

**Northern Lights Library System Board**  
**Regular Board Meeting Via Zoom**  
5615 - 48 Street, Elk Point, AB  
10:00 AM Friday February 26, 2021  
**Meeting Minutes**

**Present via Zoom**

Amyotte, Laurent- County of St. Paul  
Harvey, Al - Town of Lamont  
Acres, Judy - Town of Viking  
Bruce, Barry - Beaver County  
Shaw, Karen - Sturgeon County  
Frank, Daryl - Village of Kitscoty  
Griffin, Warren - Athabasca County (Vice-Chair)  
Jubenville, 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  
Beniuk, Darlene - Lac La Biche County  
Anheliger, Jennifer – Town of Morinville/Alta Rep  
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

**Present Via Zoom by Phone**

Valleau, Phil – MD of Wainwright

Foley, Bob - Town of Wainwright  
Smith, Barbara - Village of Boyle  
Brown, Cathy - Town of Tofield  
Coubrough, Doug - Village of Irma  
Rainey, Ashley - Village of Marwayne  
Dorosh, Les – Town of Rewater  
Heslin, Cyndy - Village of Ryley  
Thompson, Justin - Town of Vermilion  
Berry, David - Town of Vegreville  
Sabo, Lillian - Town of Mundare  
McQuinn, Debra - Town of Elk Point  
Filipchuk, Richard - Thorhild County  
Lupul, Sheila - Village of Andrew  
Gramlich, Val - Village of Chauvin  
McLuckie, Jill, Village of Mannville  
Storoschuk, Lorna - Town of Bonnyville  
Kuzio, Tara – County of Minburn  
Stelmaschuk, Jason - County of Vermilion River  
Sorochan, Elaine – Town of Two Hills  
Quinney, MaryJane – Frog Lake First Nations

**Absent**

Cherniwchan, Tannia - Town of Athabasca  
Hursin, Amelia (Myn) - S.V. of West Baptiste  
Romanko, Don - Village of Vilna  
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach  
Tiedemann, Larry - S.V. of Mewatha Beach

Krahulec, Julie - Village of Waskatenau  
Irving, Dennis - S.V. of Whispering Hills  
Tarrant, Thomas - S.V. Island Lake South  
Binder, Duncan - S.V. of Island Lake  
Rudolph, Donna – Village of Myrnam

**Staff**

MacDonald, James – Executive Director  
McGrath, Kelly – IT Manager  
Morris, Jessie – Public Services Manager  
Terriss, Michelle – Public Services Consultant

Hampson, Terri – Finance Manager  
Elliott, Heather - Marketing Manager  
Knysh, Joanne – Public Services Consultant

**Guests**

Law, Margaret  
Dahlgren, Jodi – LMC  
Forst, Connie – ATOF Tofield Library  
Bulmer, Kathy – ATHOM Thorhild Library  
Dupris, Gary - Village of Myrnam

Alliston, Jeff - Metrix Group  
Woloshyniuk, Tracy – ANE Newbrook Library  
Pauls, Stuart – AVE Vermilion Library  
Cramp, Isabelle – AMO Morinville Library

All of the board package documents are available on the website at: <https://www.nlls.ab.ca/board/board-meeting>

1. Call to order via Zoom – Meeting called to order at 10:03 am.
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda

**M1- Les Dorosh motions to accept the Agenda as amended/presented, all in favor, motion carried.**

5. General Board Meeting Minutes of November 20, 2020

**M2 – Karen Shaw motions to accept the Minutes of November 20, 2021, all in favor, motion carried.**

Justin Thompson joined the meeting at 10:15am

6. For Information

6.1. Auditor Report – Jeff Alliston

**M3 – Barbara Smith motions to accept the Auditor report as presented, all in favor motion carried.**

**M4 - Debra McQuinn motions to approve the 2-year extension on current contract with Metrix, all in favor motion carried.**

Cathy Brown joined the meeting at 10:27am.

6.2. PLSB Report – Jordan DeSousa

**Sends regrets and states there should be another PLSB update coming soon.**

6.3. Library Managers Council Report – Jodi Dahlgren

**M5-David Berry motions for NLLS Administration to draft a support letter to have libraries moved to Stage 2 of Government of Alberta relaunch.**

**M6- Tom Reid motions to accept the LMC report as presented, all in favor motion carried.**

6.4. Alberta Library Trustees Association (ALTA) report – Jen Anheliger

**M7- Jill McLuckie motions to accept the ALTA report as presented, all in favor motion carried.**

6.5. Financials – Terri Hampson

**M8- Bernie Marko motions to accept the January Financial report as presented, all in favor motion carried.**

6.6. Executive Director Report – James MacDonald

- Weekly reports
- Department reports

**M9- Lorna Storoschuk motions to accept the NLLS Executive Director Report as presented, all in favor motion carried.**

6.7. NLLS Board Chair Report – Vicky Lefebvre

**M10- Elaine Sorochn motions to accept the NLLS Board Chair report as presented, all in favor motion carried.**

Barbara Smith left the meeting at 11:00am

Barbara Smith returned to the meeting at 11:04 am

Will Oudshoorn joined the meeting at 11:24 am

Vicky Lefebvre called a 5-minute break at 11:25am

Judy Schueler left the meeting at 11:26am

Vicky Lefebvre resumed the meeting at 11:33am

Organizational Review Updated – Margaret Law

**M21- Loraine Berry motions to accept the Organizational review as presented, all in favor motion carried.**

Al Harvey left the meeting at 12:01pm

Lorna Storoschuk left the meeting at 12:02pm

6.8. Save the Date - NLLS Virtual Conference May 27 & 28, 2021- James MacDonald  
- Sponsorship Package

6.9. NLLS Board Treasurer position – Vicky Lefebvre

**M22- Will Oudshoorn motions to dissolve the Budget Committee, all in favor, motion carried.**

**M23- Warren Griffin motions to authorize the Executive Committee to elect a Treasurer from within the Committee, all in favor, motion carried.**

6.11. Policy Submission – Warren Griffin  
Sec 1, 1B Compensation

**M11 – Barbara Smith motions to approve Sec 1, 1B Compensation policy, all in favor, motion carried.**

Sec 1, 1H Overtime

**M12 – Craig Lukinuk motions to approve Sec 1, 1H Overtime policy, all in favor, motion carried.**

Sec 1, 1R NLLS Company Vehicles & Equipment

**M13 - Jill McLuckie motions to approve Sec 1, 1R NLLS Company Vehicles & Equipment policy, all in favor, motion carried.**

Sec 1, 1V Police Information Record Check

**M14 – Debra McQuinn motions to approve Sec 1, 1V Police Information Record Check policy, all in favor, motion carried.**

Sec 1, 2E Work Remotely

**M15 – Les Dorosh motions to approve Sec 1, 2E Work Remotely policy, all in favor, motion carried.**

Sec 1, 2F Pets in the Workplace

**M16–Barbara Smith motions to approve Sec 1, 2F Pets in the Workplace policy, all in favor, motion carried.**

Sec 2,1F Board Code of Ethics

**M17 -Karen Shaw motions to approve Sec 2, 1F Board Code of Ethics policy, all in favor, motion carried.**

Sec 2, 1H Committees of the Board – REMOVED from Package

Sec 3, 1G Budget

**M18 – Marc Jubinville motions to approve Sec 3, 1G Budget Policy, all in favor, motion carried.**

Building Committee Terms of Reference

**M19 – Laurent Amyotte motions to approve Building Committee Terms of Reference policy, all in favor, motion carried.**

NLLS Procedural Bylaw

**M20 – Al Harvey motions to approve the NLLS Procedural Bylaw, all in favor, motion carried.**

6.12. Thank you to Libraries for continuing to provide curbside service – Vicky Lefebvre

6.13. In Camera – if required

The next regular board meeting: Saturday May 29, 2021 at 10:00am

7. Adjournment

**M24 – Cyndy Heslin motions to adjourn the meeting at 12:17 , all in favor, motion carried.**

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Approved by

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Date

## Northern Lights Library System Board

### Regular Board Meeting Via Zoom

5615 - 48 Street, Elk Point, AB

10:00 AM Saturday May 29, 2021

### Meeting Minutes

#### Present via Zoom

Amyotte, Laurent- County of St. Paul  
Harvey, Al - Town of Lamont  
Acres, Judy - Town of Viking  
Reid, Tom - Village of Edgerton  
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  
Skousbol, Daniel - Town of Bruderheim  
Berry, Loraine - Town of Gibbons  
Beniuk, Darlene - Lac La Biche County  
Anheliger, Jennifer – Town of Morinville/Alta Rep  
Saskiw, Dianne - County of Two Hills  
May, Tanya - Town of Bon Accord  
Valleau, Phil – MD of Wainwright  
Dafoe, Stephen - ALT - Town of Morinville  
Lupul, Sheila - Village of Andrew  
Schoepp, Curtis - S.V. of Whispering Hills  
Schoepp, Curtis - S.V. Island Lake South

Foley, Bob - Town of Wainwright  
Smith, Barbara - Village of Boyle  
Brown, Cathy - Town of Tofield  
Coubrough, Doug - Village of Irma  
Rudolph, Donna – Village of Myrnam  
Dorosh, Les – Town of Rewater  
Heslin, Cyndy - Village of Ryley  
Thompson, Justin - Town of Vermilion  
Berry, David - Town of Vegreville  
Sabo, Lillian - Town of Mundare  
McQuinn, Debra - Town of Elk Point  
Arnold, Mary - Village of Paradise Valley  
Gramlich, Val - Village of Chauvin  
McLuckie, Jill, Village of Mannville  
Storoschuk, Lorna - Town of Bonnyville  
Kuzio, Tara – County of Minburn  
Sorochnan, Elaine – Town of Two Hills  
Fodness, Maxine – ALT – County of St. Paul  
Oudshoorn, William – Village of Innisfree  
Schoepp, Curtis – S.V. of Island Lake  
Schoepp, Curtis - S.V. of Bondiss, Sunset Beach

#### Present Via Zoom by Phone

Tiedemann, Larry - S.V. of Mewatha Beach

#### Absent

Cherniwchan, Tannia - Town of Athabasca  
Hursin, Amelia (Myn) - S.V. of West Baptiste  
Quinney, MaryJane – Frog Lake First Nation  
Noel, Norm - Town of St. Paul  
Bruce, Barry - Beaver County  
Filipchuk, Richard - Thorhild County

Krahulec, Julie - Village of Waskatenau  
Romanko, Don - Village of Vilna  
Stelmaschuk, Jason - County of Vermilion River  
Smith, Ina - S.V. of Pelican Narrows  
Rainey, Ashley - Village of Marwayne

#### Staff

MacDonald, James – Executive Director

Hampson, Terri – Operations & Finance Manager

#### Guests

Dahlgren, Jodi – LMC

Woloshyniuk, Tracy – ANE Newbrook Library

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

**M1- Tom Reid motions to accept the agenda as presented, all in favor, motion carried.**

5. General Board Meeting Minutes of February 26, 2021

**M2 – Barbara Smith motions to accept the Minutes of February 26, 2021, all in favor, motion carried.**

Lorna Storoschuk left the meeting at 10:15am

6. Training moment – Policy Database.

7. For Information

6.1. Library Managers Council Report – Jodi Dahlgren

**M3- Debra McQuinn motions to accept the LMC report as presented, all in favor, motion carried.**

6.2. Alberta Library Trustees Association (ALTA) report – Jen Anheliger

**M4- Les Dorosh motions to accept the ALTA report as presented, all in favor, motion carried.**

6.3. Financials – Terri Hampson

**M5- Lorraine Berry motions to accept the Financials as presented, all in favor, motion carried.**

6.4. Executive Director Report – James MacDonald

**M6- Cyndy Heslin motions to accept the NLLS Executive Director Report as presented, all in favor, motion carried.**

6.5. NLLS Organizational Review Report – James MacDonald

**M7- Will Oudshoorn motions to accept the NLLS Board Chair report as presented, all in favor, motion carried.**

6.6. NLLS Board Chair Report – Vicky Lefebvre

**M8- Craig Lukinuk motions to accept the NLLS Board Chair report as presented, all in favor, motion carried.**

Sheila Lupul joined the meeting at 10:52 am

6.7. NLLS Elections – Warren Griffin

**Executive Board Chair**

Cyndy Heslin motions to nominate Vicky Lefebvre – accepted

Debra McQuinn self-nominated

3-calls for nominations from the floor issued.

