storoschuk motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Barbara Smith – Village of Boyle

Note: Alternates cannot run for committees but are welcome to attend any public meetings without participation or voting rights. Will check if this point is made in the upcoming Procedural Policy from the lawyer.

Grievance Committee – 5 members

Zone 1 – Barbara Smith (Alt Larry)

Zone 2 – Darlene Beniuk

Zone 3 – Wayne Olechow

Zone 4 – Jill McLuckie

5th Member – Vice Chair

Budget Committee – 5 members

Zone 1 -Larry Tiedemann

2 – Lorna Storoschuk

Zone 3 – Cyndy Heslin

Zone 4 – Justin Thompson

2020/08/21 -M12 Craig Lukinuk motions to close nominations, all in favor, motion carried.

5th Member – Laurent Amyotte

Building Committee – 5 members

Zone 1 – Craig Lukinuk

Zone 2 – Laurent Amyotte

Zone 3 – Karen Shaw

Zone 4 – David Berry

2020/08/21 -M13 Laurent Amyotte motions to close nominations, all in favor, motion carried

5th Member – Jill McLuckie

Policy Committee – 5 members

Zone 1 – Barb Smith

Zone 2 – Debra McQuinn

Zone 3 – Karen Shaw

Zone 4 – Will Oudshoorn

2020/08/21 -M14 Cyndy Heslin motions to close nominations, all in favor, motion carried

5th Member – Warren Griffin

Advocacy Committee – 5 members

Zone 1 – Larry Tiedemann

Zone 2 – Dianne Saskiw

Zone 3 – Cathy Brown

Zone 4 – Justin Thompson

2020/08/21 -M15 Will Oudshoorn motions to close nominations, all in favor, motion carried

5th Member – Elaine Sorochan

6.8 Policy Submission – Warren Griffin

Sec 1, 1M Sick/Personal Days and Short-Term Disability

2020/08/21 -M16 Cyndy Heslin motions to accept Sec 1, 1M Sick/Personal Days and Short-Term Disability policy as presented – carried

Sec 1, 2B Workplace Alone

2020/08/21 -M17 David McRae motions to accept Sec 1, 2B Workplace Alone policy as presented – carried

Sec 1, 2D Pandemic Situation



2020/08/21 -M18 Jill McLuckie motions to accept Sec 1, 2D Pandemic Situation as presented – carried

Sec 1, 3A Code of Ethics

2020/08/21 -M19 Barbara Smith motions to accept Sec 1, 3A Code of Ethics policy as presented – carried

Sec 1, 3L Social Media - Internal

2020/08/21 -M20 Jill McLuckie motions to accept Sec 1, 3L Social Media – Internal policy as presented – carried

Sec 1, 3S Workplace Violence and Harassment

2020/08/21 -M21 Laurent Amyotte motions to accept Sec 1, 3S Workplace Violence and Harassment policy as presented – carried

Sec 1, 3V Communication Protocol Library Manager

2020/08/21 -M22 Craig Lukinuk motions to accept Sec 1, 3V Communication Protocol Library Manager policy as presented – carried

Sec 2, 1B Governance

2020/08/21 -M23 David Berry motions to accept Sec 2, 1B Governance policy as presented – carried

Sec 2, 1O Election of Executive Committee

2020/08/21 -M24 Jill McLuckie motions to accept Sec 2, 1O Election of Executive Committee policy as amended - carried

Sec 3, 1I Request for Purchase

2020/08/21 -M25 David McRae motions to accept Sec 3, 1I Request for Purchase policy as presented – carried

Sec 3, 1N NLLS Funding Overview

2020/08/21 -M26 Melody Kaban motions to accept Sec 3, 1N NLLS Funding Overview policy as amended – carried

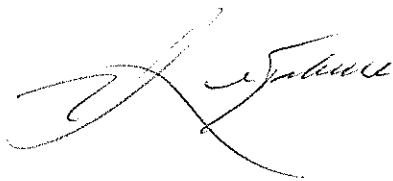
Sec 4, 1D Social Media - External

2020/08/21 -M27 Barbara Smith motions to accept Sec 4, 1D Social Media – External policy as presented – carried

6.8. Plan of Service Questionnaire

6.9. Adjournment 12:50pm

The next regular board meeting – Doodle poll to be sent

A handwritten signature in black ink, appearing to read "J. Smith", is written in a cursive style.

Northern Lights Library System Board
Regular Board Meeting
Northern Lights Library System Via Zoom
5615 - 48 Street, Elk Point, AB
10:00 AM Friday Nov 20, 2020
Meeting Minutes

Present via Zoom

Amyotte, Laurent- County of St. Paul
Fodness, Maxine (Alt) - County of St. Paul
Acres, Judy - Town of Viking
Bruce, Barry - Beaver County
Shaw, Karen - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County (Vice-Chair)
Jubinville, Marc - M.D. of Bonnyville
Lefebvre, Vicky - City of Cold Lake (Chair)
Lukinuk, Craig - Smoky Lake County
Schueler, Judy - Town of Bruderheim
Berry, Loraine - Town of Gibbons
Arnold, Mary - Village of Paradise Valley
Oudshoorn, Will - Village of Innisfree
Anheliger, Jennifer – Town of Morinville/Alta Rep
Dafoe, Stephen – (Alt) Town of Morinville
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord
Noel, Norm - Town of St. Paul
Smith, Ina - S.V. of Pelican Narrows
Reid, Tom - Village of Edgerton
Heau, Phil – MD of Wainwright