**M9- Craig Lukinuk motions to cease Executive Chair nominations, all in favor, motion carried.**

Daniel Skousbol – dissents as an alternate

Poll Results – Vicky Lefebvre 70% - Debra McQuinn 30%

Vicky Lefebvre confirmed as elected board chair.

All Members were moved to Zone specific Breakout rooms and returned with the following results.

**Zone 1 Representative – Larry Tiedemann**

**Zone 3 Representative – Cyndy Heslin**

Committee	Zone 1 Rep	Zone 2 Rep	Zone 3 Rep	Zone 4 Rep
Policy	Barbara Smith	Debra McQuinn	Karen Shaw	Justin Thompson
Advocacy	Barbara Smith	Dianne Saskiw	Cathy Brown	Justin Thompson
Grievance	Barbara Smith	Debra McQuinn	Sheila Lupul	Mary Arnold

Craig Lukinuk nominates Warren Griffin for Member at Large # 1 – accepted

Laurent Amyotte nominates Justin Thompson for Member at Large #4 – accepted

Warren Griffin nominates Craig Lukinuk for Member at Large #4 – declined

**M10 – Al Harbey motions to cease nominations, all in favor, motion carried.**

**Member at Large #1 Representative – Warren Griffin – by acclamation**

**Member at Large #4 Representative – Justin Thompson – by acclamation**

Daniel Skousbol left the meeting at 11:54am.

6.8. Policy Updates for Approval

**M11 - Cyndy Heslin motions to accept the policies as presented in the agenda as an omnibus package.**

Justin Thompson called for the removal of Sec 1, 3L Social Media to be removed from the package.

**David Berry calls for a Point of Order – that a motion has been called on the floor.**

**Justin Thompson calls for a Point of Order – that the agenda was not followed as presented.**

**Cyndy Heslin withdraws her motion as it was out of order of the agenda.**

**M12- Justin Thompson motions to remove Sec 1, 3L Social Media policy from the package, motion defeated.**

**M13 - Cyndy Heslin motions to accept the policies as presented in the agenda as an omnibus package, motion carried.**

6. Adjournment

**M14 – Jill McLuckie motions to adjourn the meeting at 12:15, all in favor, motion carried.**

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Approved by

\_\_\_\_\_  
Date

**Northern Lights Library System Board**  
**Regular Board Meeting Via Zoom**  
5615 - 48 Street, Elk Point, AB  
10:00 AM Friday August 27, 2021  
**Meeting Minutes**

**Present via Zoom**

Fodness, Maxine- County of St. Paul  
Harvey, Al - Town of Lamont  
Bruce, Barry - Beaver County  
Frank, Daryl - Village of Kitscoty  
Heslin, Cyndy - Village of Ryley  
Berry, David - Town of Vegreville  
McQuinn, Debra - Town of Elk Point  
Berry, Loraine - Town of Gibbons  
Gramlich, Val - Village of Chauvin  
Anheliger, Jennifer – Town of Morinville/Alta Rep  
Saskiw, Dianne - County of Two Hills  
May, Tanya - Town of Bon Accord  
SoroChan, Elaine – Town of Two Hills  
Rudolph, Donna – Village of Myrnam  
Tiedemann, Larry - S.V. of Mewatha Beach  
Morton, Melody, Town of Smoky Lake  
Thompson, Justin - Town of Vermilion

Foley, Bob - Town of Wainwright  
Coubrough, Doug - Village of Irma  
Shaw, Karen - Sturgeon County  
Dorosh, Les – Town of Rewater  
Lefebvre, Vicky - City of Cold Lake (Chair)  
Sabo, Lillian - Town of Mundare  
Smith, Barbara - Village of Boyle  
Beniuk, Darlene - Lac La Biche County  
Noel, Norm - Town of St. Paul  
McLuckie, Jill, Village of Mannville  
Storoschuk, Lorna - Town of Bonnyville  
Kuzio, Tara – County of Minburn  
Diduck, David- Lamont County  
Valleau, Phil – MD of Wainwright  
Schoepp, Curtis - S.V. of Whispering Hills  
Schoepp, Curtis - S.V. Island Lake South  
Schoepp, Curtis - S.V. of Island Lake  
Schoepp, Curtis – SV of Sunset Beach

**Present Via Zoom by Phone**

**Absent**

Jubenville, Marc - M.D. of Bonnyville  
Acres, Judy - Town of Viking  
Stelmaschuk, Jason - County of Vermilion River  
Lukinuk, Craig - Smoky Lake County  
Filipchuk, Richard - Thorhild County  
Arnold, Mary - Village of Paradise Valley  
Quinney, MaryJane – Frog Lake First Nations  
Krahulec, Julie - Village of Waskatenau  
Reid, Tom - Village of Edgerton

Tomaszyk, Ed - S.V. of Bondiss  
Brown, Cathy - Town of Tofield  
Raine, Ashley - Village of Marwayne  
Schueler, Judy - Town of Bruderheim  
Lupul, Sheila - Village of Andrew  
Vacant - S.V. of Pelican Narrows  
Cherniwchan, Tannia - Town of Athabasca  
Hursin, Amelia (Myn) - S.V. of West Baptiste  
Romanko, Don - Village of Vilna

**Staff**

MacDonald, James – Executive Director

Hampson, Terri – Operations & Finance Manager

**Guests**

Dahlgren, Jodi – LMC  
DeSousa, Jordan – PLSB  
Woodford, Leah – ABM

Peachy, Katrina - PLSB  
Woloshyniuk, Tracy – ANE

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

**M1-Lorna Storoschuk motions to accept the Agenda as amended/presented, all in favor, motion carried.**

5. General Board Meeting Minutes of May 29, 2021  
- Melody Morton to be added to the attendance list

**M2 –Debra McQuinn motions to accept the Minutes of May 29, 2021, all in favor, motion carried.**

6. For Information

6.1. Library Managers Council Report – Jodi Dahlgren

**M3 – Barry Bruce motions to accept the LMC report as presented as information, all in favor, motion carried.**

6.2. Alberta Library Trustees Association (ALTA) report – Jen Anheliger

**M4- Elaine Sorochan motions to accept the ALTA report as presented, all in favor, motion carried.**

10:09 – Darlene Beniuk and MB joined the meeting

10:12 – Barbara Smith joined the meeting

6.3. PLSB Report – Katrina Peachy & Jordon DeSousa

**M5- Les Dorosh motions to accept the PLSB report as presented, all in favor, motion carried.**

6.4. Financials – Terri Hampson

**M6- Larry Tiedemann motions to accept the January Financial report as presented, all in favor, motion carried.**

6.5. Executive Director Report – James MacDonald

**M7- Barbara Smith motions to accept the NLLS Executive Director Report as presented, all in favor, motion carried.**

6.6. NLLS Board Chair Report – Vicky Lefebvre

**M8- Karen Shaw motions to accept the NLLS Board Chair report as presented, all in favor, motion carried.**

10:40 – Justin Thompson joined the meeting

7. Draft 2022 Budget

**M9- Jill McLuckie motions to accept the Draft 2022 budget as presented, all in favor, motion carried.**

8. For Decision

8.1 Election – Executive Committee Member

Call for nominations –Curtis Schoepp put his name forward earlier, no further nominations came from the floor. 3 calls for nominations were given.

**M10- Karen Shaw motions to cease nominations, all in favor motion carried.**

**Curtis Schoepp is acclaimed and elected to the Executive Committee Board**

8.2 Election – Policy Committee Member

Jenn Anheliger has put her name forward

Loraine Berry has put her name forward, Loraine Berry has withdrawn.

3 calls for nominations were taken from the floor.

**M11- Barbara Smith motions to cease nominations, all in favor motion carried**

**Jenn Anheliger is acclaimed and elected to the Policy Committee**

The next regular board meeting: November

6. Adjournment

**M12 –Jill McLuckie motions to adjourn the meeting at 11:23am, all in favor, motion carried.**



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Approved by

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Date

**Northern Lights Library System Board**  
**Regular Meeting**  
Northern Lights Library System  
Via Zoom  
10:00 AM Saturday, November 27, 2021  
Minutes

Attendance:

Staff: James MacDonald (Executive Director) and Michelle Terriss (Librarian Consultant)  
Library Managers: Jodi Dahlgren (Wainwright), Tracy Woloshyniuk (Newbrook), Donna Williams (Vegreville).

Board Members:

<b>Municipality</b>	<b>Zone</b>	<b>Role</b>	<b>Combined Name</b>	<b>Present</b>
Athabasca County	Zone 1	Representative	Kelly Chamzuk	Present
Island Lk/South/Sunset Beach/Whispering Hills	Zone 1	Representative	Curtis Schoepp	Present
S.V. of Bondiss	Zone 1	Representative	Edwin Tomaszuk	Absent
S.V. of Mewatha Beach	Zone 1	Representative	Larry Tiedemann	Present
S.V. of West Baptiste	Zone 1	Representative	Amelia (Myn) Hursin	Absent
Smoky Lake County	Zone 1	Representative	Linda Fenerty	Present
Thorhild County	Zone 1	Representative	Janine Paly	Absent
Town of Athabasca	Zone 1	Representative	Edith Yuill	Excused
Town of Smoky Lake	Zone 1	Representative	Amy Cherniwchan	Present
Village of Boyle	Zone 1	Representative	Barbara Smith	Present
Village of Vilna	Zone 1	Representative	Leroy Kunyk	Present
Village of Waskatenau	Zone 1	Representative	Tyson Berlinguette	Present
City of Cold Lake	Zone 2	Representative	Vicky Lefebvre	Present
County of St. Paul	Zone 2	Representative	Maxine Fodness	Present
County of St. Paul	Zone 2	Alternate	Ross Krekoski	Present
County of Two Hills	Zone 2	Representative	Dianne Saskiw	Present
Fishing Lake	Zone 2	Representative		Absent
Frog Lake First Nation	Zone 2	Representative	Glenda Bristow	Absent
Lac La Biche County	Zone 2	Representative	Darlene Beniuk	Present
M.D. of Bonnyville	Zone 2	Representative	Josh Crick	Present
Town of Bonnyville	Zone 2	Representative	David Sharun	Present
Town of Elk Point	Zone 2	Representative	Wanda Cohcrane	Present
Town of St. Paul	Zone 2	Representative	Norm Noel	Present
Town of St. Paul	Zone 2	Alternate	Sid Sood	Present
Town of Two Hills	Zone 2	Representative	Keegan Thompson	Present
Village of Myrnam	Zone 2	Representative	Donna Rudolf	Present
Beaver County	Zone 3	Representative	Barry Bruce	Absent
Lamont County	Zone 3	Alternate	David Diduck	Present
Sturgeon County	Zone 3	Representative	Matthew McLennan	Present
Town of Bon Accord	Zone 3	Representative	Tanya May	Present

<b>Town of Bruderheim</b>	Zone 3	Representative	Len Falardeau	Present
<b>Town of Gibbons</b>	Zone 3	Representative	Loraine Berry	Present
<b>Town of Lamont</b>	Zone 3	Representative	Colleen Holowaychuk	Present
<b>Town of Morinville</b>	Zone 3	Representative	Jennifer Anheliger	Excused
<b>Town of Mundare</b>	Zone 3	Representative	Eddie Sheppel	Present
<b>Town of Redwater</b>	Zone 3	Representative	Dwayne Spicer	Present
<b>Town of Redwater</b>	Zone 3	Alternate	Tina Cosby	Present
<b>Town of Tofield</b>	Zone 3	Representative	Harold Conquest	Present
<b>Town of Viking</b>	Zone 3	Representative	Gary Hafso	Absent
<b>Village of Andrew</b>	Zone 3	Representative	Barry Goertz	Present
<b>Village of Holden</b>	Zone 3	Representative	Travis Schiewe	Present
<b>Village of Ryley</b>	Zone 3	Representative	Annette Short	Present
<b>County of Minburn</b>	Zone 4	Representative	Joey Nafziger	Present
<b>County of Vermilion River</b>	Zone 4	Representative	Leslie Cusack	Present
<b>M.D. of Wainwright</b>	Zone 4	Representative	Robin Leighton	Present
<b>Town of Vegreville</b>	Zone 4	Representative	Taneen Rudyk	Present
<b>Town of Vermilion</b>	Zone 4	Representative	Kirby Whitlock	Present
<b>Town of Wainwright</b>	Zone 4	Representative	Rick Fountain	Present
<b>Village of Chauvin</b>	Zone 4	Representative	Sheila Donally	Present
<b>Village of Edgerton</b>	Zone 4	Representative	Jennifer Beattie	Present
<b>Village of Innisfree</b>	Zone 4	Representative	Jennifer Johnson	Present
<b>Village of Irma</b>	Zone 4	Representative	Brandon Parsons	Present
<b>Village of Kitscoty</b>	Zone 4	Representative	Daryl Frank	Present
<b>Village of Mannville</b>	Zone 4	Representative	Shantell Bielesch	Present
<b>Village of Marwayne</b>	Zone 4	Representative	Chris Neureuter	Present
<b>Village of Paradise Valley</b>	Zone 4	Representative	Mary Arnold	Present

**44 Representatives Present (representing 47 municipalities)**

**7 Representatives/Municipalities Absent**

**2 Representatives/Municipalities Excused**

**3 Alternates present with their representatives**

**1 Alternate filling in for their regular representative**

**Quorum Reached.**

10:00 AM 1. Call to order at 10:02am.

2. Acknowledgement of Treaty 6 and Land of the Metis:

*Northern Lights Library System respectfully acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.*

3. Adoption of Agenda (Poll)

**Maxine Fondness moved to accept the agenda as presented.**

**Carried**

4. [Minutes of the August 27, 2021](#) NLLS Board meeting (*Poll*)

**Barb Smith moved to accept the minutes of the August 27, 2021 meeting.  
Carried**

5. Introductions/Quorum  
Quorum reached.

## 6. For Information

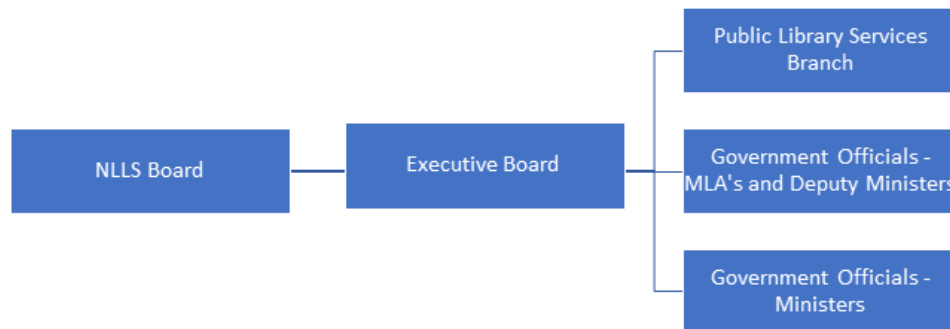
- 6.1. [Chairperson's Report & Welcome](#) – Vicky Lefebvre (*Poll*)

Notes on Communication Protocol:

General Communication Process



Advocacy Process:



Please review the [Communication Policy](#).

**Darlene Beniuck moved to accept the Chair's report as information.  
Carried. 10:47am**

- 6.2. [Library Manager's Council Report](#) – Jodi Dahlgren (*Poll*)

**Larry Tiedeman moved to accept the Library Manager's Council report as information.  
Carried. 10:52am**

- 6.3. [ALTA report](#) – Jennifer Anheliger (unable to make the meeting this report is for information only). (*Poll*)

**Dwayne Spicer moved to accept the ALTA report as information.  
Carried. 10:54am**

6.4. PLSB update – Katrina Peachy

Briefing Note: We will hold 2 board orientation webinars in December: December 8<sup>th</sup> 6-8pm and December 16<sup>th</sup> 2-4pm. [Register here.](#)  
We encourage new board members to attend 1 of these meetings and welcome returning board members to also attend.

6.5. Executive Director's Report – James MacDonald (*Poll*)

- [Weekly reports](#)
- [Implementation Plan](#)

***David Sharun moved to accept the Executive Director's Report as information.  
Carried. 11:07am***

## 7. For Decision

7.1 Budget: [Draft Budget](#), [Executive Briefing](#), [Budget Presentation](#). (*Poll*)

Briefing Note: A draft budget was begun in June and developed over several months between the administration and Treasurer. A line-by-line review of the draft budget was debated in the Executive Committee and a unanimous motion was presented to bring it to the Board. The draft budget was reviewed by the Board at the August 27 full general board meeting and accepted in principle and forwarded to the next meeting for further review (given the potential of high turnover on the Board) and acceptance.

***Dave Diduck moved that the Executive Committee revisit cost of living allowance or benefits increase for staff and report back to the board in February.  
Seconded by Loraine Berry.  
Carried. 11:43am***

***Dave Diduck moved to approve the 2022 budget as presented.  
Seconded by Dwayne Spicer.  
Carried. 12:01pm***

7.2 [New and Updated Policies](#). (*Poll*)

Briefing Note: These policies take a 4-step approval process:

- 1) Policies are drafted by NLLS administration and staff and forwarded to the Policy Committee for review.
- 2) The policy committee thoroughly reviews new and updated policies and forwards them to the Executive Committee.
- 3) The Executive Committee reviews the policies forwarded by the Policy Committee and determines if they are to be sent forward for approval of the board.
- 4) The board is provided 21 days to review all policies before a vote.

Given the size of our board and the lengthy process of development and approval, policies are voted upon at the general board meetings as an omnibus motion. Board members may make a motion to remove 1 or more policies from the omnibus motion for individual vote. Policy changes will not be entertained at the general board meeting. Policies are either accepted or rejected by the general board. Rejected policies are returned to the Policy Committee for further review and work where appropriate.

The policies were sent to all board members in September for review and feedback and are requested to be approved by the board.

***Loraine Berry moved that we adopt the following new and updated policies: Election of Executive Committee, Procedural Bylaw, NLLS Funding, Company Vehicles and Equipment, Password Management, VOIP Phone Systems, Social Club.***

***Carried. 12:34pm***

## Elections:

8. Election of Executive Committee Members. See the policies: [Committees of the Board](#) & [Role of Executive Committee](#).

For your information, Sturgeon County receives an automatic seat on the committee due to its population and according to policy. Our representative from Sturgeon County is newly appointed Matthew McLennan. Welcome Matthew.

According to policy there is a seat set aside for a member from our indigenous communities. Should the seat fail to be filled it will be open to a member-at-large.

According to policy there is a seat set aside for a member from our Summer Villages. This seat is currently occupied by Curtis Schoepp.

Election of **Advocacy Committee** Members. See the [Terms of Reference](#). Current membership of this committee is Barbara Smith (Zone 1), and Diane Saskiw (Zone 2)

Election of **Grievance Committee** Members. See the policies: [Grievances](#) and [Executive Director Grievances](#).

Current membership of this committee is Barbara Smith (Zone 1) and Mary Arnold (Zone 4).

Election of **Policy Committee** Members. See the [Terms of Reference](#). Current membership of this committee is Barbara Smith (Chair – Zone 1).

With our elections, as we have designated seats for zones, we will split into breakout rooms by Zone. In each breakout room please get to know one another and select members to fill our various committees. There are 4 zones and 2 staff members. Please be patient as we move through the zones to run any votes you may require.

## Zones

**Zone 1**

Athabasca County  
 S.V. of Bondiss  
 S.V. of Sunset Beach  
 S.V. of Island Lake  
 S.V. of Island Lake South  
 S.V. of Mewatha Beach  
 S.V. of West Baptiste  
 S.V. of Whispering Hills  
 Smoky Lake County  
 Thorhild County  
 Town of Athabasca  
 Town of Smoky Lake  
 Village of Boyle  
 Village of Vilna  
 Village of Waskatenau

**Zone 2**

City of Cold Lake  
 County of St. Paul  
 County of Two Hills  
 Lac La Biche County  
 M.D. of Bonnyville  
 S.V. of Pelican Narrows  
 Town of Bonnyville  
 Town of Elk Point  
 Town of St. Paul  
 Town of Two Hills  
 Village of Myrnam  
 Frog Lake  
 Fishing Lake

**Zone 3**

Beaver County  
 Lamont County  
 Sturgeon County  
 Town of Bon Accord  
 Town of Bruderheim  
 Town of Gibbons  
 Town of Lamont  
 Town of Morinville  
 Town of Mundare  
 Town of Redwater  
 Town of Tofield  
 Town of Viking  
 Village of Andrew  
 Village of Holden  
 Village of Ryley

**Zone 4**

County of Minburn  
 County of Vermilion River  
 M.D. of Wainwright  
 Town of Vegreville  
 Town of Vermilion  
 Town of Wainwright  
 Village of Chauvin  
 Village of Edgerton  
 Village of Innisfree  
 Village of Irma  
 Village of Kitscoty  
 Village of Mannville  
 Village of Marwayne  
 Village of Paradise Valley

**The board separated into breakout rooms according to their Zones and appointment discussions/elections were held for Zone seats. Zone 1 was led by Barb Smith, Zone 2 was led by Vicky Lefebvre, Zone 3 was led by James MacDonald, and Zone 4 was led by Michelle Terris.**

Zone 1 is fully represented in all our committees and needs no appointments/elections. Please take some time to get to know one another.