Foley, Bob - Town of Wainwright
Smith, Barbara - Village of Boyle
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
McRae, David (Alt) - Town of Redwater
Dorosh, Les – Town of Rewater
Heslin, Cyndy - Village of Ryley
Kayban, Melody (Alt) - Town of Smoky Lake
Berry, David - Town of Vegreville
Sabo, Lillian - Town of Mundare
McQuinn, Debra - Town of Elk Point
Diduck, David - Lamont County
Lupul, Sheila - Village of Andrew
Gramlich, Val - Village of Chauvin
Kowalski, Mathew (Alt) – Village of Ryley
Rudolf, Donna - Village of Myrnam
Storoschuk, Lorna - Town of Bonnyville
Cherniwchan, Tannia - Town of Athabasca
Stelmaschuk, Jason - County of Vermilion River
Sorochan, Elaine – Town of Two Hills
Harvey, Al - Town of Lamont
Rainey, Ashley – Village of Marwayne

Present Via Zoom by Phone

Bielesch, Shantell (Alt) – Village of Mannville
Beniuk, Darlene - Lac La Biche County

McLuckie, Jill - Village of Mannville
Thompson, Justin - Town of Vermilion

Absent

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

Krahulec, Julie - Village of Waskatenau
Irving, Dennis - S.V. of Whispering Hills
Tarrant, Thomas - S.V. Island Lake South
Lawrence, Tara - Village of Marwayne
Tiedemann, Larry - S.V. of Mewatha Beach

Staff

Hampson, Terri - Interim Director/Recording Secretary
Kelly McGrath – IT Manager
Elliott, Heather - Marketing Manager

Guests

Dahlgren, Jodi - LMC
DeSousa, Jordan - PLSB
Woloshyniuk, Tracy - ANE

1. Call to order via Zoom – Meeting called to order at 10:07 am.
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda –

2020/11/20 -M1- Lorna Storoschuk motions to accept the Agenda as amended - carried

5. Minutes of Aug 21, 2020

2020/11/20 -M2 -Karen Shaw motions to accept the Minutes of Aug 21, 2020 – carried

6. For Information

- 6.1. PLSB Report – Jordan DeSousa

2020/11/2020 – M3 -Barbara Smith motions to accept the PLSB Verbal report as presented – carried



6.2. Library Managers Council Report – Jodi Dahlgren

2020/11/20 – M4 –Melody Kaban motions to accept the LMC report as presented - carried

6.3. ALTA report – Jen Anheliger

2020/11/20 -M5 Les Dorosh motions to accept the ALTA report as presented – carried

6.4. Financials – Terri Hampson

2020/11/20 -M6 Will Oudshoorn motions to accept the Financial report as presented -carried

2020/11/20- M7 David Berry Motions to accept the 2021 Budget as distributed and approved – carried

6.5. Chairman’s Report – Vicky Lefebvre

2020/11/20 – M8- Debra McQuinn motions to accept the NLLS Chair Report as presented – carried

6.6. Interim Director Report – Terri Hampson

- Including other department reports

2020/11/20 -M9- Cyndy Heslin motions to accept the Interim Directors report as presented -carried

6.7. Organizational Review Updated – Vicky Lefebvre

2020/11/20 – M10-Loraine Berry motions to accept the Organizational review as presented – carried

6.8. Future General Board Meeting – Vicky Lefebvre

- Fri or Sat poll

2020/11/20 – M11- Justin Thompson motions the General Board Meeting be held on Friday’s for all 2021 scheduled dates – carried

6.9. Plan of Service Committee Update – Cyndy Heslin

2020/11/20 – M12- Daryl Frank motions to accept the 2021-2013 Plan of Service for NLLS – carried

6.10. Mentorship Discussion: Trustee Mentorship volunteers: Vicky Lefebvre, Barbara Smith, Larry Tiedemann. For those other trustees willing to put their name forward please send email to Terri Hampson.

6.11. Election for Member at Large #2 Position for the Executive Committee

Member at Large #2:

Jenn Anheliger – Morinville – self nomination

Warren Griffin nominates Will Oudshoorn from Village of Innisfree, accepts

Justin Thompson – Vermilion – self nomination

2020/11/20 -M13-Cyndy Heslin motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Jenn Anheliger has been voted in.

Poll results, Text and Paper noted votes were deleted/destroyed.

6.11. Frog Lake Library Board - update

6.12. NLLS Video

6.13. USB Board Member Orientation – Vicky Lefebvre

6.14. In Camera - Personnel

2020/11/20- M14 - Tom Reid motions to go into camera at 11:54, all in favor, motion carried.

2020/11/20- M15 – Will Oudshoorn motions to come out of camera at 11:57am, all in favor, motion carried.



The next regular board meeting: Friday February 26, 2021 at 10:00am

7. Adjournment

2020/11/20- M16 – Doug Coubrough motions to adjourn the meeting at 12:01pm, all in favor, motion carried.

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