Zone 2 has the following seats to fill:

- Executive Committee (1 seat) – **Maxine Fodness appointed**
- Grievance Committee (1 seat) – **Wanda Cochrane appointed**
- Policy Committee (1 seat) – **Josh Crick appointed**

Zone 3 has the following seats to fill:

- Executive Committee (1 seat) – **Dwayne Spicer appointed**
- Advocacy Committee (1 seat) – **Dwayne Spicer appointed**
- Grievance Committee (1 seat) – **Dwayne Spicer appointed**
- Policy Committee (1 seat) – **Lorraine Berry appointed**

Zone 4 has the following seats to fill:

- Executive Committee (1 seat) – **Leslie Cusack appointed**
- Advocacy Committee (1 seat) – **Chris Neureuter appointed**
- Policy Committee (1 seat) – **Daryl Frank appointed**

**Once appointments/elections were made we returned for elections/appointments for member-at-large seats.**

We require 1 member-at-large for the following committees:

- Executive Committee (1 seat)
- Advocacy Committee (1 seat)
- Grievance Committee (1 seat)
- Policy Committee (1 seat)

**1<sup>st</sup> call for nominations from the floor**

- Executive Committee (1 seat) – **Josh Crick**
- Advocacy Committee (1 seat) – **Larry Tiedemann**
- Grievance Committee (1 seat) – **Rick Fontaine**
- Policy Committee (1 seat) – **Vicky Lefebvre**

**2<sup>nd</sup> call for nominations from the floor**

- Executive Committee (1 seat) – **None**

- Advocacy Committee (1 seat) – **None**
- Grievance Committee (1 seat) - **None**
- Policy Committee (1 seat) – **Dwayne Spicer, Vicky Lefebvre withdrew**

**3<sup>rd</sup> call for nominations from the floor**

- Executive Committee (1 seat) – **None**
- Advocacy Committee (1 seat) – **None**
- Grievance Committee (1 seat) - **None**
- Policy Committee (1 seat) – **None**

**Appointments:**

- Executive Committee (1 seat) – **Josh Crick appointed**
- Advocacy Committee (1 seat) – **Larry Tiedemann appointed**
- Grievance Committee (1 seat) - **Rick Fontaine appointed**
- Policy Committee (1 seat) – **Dwayne Spicer appointed**

**9. Adjournment – Josh Crick moved to adjourn the meeting at 1:12pm.**

The next regular board meeting will be held on Friday February 25, 2021 at 10:00 a.m. Meetings are generally held the last Friday or Saturday of February, May, August, and November.





## MEETING INFORMATION

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Date: Mon January 11, 2021

Time: 1:00pm

**Attendees via Zoom:** Vicky Lefebvre Warren Griffin, Jill McLuckie, Larry Tiedemann, Cyndy Heslin, Barbara Smith, Craig Lukinuk, Debra McQuinn, Jen Anheliger, Terri Hampson, Jodi Dahlgren, Kelly McGrath, Heather Elliot, and Margaret Law.

**Absent:** Karen Shaw

## AGENDA ITEMS

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1. Approval to Agenda **M1** – Barbara Smith motions to accept the approval of the agenda as amended, all in favor motion carried.
2. Approval of Previous Minutes
  - Executive Committee Meeting Nov 9, 2020 – as amended. **M2** - Jill McLuckie motions to accept the approval of the Nov 9, 2020 as amended, all in favor motion carried.
  - Executive Committee Special Meeting Nov 9, 2020 **M3** - Craig Lukinuk motions to accept the approval of the Special Meeting Nov 9, 2020 as amended, all in favor motion carried.
  - Executive Committee Nov 30, 2020 **M4** - Cyndy Heslin motions to accept the approval of the Nov 30, 2020 as amended, all in favor motion carried.
3. LMC Report - *Next meeting Feb 24, 2021 @ 10:00am*
4. LMC Concerns – update – nothing outstanding
5. NLLS Chair Report – **M5** – Barbara Smith motions to accept the NLLS Chair verbal report for information, all in favor motion carried.
6. Interim Acting Director Report – Action plan update – attached **M6** – Warren Griffins motions to accept all in favor, motion carried.
7. Financial Report – attached **M7** – Larry Tiedemann motions to accept the financial report as presented ask in favor, motion carried.  
**M8** – Jill McLuckie motions to renew the 60 and 90 investment accounts
8. TRAC Motion – **M9** Barbara Smith motions that Terri Hampson will no longer be the Interim Director of Northern Lights Library System, and as such is no longer a Director of TRAC effective Jan 31, 2021, furthermore, James MacDonald will be the appointed a Director of TRAC, representing Northern Lights Library System effective Feb 1, 2021.
9. Plan of Service – nothing new to report.

10. ED Quarterly Review – Margaret Law - **M10** –Cyndy Heslin motions to accept for information, all in favor, motion carried.

Margaret Law left the meeting at 2:21pm.

11. Feb 26, 2021 General Board Meeting

12. In Camera – Personnel

- **M11** – Debra motions to go into camera at 2:26pm
- **M12** – Larry Tiedemann motions to come out of camera at 2:36pm

#### **ACTION ITEMS FROM PREVIOUS MEETING**

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1. Quote for building insulation – Terri – tabled to spring 2021
2. Headhunters follow up – deferred until org review complete – Vicky- completed remove from list
3. Executive Director Review form revision – Vicky pending with Org review
4. ALLB bandwidth – Terri/Kelly
5. Send out USB to CAO for Municipal Board Members, and future USB updates to the Library located closest to the Board member. – Terri – completed
6. Send out POS 2021-2023 to the General Board for feedback and review. – Terri - completed
7. Follow up with Town of Legal and other municipalities for membership conversation –Terri
8. Share NLLS Video at the Board Meeting – Vicky – completed
9. Letter of Thanks to Chamber of Commerce on behalf of Board Chair – Terri-Completed

#### **NEW ACTION ITEMS**

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1. Send General Board Meeting invite to new Interim Minister Mclver – Terri
2. Send out the Canada Summer Grants information to librarians -Terri
3. Send letter to MLA for the Frog Lake area requesting support in our Letter to Municipal affairs supporting the membership request of Frog Lake Library Board to the NLLS system.

Next Meeting Date: TBD

Adjournment of the Meeting: **M13**-Jill McLuckie motions to adjourn the meeting at 2:45pm.



## MEETING INFORMATION

---

Date: February 15, 2021

Time: 9:30am

### Attendees via Zoom:

Members of the board: Vicky Lefebvre, Warren Griffin, Jill McLuckie, Larry Tiedemann, Cyndy Heslin, Barbara Smith, Karen Shaw, Craig Lukinuk, Debra McQuinn, Jen Anheliger

Executive Director: James MacDonald

Consultant/Special Guest: Margaret Law

## BACKGROUND

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Margaret Law presented her draft report of her organizational review to the board for their consideration, see the draft report and the accompanying presentation slides for greater detail.

## ACTIONS

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Executive board to meet after Wednesday evening to discuss final report from Margaret

James to send Doodle Poll to board to determine meeting date.

Margaret to attend general board meeting on Feb 26 (11:30am) to make presentation of organizational review report

## NOTES

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Meeting opened with introductions from the board to the new Executive Director, James MacDonald.

Margaret began her presentation at 9:39am and broadly covered 5 overarching recommendations:

### Recommendation 1: Revisit the Plan of Service

- Develop a working plan supplement the public plan
- James will create an implementation plan from the working Plan of Service
- This will take several months to develop and result in a 1-to-1.5-year implementation plan

### Recommendation 2: Simplify Operations

- Develop templates for:
  - Board meeting agendas
  - Briefing notes for every agenda
  - Executive reports
  - Minutes
- Consider moving to a digital environment for meeting minutes and other files
- We discussed the dangers of opening the master agreement and explored alternatives (addendums, service plans, etc.)
- Discussion about tact and transparency in minutes, agendas, briefing notes, etc.
- Discussion of board training – look to other regions for examples

Break: 10:26am

Resume: 10:36am

- Discussion of staff and board engagement and the need to define roles for greater engagement

- Point raised that NLLS appears to be unapproachable (fortress on the hill).
- Discussion on how to encourage board members (councils) to have service continue for at least 2 years
- Executive board member, Executive Director, and local board member to visit with every council

#### Recommendation 3: Organizational Structure

- Why a department of 1 (Marketing)
- Rename public services – we do not serve the public
- Increase face-to-face interactions
- Discussion on what management positions are needed

#### Recommendation 4: Develop an HR strategy

- Explicitly add the value and contribution of a position to its job description
- ED to develop clear staff goals with managers
  - Maintenance goals
  - Improvement goals
  - Professional goals
  - Development and Training Goals
- Much discussion on the separation of the duties of the board (governance) and the Executive Director (operations)

#### Recommendation 5: Budget clarity

- The budget and the Plan of Service must be linked
- Consider higher a qualified accountant in future
- Consider replacing the finance sub-committee with a treasurer
  - Consider the roles of the ED in regard to preparing and presenting the budget
  - ED cannot make motions but a treasurer could

Meeting adjourned at 12:36

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Approved by

---

Date



## MEETING INFORMATION

---

Date: February 20, 2021

Time: 12:00pm

### Attendees via Zoom:

Members of the board: Vicky Lefebvre, Warren Griffin, Jill McLuckie, Barbara Smith, Craig Lukinuk, Debra McQuinn, Jen Anheliger

Regrets: Larry Tiedemann, Cyndy Heslin, Karen Shaw

Executive Director: James MacDonald  
Consultant/Special Guest: Margaret Law

## BACKGROUND

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Margaret Law presented her final report of the organizational review to the board for their consideration, see the final report for greater detail.

## ACTIONS

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- Add discussion item to the Executive Agenda on the potential dissolution of the budget committee and the election of a treasurer. - James
- Add discussion item to the Executive Agenda on advocacy with community councils in appointing NLLS board members (letters to CAO, Mayors, etc).
- Add a draft motion to accept Margaret's Org Report as presented and to direct James to develop an implementation plan for the recommendations.
- Add a draft motion to the Executive Meeting to accept the meeting notes from the two meetings with Margaret as presented.

## NOTES

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Meeting opened at 12:00pm

Margaret discussed the amendments to her report since the meeting on the 15<sup>th</sup>. The conversation that followed was wide ranging from transparency in budget documents to advocacy with town councils. The meeting is largely reflected in the action items above.

Meeting adjourned at 1:30pm

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

\_\_\_\_\_  
Date



## MEETING INFORMATION

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Date: March 12, 2021

Time: 10:00am

**Attendees via Zoom:** Vicky Lefebvre, Warren Griffin, Larry Tiedemann, Barbara Smith, Karen Shaw, Craig Lukinuk, Debra McQuinn, Jen Anheliger, Jodi Dahlgren, James MacDonald.

**Regrets:** Cyndy Heslin, Jill McLuckie

Called to order: 10:06am

## AGENDA ITEMS

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1. *Approval of Agenda*

Addition: Added review and approval of the Indigenous Grant report

**M: Debra McQuinn moved to approve the agenda as amended.**

**Carried**

2. *Approval of Previous Minutes*

- Executive Committee Meeting Feb 22, 2021

**M: Warren Griffin moved to approve the meeting minutes of Feb 22, 2021**

**Carried**

## FOR DISCUSSION / INFORMATION

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3. *NLLS Chair Report (verbal)*

**M: Jill McLuckie moved to accept the chair's report as presented**

**Carried**

4. *Library Manager's Council Chair Report (verbal)*

**M: Karen Shaw moved to accept the LMC Chair's report as presented**

**Carried**

5. *Report on Action Items from Feb 22 Exec Mtg and Feb 26 General Board Mtg:*

- Board member missed meeting automatic letter to CAO/Mayor – James
- Weekly board reports to full general board -- James
- Lac La Biche (ALLB) network support conversation -- James
- Letter to the provincial government on support for moving to phase 2 – James
- Updated/Approved Policies added to the website - James
- Executive Director Review form revision – Vicky pending with Org review -- Vicky
  - Waiting for Margaret's org review report

6. *Executive Director Report*

- February Financials - Attached
- Weekly Reports – Attached

**M: Karen Shaw moved to accept the Executive Director's report as presented**

**Carried**

7. *Organizational Review – Next Steps*

**Briefing Note:** Please see the attached document by the same name, "organizational Review – Next Steps" along with the appendix "Organizational Review – Next Steps – Appendix – A" These documents outline the

recommendations made by Dr. Law and detail several future steps. These steps have budget implications and require deliberation.

**Draft actions for meeting:**

- Discuss next steps and potential budget implications
- Consider motions needed to support movement on next steps

**M: Craig Lukinuk moved to approve the Organizational Review – Next Steps in principle and to direct the Executive Director to present costs at a special meeting of the Executive Board as soon as feasible.**

**Carried**

8. Election of a Treasurer

**Briefing Note:** As per general board motion the executive is to elect a treasurer and suspend the budget committee. The board needs to define the role of the treasurer, keeping in mind the division between the work of administration and the work of the executive. A draft role description has been developed to get the conversation rolling (attached). We have some time before a treasurer is actually needed, we can make the election in this meeting or wait until the April. By then, members will have time to consider the role and their potential interest.

**Draft actions for meeting:**

- Complete the role description of the treasurer in this meeting and send to general board for approval as new policy.
- Determine procedure for the nomination and election of the treasurer
- Identify the date for policy committee meeting to complete update to all other policies touching on treasurer

**M: Barbara Smith moved to send the amended role of treasurer policy to the policy committee.**

**Carried**

**FOR DECISION**

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9. *Indigenous Grant Annual Report approval for submission*

**M: Jenn Anheliger moved to accept the annual indigenous grant report for submission to the province**

**Carried**

10. *Edmonton Garrison Annual Report approval for submission*

**Briefing Note:** Edmonton Garrison's annual report is due to the province. We had great difficulty in getting in touch with their library manager who has been on medical leave.

**M: Debra McQuinn moved to accept the annual Edmonton Garrison Library report for submission to the province**

**Carried**

11. *May 29, 2021 at 10:00 am, General Board Meeting*

**Briefing note:** *Are there any additions for the agenda?*

12. *In Camera –*

**NEW ACTION ITEMS**

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1. Phase 2 Letter to the province to be changed to thank you letter and delivered. - James
2. ED to prepare costs associated with the addition of two new positions for presentation at a special meeting of the board.

Next Meeting Date: See the website

Adjournment of the Meeting: 12:31 **M: Jill McLuckie moved to adjourn. Carried**



## MEETING MINUTES– EXECUTIVE COMMITTEE MEETING

### MEETING INFORMATION

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Date: May 7, 2021

Time: 10:00am

**Attendees via Zoom:** Vicky Lefebvre, Warren Griffin, Larry Tiedemann, Barbara Smith, Karen Shaw, Debra McQuinn, Jen Anheliger, Jodi Dahlgren, Cyndy Heslin, Jill McLuckie, Jodi Dahlgren, James MacDonald.

**Regrets:** Craig Lukinuk

Called to order: 10:06am

### AGENDA ITEMS

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1. *Approval of Agenda*

**M. Karen Shaw moved as presented**

**Carried**

2. *Approval of Previous Minutes – [Draft Minutes March 12, 2021](#)*

**M. Jill McLuckie moved as presented**

**Carried**

### FOR DISCUSSION / INFORMATION

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3. *NLLS Chair Report – Verbal report*

**M. Barbara Smith moved to accept the NLLS Chair report as presented**

**Carried**

4. *[Library Manager's Council Chair Report](#)*

**M. Jen Anheliger moved to accept the report as presented**

**Carried**

5. *Report on Action Items from March 12 Exec Mtg:*

- Phase 2 Letter to the province to be changed to thank you letter and delivered. - James
- ED to prepare costs associated with the addition of two new positions for presentation at a special meeting of the board. - James

6. *Executive Director Report*

- [Department Report](#)
- [Weekly Reports](#)

**Action:** May meeting prepare some statistics for value of Northern Lights to be presented to the full board – how we are delivering services while we are closed. Address the hours of service with your local board.



**M: Larry Tiedemann moved to accept the Executive Director's report as presented  
Carried**

7. *Financial Report*

- [March Financials](#)
- [April Financials](#)

**Briefing Note March:**

- We have received Frog Lake Establishment grant monies.
- We have received the Canada Summer Grant wages from 2020 in Mar 2021. That file has been closed; we have been successful for 2021 for 1 position.
- Instead of manually calculating and verbally reporting, I am now transferring the Board members paid via payroll to the expense line of Board Meetings so they will not show up in Staff Salaries like they did in 2020.
- Professional fees are reflected the unbudgeted Org Review expense. The other option here is the Board could make a motion to have this \$12,565.45 expense paid out of the Operational Restricted Reserve fund.
- Signed a new 5 yr. contract for Electricity and Natural gas at better pricing.
- Closed the US account as the bank fees were going to cost more than what we used the account in 2020. We normally have an average of 5 transactions, and these can be put on the credit card going forward.

**Briefing Note April:**

- Summer Village of Bondiss is the only outstanding levy at this time.
- 2016 population will be used this year so there will be some difference in budget to actuals hopefully for the good.
- No indication yet of the Indigenous Grant for 2021
- Due to low interest rates, we are going to be very low on our budget

As per PLSB (Jen Anderson):

The grant has been approved for a total of \$1,172,953 (\$831,806 for operating and \$341,147 for library services). This is an increase of \$14,377 from last year for the follow reasons:

- Inclusion of operating funding for Frog Lake at \$4.70 x 2,021 (2016 population) = \$9,499
- Being able to account for municipal restructuring:
  - Dissolution of Dewberry into County of Vermillion River (increase pop of 275 – for both operating and library services) = \$2,819
  - Dissolution of Willingdon into County of Two Hills (increase pop of 201 – for both operating and library services) = \$2,060

**M: Debra McQuinn moved to accept the March and April financial reports as presented  
Carried**

8. *Update on Organizational Review*

**Briefing Note:** Since our last Executive meeting we have implemented a new organizational structure and are taking the steps outlined and adopted in our March 12 meeting. These steps are outlined in the [Organizational Review – Next Steps document](#).

- Consider a new organizational structure to reflect and reinforce your core services - **Complete**
- Review and revise [employee job descriptions](#) – **Underway**
  - Including the inclusivity and diversity statement
- Address the leadership of Bibliographic Services - **Complete**
- Analyze and revise the goals and desired outcomes of the marketing department - **Underway**
- Reconsider the role of an Executive Assistant - **Complete**
- Consider the language used to describe your organization (departments) – **Complete**

- Hiring new Web Development Specialist – **still accepting applications**
- Hiring Manager of Technology Services and Infrastructure – **currently interviewing**

**A: Provide update on the organizational review to the main board at the May 29, meeting**

*9. Election of a Treasurer*

**Briefing Note:** As per general board motion the executive elected a treasurer and suspended the budget committee. A draft Role of the Treasurer policy is before the board for approval in May. The Treasurer was elected by secret ballot, all members of the Executive Committee (including nominees) voted. Our new Treasurer is Cyndy Heslin. Congratulations Cyndy.

*10. Nominations for Executive Committee*

**Briefing Note:** The representatives for zone 1 (Craig Lukinuk), and 3 (Cyndy Heslin), plus two officer-at-large positions (Warren Griffin & Larry Tiedemann), and the board Chair (Vicky Lefebvre) are up for nomination. Nominations occur in May and the election of officers happens in November (after municipal elections). Policies that drive this process: [Annual Agenda](#) and [Election of Executive Committee](#).

**FOR DECISION**

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*11. Ratification of Re-Organization - salary budget increase decision*

**Briefing Note:** We approved by email vote the "[Organizational Restructure Financial Overview](#)" included again in this package. We concluded to ratify that decision in the next Executive Meeting. Do we also need to send this through the General Board?

**Draft Motion:** Jill McLuckie moved to ratify the motion made by email on March 20, 2021: "to approve an increase in the staffing budget for two new ongoing full-time staff positions to meet the needs of our organizational restructure with the recognition that it will require funding from our financial reserves. Furthermore, the maximum costs withdrawn from reserves for these positions will not exceed \$126,277 in 2021, \$160,395 in 2022, and \$168,415 in 2023."

Carried

*12. In Camera –*

**M: Warren Griffin moved to go into camera at 11:05am**

Carried

James MacDonald and Jodi Dalhgren stepped out of meeting

**M: Cyndy Heslin moved to come out of camera at 11:16am**

*13. Policy Updates*

**Briefing Note:** the policy committee met in April and made updates to several policies. These policies were sent out to the general board shortly afterward and reminder emails have been sent. We've received feedback from one board member. That feedback was excellent and incorporated into the policy updates. According to [policy](#) this committee is re-established at our May board meeting each year.

Policy Committee Meeting March 30, 2021

[2021 03 30 Policy Meeting Minutes](#)

Policies for review

[Sec 1, 3L DRAFT Social Media Internal Current](#)

[Sec 1, 3L DRAFT Social Media Internal New](#)

[Sec 2, 1C DRAFT Governance Style of The Board](#)

[Sec 2, 1E DRAFT Role of Executive Committee](#)

[Sec 2, 1F DRAFT Board Code of Ethics](#)

- [Sec 2, 1H DRAFT Committees of The Board](#)
- [Sec 2, 1I DRAFT Board Honoraria and Expenses](#)
- [Sec 2, 1R DRAFT Role of Board Treasurer](#)
- [Sec 3, 1F DRAFT Corporate Credit Cards](#)
- [Sec 3, 1G DRAFT Budget](#)
- [Sec 3, 1L DRAFT Building Rental Policy](#)
- [Appen V DRAFT Facility Use Application Form](#)

**M: Barbara Smith moved to approve the policy updates as submitted by the policy committee and forward them to the board for adoption.**

**Carried**

*14. May 29, 2021 at 10:00 am, General Board Meeting*

**Briefing note:** Are there any additions for the agenda?

#### **NEW ACTION ITEMS**

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1. May board meeting James to prepare some statistics for value of Northern Lights to be presented to the full board along with how our libraries are delivering services while we are closed. Also, to advocate that library boards address the hours of service with your local board.
2. Provide update on the organizational review to the main board at the May 29 meeting.

Next Meeting Date: See the website

**M: Jill McLuckie moved to adjourn the meeting**

**Carried**

Adjournment of the Meeting: 11:22am

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Approved by

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Date



## MEETING INFORMATION

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Date: May 29, 2021

Time: 8:00am

**Attendees via Zoom:** Vicky Lefebvre, Warren Griffin, Larry Tiedemann, Barbara Smith, Karen Shaw, Craig Lukinuk, Debra McQuinn, Jen Anheliger, Jodi Dahlgren, Cyndy Heslin, Jill McLuckie, Jodi Dahlgren, James MacDonald.

Called to order: 8:05am

## AGENDA ITEMS

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1. *Approval of Agenda*  
**Barb Smith moved to approve the agenda.**  
**Carried**
2. *Approval of Previous Minutes – [Draft Minutes, May 7, 2021](#)*  
**Cyndy Heslin moved to approve the minutes of May 7, 2021.**  
**Carried**

## FOR DISCUSSION / INFORMATION

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**Karen Shaw moved to enter a closed session.**  
**Carried.**

3. In Camera Session.

**Barb Smith moved to accept the Executive Director review by staff document as presented.**  
**Carried**

**Cyndy Heslin moved accept the Executive Director performance evaluation document to be amended as discussed in closed session.**  
**Carried**

**Jill McLuckie moved to conduct a staff evaluation of the Executive Director at 6 months of employment.**  
**Carried.**

**Jill McLuckie moved to come out of closed session.**  
**Carried.**

4. Report on Action Items from March 12 Exec Mtg:
  - May board meeting James to prepare some statistics for value of Northern Lights to be presented to the full board along with how our libraries are delivering services while we are closed. Also, to advocate that library boards address the hours of service with your local board.
  - Provide update on the organizational review to the main board at the May 29 meeting.

**Karen Shaw moved that the Executive Committee direct the Executive Director to send a letter to our MLAs and minister outlining the circulation statistics and value of those circulations in our community and to also include these statistics in the annual levy letter to our municipalities.**  
**Carried.**

5. Lac La Biche Network

**Briefing Note:** Travis Simmons (from the municipality) did an assessment of the physical network at ALLB. He was unable to identify any issues with the physical network. This puts us back at square one. We plan to take the following next steps:

- Over the next few months move public computers throughout the system on to our network. This will allow us to download and deploy computer updates in late evening or early morning and reduce bandwidth consumption during the day.
- Hire our new manager of Technology Services and Infrastructure. One of their first tasks will be the development of a white paper on the setup of our network and possible improvements.
- End of 2021 break our hub and spoke network model and move our Firewall to the cloud. This is the recommended next step but the TSI manager white paper will need to clarify the full impact of that. This move will stop libraries from losing internet when we lose power and take us out as a middleman for internet services.
- Investigate the possibility of a secondary ISP provider for our larger libraries. This would enhance their access and raise the speeds of everyone else on the network.

6. VOIP phone cancellation and extension of cellular services

**Briefing Note:** I have cancelled our VOIP phone project for headquarters. We've been paying double phone bills all year as we have tried to get this service off the ground. There are some significant problems with going the VOIP route:

- It is a burden on our network and we've already told many of our libraries they can't deploy it as a result of that.
- It requires several changes to our network to manage the service

The alternative:

- Enhance cellular services at HQ
- We have a direct line of sight to the cellular towers
- We'd need a roof mounted antennae and several repeaters (in the building) installed. At a cost of \$13,000. [See quote.](#)
- Consistent cellular service would allow us to cancel our desk phones altogether (a savings of more than \$10,000/year)
- Adopting cell phones would greatly increase our accessibility (paired with Microsoft Teams).
- We have until the end of the year to make this transition.

**Craig Lukinuk moved to approve the funding of the unbudgeted expense of extended cellular services at headquarters from our reserves funds; not to exceed \$14,000.**

**Carried.**

7. [Letter of Withdrawal from Island Lake](#)

**Briefing Note:** We received a letter from the Summer Village of Island Lake providing notice of withdrawal from the system. They clearly do not understand the benefits of system membership. We will reach out to them to obtain an audience and hopefully persuade them to remain.

- Levy is \$2,348.88
  - \$490.20 of this goes to book allotment
- Their membership nets them a grant of \$1,349 from the province
- There are 32 active library members in their community
- Non-resident fee is 50\$ (should we consider increasing this?)
- I will reach out to Cynthia in Athabasca (their closest library) to further discuss

**Action: Executive Director to send a letter to the Summer Village of Island Lake council requesting a delegation.**

8. GIC Investments

**Briefing Note:** We have two GICs coming due on June 1 in the amount of 100k and 200k. We need to decide whether to reinvest as the same or go another direction. The 1 year Amplify which is a cashable is 0.35%. The 1 year non-redeemable is 0.5%. Of course, you can go shorter or longer, but rates are very low right now. The other option is to put into the Notice Demand Accounts. The 60 day is prime - 1.85 which is 0.6% and the 90 day is prime - 1.8 which works out to 0.65%

**Cyndy Heslin moved to put the GIC coming due on June 1, 2021 into the 1 year Amplify GIC.  
Defeated**

**Debra McQuinn moved to put the GICs coming due June 1<sup>st</sup>, 2021 into a Notice Demand Account with a 90-day rolling principle and interest.  
Carried**

9. Next Meeting Date

Briefing Note: Given our current meeting do we need a meeting early in June? Should we move the next meeting to July?

**The committee accepted by consent to move the next meeting to our scheduled July date.**

10. *May 29, 2021 at 10:00 am, General Board Meeting*

**Briefing note:** *Are there any additions for the agenda?*

**NEW ACTION ITEMS**

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1. Executive Director to send a letter to our MLAs and minister outlining the circulation statistics and value of those circulations in our community and to also include these statistics in the annual levy letter to our municipalities.
2. Executive Director to move forward with plans to extend cellular services in the building
3. Finance officer to place June 1, 2021 due GICs into Notice Demand Account with a 90-day rolling principle and interest.
4. Executive Director to send a letter to the Summer Village of Island Lake council requesting a delegation.

Adjournment of the Meeting: Meeting adjourned at 9:57am.

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

\_\_\_\_\_  
Date



## MEETING AGENDA– EXECUTIVE COMMITTEE MEETING

### MEETING INFORMATION

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Date: July 9, 2021

Time: 10:00am

Join Zoom Meeting

<https://us02web.zoom.us/j/81384467360?pwd=WCtUV21EMUZUWE03NFBGZExRQ05qZz09>

Meeting ID: 813 8446 7360

Passcode: 380668

**Attendees via Zoom:** Vicky Lefebvre, Larry Tiedemann, Barbara Smith, Karen Shaw, Justin Thompson, Debra McQuinn, Jen Anheliger, Jodi Dahlgren, Cyndy Heslin, Jill McLuckie, Jodi Dahlgren, James MacDonald.

Called to order: 10:01am

### AGENDA ITEMS

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1. *Approval of Agenda*

**M:** Karen Shaw moved the agenda as presented.

Carried

2. *Approval of Previous Minutes – [Draft Minutes May 29, 2021](#)*

**M:** Jill McLuckie moved to accept the minutes as presented.

Carried

### FOR DISCUSSION / INFORMATION

---

1. [Chair Report](#)

a. [Mundare Council Meeting Notes](#)

**M:** Barbara Smith moved to accept the Chair Report as presented.

Carried

2. [Library Manager's Council Chair report](#)

**M:** Debra McQuinn moved to accept the Library Manager's Council Report report as presented.

Carried

3. [Financial Report for June, 2021](#)

**M:** Jenn Anheliger moved to accept the financial report as presented.

Carried

4. Executive Director Report – Verbal

Weekly Reports since last Executive:

- Week Ending July 2 – 3 day week (will send July 9)
- [Week ending June 25](#)
- Week ending June 18 – Moving from Utah

- [Week ending June 11](#)
- [Week ending June 04](#)

Update on action items from previous meeting:

- Letter to ministers and MLAs (see agenda)
- Response to Island Lake (see agenda)
- VOIP changes. VOIP services cancelled, and wireless equipment ordered and awaiting install
- GICs due June 1<sup>st</sup> were placed in Notice Demand Accounts in a 90-day rolling principle and interest as directed.

**M:** Jill McLuckie moved to accept the report as presented.  
carried

5. [Implementation Plan](#)

**Briefing Note:** The implementation plan is a 1-year plan outlining the steps we are taking February 2021 to February 2022 to meet our Plan of Service. We are looking for feedback on the plan and approval from the Executive to keep moving in this direction.

**M:** Larry Teidemann moved to accept the Implementation Plan as presented.  
Carried.

6. The future of the Alberta Library Conference

**Briefing Note:** From Jen Anheliger, "ALC committee has announced that they are moving forward with a conference at Jasper Park Lodge for the 2022 year. ALC technically functions as a committee of LAA and ALTA. ALTA will not be submitting any sessions for ALC as we are pivoting to a broader way of delivering content and increasing access for trustees across the province. Through webinars and potentially LAA collaborated symposiums. ALTA and LAA are also reviewing our relationship with the ALC committee as a whole. I am not sure the future of ALC as its committee generally functions independently, however, it likely will not be the place for trustee PD going forward.

**Action Item:** Executive Director to determine what other systems are doing regarding ALC this year.

7. Letter to MLAs and Ministers

**Briefing Note:** As requested in our last executive meeting, I have drafted a letter to Minister McIver and other Alberta ministers. The letter and infographic proposed to be sent out is linked here for further discussion and editing before being sent.

- [Letter – draft](#)
- [Infographic](#)

**Action item:** Director to send the letter out to the minister and the MLAs in our region.

8. [Response to Island Lake Withdrawal Letter](#)

**Briefing Note:** We received a letter from the Summer Village of Island Lake ([Letter of Withdrawal from Island Lake](#)) providing notice of withdrawal from the system. They clearly do not understand the benefits of system membership. We requested to meet with their council via the attached letter as directed in the last Executive meeting.

- Levy is \$2,348.88
  - \$490.20 of this goes to book allotment
- Their membership nets them a grant of \$1,349 from the province
- There are 32 active library members in their community
- Non-resident fee is 50\$ (should we consider increasing this?)
- I will reach out to Cynthia in Athabasca (their closest library) to further discuss

**Action item:** Director to send Jenn Anheliger the information to join for this meeting with Island Lake in Westlock



9. Population Statistics update and discussion. [Letter from Peace Library System](#).

**Briefing Note:** Michelle Toombs (director of Marigold Library System) recently spoke to Jennifer Hansen, Manager, Demography and Social Statistics for the Office of Statistics and Information, Alberta Treasury Board and Finance regarding how the province is calculating population statistics. As this is how we calculate our levies changes here can have a big impact on our budget and on our member municipalities. Michelle provided the following notes from that meeting”

The municipal population numbers received from Treasury in 2020 are not the population numbers that will be released starting in January 2022. The Provincial Government is shifting to population estimates. Model is not ready for sharing with the public just yet. “Ours will be different next year,” she says.

- 2020 municipal population estimates from Treasury were based on Stats Can population numbers
  - There were estimated annual adjustments to account for “net census under count” that we have not been seeing, a probable reason for the variances from the previous Municipal Affairs population numbers
  - “Net census under count” is a percentage estimate to account for the likelihood of undercounting population as well as double counting (e.g., shared custody) during a census count. The formula is applied annually to census counts and explains why Black Diamond’s population went from 2700 to 2821.
  - For the 2020 numbers from Treasury that showed very different results (there were several such as Oyen – 25%), Jennifer has had conversations with those municipalities.
  - Upcoming Treasury numbers should bring those population estimates more in line, she predicts.
- The new Treasury estimated population numbers will be calculated using administrative data and records and will be changed on a yearly basis. Examples of Alberta-based admin records include:
  - Vital statistics (births, deaths, in and out migration)
  - Changes in Drivers’ license addresses
  - Health Registry
  - Census data for the municipalities that do census (not expected to be a common occurrence because of the expense)
  - Current boundaries to account for changes in boundaries, such as areas that have been expropriated and absorbed into cities.
- The new method for calculating Alberta’s census totals will be applied to the Stats Can numbers. In other words, Stats Can will be using Alberta Treasury numbers going forward.
- This new population method was announced by the Province in 2019, based on the principles of
  - Currency. Annual adjustments for all municipalities in Alberta
  - Consistency. 30% of the municipality did census and not every year. Some did this well, others not so well.
  - Fairness. Grants distributed more evenly based on population needs, for example.
  - Red tape. Remove costs and admin tasks from Municipalities, although a municipality can do its own census if they choose.
- If we have questions about the 2022 released population numbers, it is OK to give her a call.

**M:** Justin moves to direct the Executive director to send a response to Peace that at this time the NLLS system wishes them well with this question but we will not join on this letter at this time.

**Larry Left the meeting at 11:39**

10. With board elections last general board meeting a new vice-chair must be elected to the Executive. Nominations from the floor?

Deb nominated from the floor by Barb and Deb accepted  
Cyndy put her name forward for the position of Vice Chair

**M:** Jenn Anheliger moves to cease nominations for Vice Chair  
Carried

Cyndy Heslin elected as the new Vice Chair.

**M:** Karen Shaw moves that nominations for Treasurer position cease  
Carried

Debra McQuinn elected as treasurer by acclamation.

**M:** Cyndy Heslin moves to remove Warren Griffin from Northern Lights Library System signing authority.  
Carried

**M:** Justin Thompson moved to add Cyndy Heslin to Northern Lights Library System signing authority  
Carried

11. Membership request from Fishing Lake Métis Settlement

Briefing Note: After discussions with Fishing Lake they made a motion in council to join Northern Lights Library System. We have sent them a letter of welcome with next steps in the process and the membership agreement. We are proposing to copy the offer made to Frog Lake and cover their levy fees for 3 years with the provincial Indigenous grant funding.

- [Letter Welcome and Next Steps sent to Fishing Lake council](#)
- [Letter to Provincial Government](#)

**M:** Jill McLuckie Moved to accept Fishing Lake's request to join NLLS and waive the annual municipal and board levy fee for 3 years.  
Carried.

**M:** Barbara Smith moved to amend the agenda to include an in-Camera session.  
Carried

## **12. In Camera meeting 11:55**

**M:** Jill McLuckie motion to enter in camera at 11:55  
Carried

11:55, James MacDonald and Jodi Dahlgren left the meeting.

**M:** Deb McQuinn motioned to exit In Camera meeting at 12:16  
Carried.

## **13. August 27, 2021 at 10:00 am, General Board Meeting**

**Briefing note:** Are there any additions for the agenda?

**M:** Jill McLuckie motioned to adjourn the meeting at 12:19  
Carried

**NEW ACTION ITEMS**

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1. **Action item:** Executive Director to send Jenn Anheliger the information to join for this meeting with Island Lake in Westlock
2. **Action Item:** Executive Director to determine what other systems are doing regarding ALC this year.
3. **Action item:** Director to send the letter out to the minister and the MLAs in our region.

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Approved by

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Date



## MEETING AGENDA— EXECUTIVE COMMITTEE MEETING

### MEETING INFORMATION

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Date: August 13, 2021

Time: 8:00am

**Attendees via Zoom:** Vicky Lefebvre, Larry Tiedemann, Barbara Smith, Karen Shaw, Justin Thompson, Debra McQuinn, Jen Anheliger, Cyndy Heslin, Jill McLuckie, Jodi Dahlgren, James MacDonald.

Regrets: Cyndy Heslin

Called to order: 8:05am

### AGENDA ITEMS

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1. *Approval of Agenda*  
**M:** Jill McLuckie moved the agenda as amended carried
  
2. *Approval of Previous Minutes – [Draft Minutes July 9, 2021](#)*  
**M:** Debra McQuinn moved to approve the minutes carried

### FOR DISCUSSION / INFORMATION

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1. Chair Report
  - a. [Gibbons Council Meeting Notes](#)
  - b. [Island Lake Council Meeting Notes](#)
  - c. [Fishing Lake Signing](#)
  - d. [Frog Lake Signing](#)

Action: ED to engage with PLSB on seminars for the board in conjunction with/after the November board meeting. Could it be delivered at the local board level.

Action: ED to create highlight sheets after each board meeting to send to councils via CAO.

Action: ED to start scheduling visits to each municipal council

**M:** Barb Smith moved to accept the Chair report as presented.  
carried

2. [Library Manager's Council Chair report](#)

**M:** Jill McLuckie moved to accept the report as presented.  
Carried.

3. Executive Director Report – Verbal  
Weekly Reports since last Executive:
  - Week ending [August 6](#)
  - Week ending [July 30](#)

- Week ending [July 23](#)
- Week ending [July 16](#)
- Week ending [July 9](#)

Action Items from last meeting:

- *“Executive Director to send Jenn Anheliger the information to join for this meeting with Island Lake in Westlock.”* -- Information was sent and Jenn joined us in Westlock for the meeting.
- *“Executive Director to determine what other systems are doing regarding ALC this year.”* – ALC has been cancelled for 2022.
- *“Executive Director to send the advocacy letter out to the minister and the MLAs in our region.”* – Letter was sent.

**M:** Karen Shaw moved to accept the report as presented.

Carried.

#### 4. PLSB Engagement Sessions

Briefing Note: PLSB will be conducting a number of engagement sessions. The following documents outline the purpose of these and where, when, and how to attend. Unless you read carefully you may miss that we have a new assigned consultant from PLSB:

“We are pleased to introduce Katrina Peachey as the new area consultant for Northern Lights area library boards. Katrina has been with PLSB since 2014 in the role of Library Network Consultant. Over the last two years, she has also added legislative work to her portfolio and is well-equipped to answer legislative and governance questions for library boards in the Northern Lights/northeast area. She can be reached at 587 987 9674 or [katrina.peachey@gov.ab.ca](mailto:katrina.peachey@gov.ab.ca).”

- [PLSB Engagement Sessions and Update](#)
- [Background on Libraries Act and Regulations](#)
- [Session calendar](#)

Action: ED to speak with system directors to determine if there is something we can do together to send a unified message in these engagement sessions.

Action: Recognize new PLSB rep at the general board meeting in August.

#### 5. Terms of service over 9 years.

**Briefing Notes:** NLLS reps who have served for more than 3 consecutive terms (9 years) need the approval of their council (by a 2/3 vote) to continue to serve on the NLLS board. The following individuals will reach their 3<sup>rd</sup> term in November. We will send letters to their councils in November:

- City of Cold Lake                      Vicky Lefebvre
- SV of Bondiss                              Edwin Tomaszuk
- Village of Chauvin                      Val Gramlich
- Village of Kitscoty                      Daryl Frank
- Village of Paradise Valley              Mary Arnold

**Taken as information only, no actions or motions.**

#### 6. [Financial Report](#) for July, 2021

**Briefing Note:** Linked here is the month to month comparison of financials from 2020 to 2021. There is nothing particularly surprising. We are higher in salaries as expected. We have not received the municipal levy from the Summer Village of Bondiss. Despite repeated attempts to contact them, including withholding the rural services grant, we have not had a response. We will reach out to the

library board of the library that serves them next, Boyle. Bondiss is in Zone 1, Larry or Barb, may be helpful in making contact with their representatives?

Action: Larry to reach out to the CAO about Bondiss levy payments and to follow up with a CC email to Vicky and James.

**M:** Larry moved to the ED to release the rural service grant to Boyle through S.V. Bondiss.  
Carried.

**M:** Jenn moved to accept the financial report as presented.  
Carried.

**Break: 9:04 / 9:10**

7. [Draft Budget 2022](#)  
[Briefing Note](#) – see linked document.

**Action:** ED to send rural services grant letters to councils as well as to the board that receives the money.

Action: ED to provide cost recovery numbers for the Board of Record rural services grant administration, and the administration of the book allotment.

Action: ED to provide staffing level comparisons with other systems to answer the question if we are over or under staffed.

**M:** Jill McLuckie moved the budget be presented to the board on August 27<sup>th</sup> with amendments outlined in our discussion.  
Carried.

**M:** Karen Shaw moved to take the question, for vote, of limiting the roll-over of book allotment funds to 90 days after the start of the fiscal year, beginning 2023. After this period, unused roll-over book allotment funds will revert to the Northern Lights Library System budget.

**Seconded by Justin Thompson**  
Carried.

8. [Service Catalog Draft](#)

**Briefing Note:** We are working hard to complete our service catalog in time for our upcoming meeting with Sturgeon County on September 14<sup>th</sup>. The intent of the catalog is to clearly showcase the services of NLLS and help stakeholders understand our value. A print copy of the catalog will be provided to each municipal council, library board chair, library manager, and NLLS representative. We are creating value statements with specific numbers for each member municipality that can be placed in the print catalog. The catalog will also be available electronically where it can be updated quickly.

9. Summer Villages 1 Representative and Voting

**Briefing Note:** Curtis Schoepp, the Mayor of Whispering Hills, has been appointed the rep for the Summer Villages of:

- Whispering Hills
- Island Lake South
- Island Lake
- Sunset Beach

I believe this is the first time that we've had 1 representative for multiple municipalities. I've spoken with the province and their legislative team sees nothing stopping municipalities from doing this and really might increase engagement with smaller members.

Jordan, from the province, offers the following: "Each system member is entitled to representation (and a vote) on the system board so, in the event that the same individual is appointed by multiple members, that individual would technically have multiple votes. There might need to be some thought given to how that would work in practice. It is possible that Northern Lights could combine representation of multiple system members into a single seat on the board in which case the individual would have a single vote. In that scenario, you'd want something in writing to demonstrate the consent of the members that would see their representation consolidated. It's somewhat uncharted territory so I don't know exactly what that looks like but perhaps the long-term solution would be to build it into the system agreement."

There appears to be nothing in our master agreement stopping municipalities from sharing a representative. If we did nothing, that member's vote would simply count as 4 votes. Each municipality receives a vote. Yellowhead regional system has a similar situation and I queried them on how they handle things. This is their response:

- we have a number of summer villages who aren't all great about attending meetings or appointing someone. But some of our villages are 20 people so...
- Executive committee: we have one seat on the executive to represent all summer villages. They talk amongst themselves to nominate someone.
- Board: a bit of a challenge for sure. Hank and I presented to their mayoral committee and that generated more interest in attending our meetings. Especially when we moved to online meetings and no travel.
- We have a couple of board members appointed to represent more than one village.
- But mostly they use proxy votes and fill in the form telling us who holds their vote. If they don't then on any issue requiring a vote they are automatically included with the in favour group - so as to not delay votes on budget etc.

**M:** Barb Smith moved to send the voting rights and consolidated representative issue to the policy committee to identify whether 1 rep can have 1 vote regardless of how many municipalities they represent, and to discuss Executive Committee representation for summer villages.

**Carried.**

#### 10. Municipal Emergency Response Support from Libraries

**Briefing Note:** A counselor from Gibbons recently asked what NLLS might do to support libraries or help libraries in getting involved in their Municipal Emergency Response plans. An example was given of the library becoming a shelter during times of extreme heat where the library may have air conditioning. This may be a possible topic of discussion for our Advocacy Committee.

There is not a clear role for NLLS in this issue.

Action items:

- Refer them to the ALTA trustee forum
- We can reach out to the library managers to gather information about their local involvement

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## FOR DECISION

#### 11. Policy Committee Chair

**Briefing Note:** With Warren's departure we need to appoint a 5<sup>th</sup> member of the policy committee. The committee has taken a break over the summer and will start up again in the fall. The Policy committee elects their own chair. We can appoint the 5<sup>th</sup> member at the upcoming board meeting or wait until the November meeting and after the municipal elections.

#### 12. In Camera meeting

13. August 27, 2021 at 10:00 am, General Board Meeting

**Briefing note:** Are there any additions for the agenda?

- Recognition for those leaving in November.
- Do we change the budget to August during election years? Policy Committee. The draft would have to be presented in May.

**M:** Karen moved to adjourn.

Carried

Adjournment: 1:46pm

#### **NEW ACTION ITEMS**

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Action: ED to engage with PLSB on seminars for the board in conjunction with/after the November board meeting. Could it be delivered at the local board level.

Action: ED to create highlight sheets after each board meeting to send to councils via CAO.

Action: ED to start scheduling visits to each municipal council

Action: ED to speak with system directors to determine if there is something we can do together to send a unified message in the PLSB engagement sessions.

Action: Recognize new PLSB rep at the general board meeting in August.

Action: Larry to reach out to the CAO about Bondiss levy payments and to follow up with a CC email to Vicky and James.

Action: ED to provide cost recovery numbers for the Board of Record rural services grant administration, and the administration of the book allotment.

Action: ED to provide staffing level comparisons with other systems to answer the question if we are over or understaffed.

Action: ED to determine if there is any current cap on roll-over book allotment funds

Action: ED to release the rural service grant to Boyle through S.V. Bondiss

Action: ED to send to Policy Committee:

- Moving the budget approval process forward to May/August instead of August/November in election years
- The question of 1 vote/rep Vs. 1 vote/municipality

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Approved by

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Date





## MEETING AGENDA— EXECUTIVE COMMITTEE MEETING

### MEETING INFORMATION

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Date: October 8, 2021

Time: 10:00am

Join Zoom Meeting

<https://us02web.zoom.us/j/83253830436?pwd=bmRkcGRuVTY4VTVmMVowTTlGTtOdz09>

Meeting ID: 832 5383 0436

Passcode: 043682

**Attendees via Zoom:** Vicky Lefebvre, Barbara Smith, Justin Thompson, Debra McQuinn, Jen Anheliger, Cyndy Heslin, Jill McLuckie, Jodi Dahlgren (Chair LMC), James MacDonald (Executive Director).

Regrets: Karen Shaw, Larry Tiedemann

Called to order: 10:04am

### AGENDA ITEMS

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1. *Approval of Agenda*

**M: Cyndy Heslin moved to approve the agenda**

**Carried**

2. *Approval of Previous Minutes – [Draft Minutes August 13, 2021](#)*

**M: Deb McQuinn moved to approve the minutes.**

**Carried.**

### FOR DISCUSSION / INFORMATION

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1. Chair Report – Vicky Lefebvre (verbal)

**M: Barb Smith moved to accept the chair report as presented.**

**Carried.**

2. [Library Manager's Council Chair report](#) – Jodi Dahlgren

**M: Justin Thompson moved to accept the LMC chair report as presented.**

**Carried.**

3. Executive Director Report – Verbal

Weekly Reports since last Executive:

- [Week ending Oct 1](#)
- Week ending Sep 24 - vacation
- Week ending Sep 17 - vacation
- [Week ending Sep 10](#)
- [Week ending Sep 3](#)
- [Week ending Aug 27](#)
- [Week ending Aug 20](#)
- [Week ending Aug 13](#)

Action Items from last meeting:

- ED to engage with PLSB on seminars for the board in conjunction with/after the November board meeting. Could it be delivered at the local board level.
  - I have reached out to Katrina about this orientation/training
- ED to create highlight sheets after each board meeting to send to councils via CAO.
  - This is on my regular to-do list now
- ED to start scheduling visits to each municipal council
  - Working with the administrative assistant to get a schedule together. A letter will be going to councils/CAOs shortly.
- ED to speak with system directors to determine if there is something we can do together to send a unified message in these engagement sessions.
  - We had some online communication about this. The engagement sessions appear to have gone relatively well.
- Recognize new PLSB rep at the general board meeting in August.
  - This was done.
- Larry to reach out to the CAO about Bondiss levy payments and to follow up with a CC email to Vicky and James.
  - We managed to get their rep on the phone on September 13<sup>th</sup> and he indicated payment was coming and thanked us for the reminder. We have not heard from them since. Payment not yet received. We have sent a follow-up email to the September 13 phone call.
  - Larry did reach out several times – was finally able to reach them on October 6. They indicated that council approval was needed and they are meeting on October 28<sup>th</sup>.
  - We did release the rural services grant to Boyle
- ED to send rural services grant letters to councils as well as to the board that receives the money.
  - This is on the regular to-do list now.
- ED to provide cost recovery numbers for the Board of Record rural services grant administration, and the administration of the book allotment.  
ED to provide staffing level comparisons with other systems to answer the question if we are over or under staffed.
  - This information was provided by email on August 18. You can find [that message here](#).
- Reach out to the library managers to gather information about their local involvement in Emergency Response in their communities.
  - This was raised at the LMC meeting on September 28<sup>th</sup>. A brief discussion ensued where members shared their current involvement in this area. The conclusion was much the same as we reached. NLLS can facilitate discussions between members but it is a local matter.

**M: Jenn Anheliger moved to accept the EDs report as presented.**

**Carried**

4. Public Library Services Branch invites the public library community to provide input on suggested red tape reductions to the [Libraries Act](#) and [Libraries Regulation](#) via an online survey. [This Survey](#) closes on the 8<sup>th</sup> of October – today is your last day.
5. November 27 Board Meeting  
Briefing Note:  
Do we do this in-person? If not, I suggest that once COVID is at a better place we book on-site tours for new reps in small groups early in the new year. This may be a better approach any way – giving these individuals some undivided attention and space to ask questions, etc.

**M: Jill McLuckie moved that the November meeting will be held by Zoom.**

**Carried.**

Action: ED to investigate methods for giving tours of the building online/virtually.

6. [Council Visits](#)

**Briefing Note:**

We are beginning to schedule meetings in earnest with town councils. I suspect the number of visits will be high and may be overwhelming for any one Executive Member. It is incredibly important that we get out to each council. I am proposing that the Chair attend where she can and if she is unavailable, we will reach out to the Executive member representative for that zone to attend, if they are unavailable, we will open it to anyone on the Executive. This approach, we hope, will be the easiest way to schedule meetings. We will attend via Zoom where possible.

**M: Curtis Schoepp moved that we follow the procedure for visiting councils as outlined by the briefing note for council visits.**

**Carried.**

7. Board honorarium and travel payments.

**Briefing Note:**

Currently we have a mixture of paying personal or municipalities for Board Member honorariums. In hopes to streamline, and be more efficient for NLLS and yourselves, we recommend as of Jan 1, 2022 all board member honorariums be paid directly to the Municipality. This way the municipality can “top up” for those affected and administer the source deductions and T4’s they currently do for you.

Mileage and other expenses incurred will continue to be paid through Accounts Payable and can be made directly to the person as there are no tax implications with these expenses. If your municipality pays more for mileage you would continue to request the difference on your municipal timesheet.

**M: Justin Thompson moved that the board will provide a per/diem to the library manager council chair for attendance at all standalone board meetings retroactive to the beginning of 2021 and going forward.**

**Carried.**

Action: ED to make appropriate policy changes to reflect this motion and bring to Policy committee.

**M: Debra McQuinn moved that we encourage board members who are part of their council to go through their municipalities to be paid by NLLS for any remunerations.**

**Carried.**

8. Financial Report for YTD [September](#)

**Briefing Note:**

3 GIC’s came up for renewal on Sept 13 2021. We have currently moved the \$400,000 into the 90-day Notice Demand account. It has an interest rate of 0.65% compounded monthly. Compared to a 1 year locked in amount of 0.5%.

Outstanding Municipal levy is 1 in the amount of \$1,150.60 invoice for interest has been sent, and Outstanding Library Levies is 6 for the total amount of \$35,527.39. Reminder emails to be sent.

**M: Barb Smith to accept the financial report as presented.**

**Carried.**

9. Myrnam Library

**Briefing Note:** We are the Board for this library; however, we have not discussed the budget, the operations, plan of service, or governance of this library so far in the ED’s short tenure. Given that we are the board for this library, it should be a flagship example of best practice in the system. I have some ideas on the future development of this library that warrant an open discussion.

**M: Jill McLuckie moved that James and Vicky to meet with the Myrnam council to discuss future plans after municipal elections.**

## 10. Chair's Council

Briefing Note: I have noticed a disconnect between library boards and Northern Lights. I am proposing that we form a Chair's council kin to the Library Manager's Council which would allow us to reach out to library boards and proactively share information, best practices, policies, and the like. Depending how this is rolled out there could be budget implications.

According to our membership agreement, local library boards are to "act as a liaison between the residents of the municipality and the Board [you]." A chair's council would greatly facilitate this responsibility.

Thoughts from the board:

- General agreement with the need and the idea of better engagement from our boards
- We could begin with a semi-annual meeting starting with professional development and get chairs' feedback on future meetings.
- Alta will have webinar packages for board training – take advantage of these
- Breakout chairs into different sized libraries

## 11. Value Statement Document

Briefing Note: The value statement will be customized for each library/municipality and sent annually as well as delivered to boards and councils when visits are made from the chair and director. We are seeking feedback on the presentation and the information included.

## FOR DECISION

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## 12. Policy Committee Referrals:

Briefing Notes: Please see the minutes of the Policy Committee meeting held [September 10, 2021](#). Links to all policy revisions and submissions with briefing notes are available there.

- [Election of Executive Committee](#)  
Briefing Note: This change will provide a permanent seat to the summer villages on the Executive Committee. We hope this will increase their participation and continue with diversifying representation on the board. This policy also provides for a permanent elected seat from our indigenous communities.  
[Procedural Bylaw](#)  
Briefing Note: Changes here are meant to clarify that there is 1 vote per representative / not necessarily per member municipality. Where one representative is the same for multiple municipalities, they still get 1 vote. It provides for municipalities appointing alternates which can vote. Further it makes a slight change to quorum to clarify that quorum is reached by a majority of appointed representatives which removes quorum concerns where 1 rep is appointed for multiple municipalities.
- [NLLS Funding](#)  
Briefing Note: The revisions to this policy are for clarity. Past wording was confusing.
- [Company Vehicles and Equipment](#)  
Briefing Note: Changes to this policy are to include an option for renting a company vehicle for personal use. This is about recruitment and retention of staff. There is no facility for vehicle rentals in Elk Point, nor even a commercial bus service. The policy revisions aim to balance risk for NLLS, incentives for staff, management of the program, and financial concerns.
- [Password Management](#)  
Briefing note: Our current password management practices are a serious security risk. This policy aims to adopt industry best practices and change the cultural practices around network and digital security at Northern Lights. There is a budgetary implication to this policy. Password management software costs about 50/person a year, ~\$1000/year. This is a small expense compared to a compromised system.

- [VOIP Phone Systems](#)  
Briefing Note: We have cancelled our VOIP system roll out for headquarters and told at least two libraries in recent months that they could not go forward with a VOIP system on our network. We refer to policy that does not yet exist. We need a policy in this area. More requests will come.
- [Social Club](#)  
Briefing Note: We have a long-standing social club at NLLS which tends to have the same folks in it. I am looking to formalize the club and would like board support and a steady financial platform from which they can hold events and plan activities. There is a small budget implication here. Keep in mind that policies can be revisited annually, and we can disband this if it is not working for us.

**M: Deb McQuinn moved to send these policies as amended forward to the General Board for approval.  
Carried.**

13. In Camera meeting

14. November 27, 2021 at 10:00 am, General Board Meeting

Briefing note: Are there any additions for the agenda?

- Elections may require further committee elections.

**Adjournment: 12:46 Jill McLuckie moved to adjourn the meeting.**

#### NEW ACTION ITEMS

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Action: ED to make appropriate policy changes to reflect the honorarium payment motion and bring to Policy committee

Action: Send out thank you cards for Executive to sign for leaving representatives

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Approved by

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Date



## MEETING MINUTES – EXECUTIVE COMMITTEE MEETING

### MEETING INFORMATION

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Date: December 10, 2021

Time: 10am

**Attendees via Zoom:** Vicky Lefebvre, Larry Tiedemann, Barbara Smith, Jen Anheliger, Curtis Schoepp, Leslie Cusack, Dwayne Spicer, Matthew McLennan, Maxine Fodness, Josh Crick, Jodi Dahlgren, James MacDonald.

Regrets:

Call to order: 10:02am

### AGENDA ITEMS

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#### 1. Approval of Agenda

Barb asked to add School Division permissions, added as item 11.  
Larry asked to add intermunicipal library boards, added as item 12.

M: Maxine Fodness moved the agenda as amended.  
Carried.

#### 2. Approval of Previous Minutes – [Draft Minutes October 8<sup>th</sup>, 2021](#)

M: Barb Smith moved  
Carried.

### FOR DISCUSSION / INFORMATION

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#### 1. Professional Development and Orientation

- [Plan of Service](#) (available on the last pages of the Service Catalog)
- [Implementation Plan](#)
- Organizational Review, [Next steps document](#)
- [Role description](#) for Executive

#### 2. [Council Visits](#)

##### **Briefing Note:**

We are beginning to schedule meetings in earnest with town councils. I suspect the number of visits will be high and may be overwhelming for any one Executive Member. It is highly important that we get out to each council. I am proposing that Vicky attend where she can and if she is unavailable, we will reach out to the Executive member for that zone to attend, if they are unavailable, we'll open it to anyone on the Executive. This approach, we hope, will be the easiest way to schedule meetings.

**Action item: Executive Director** to add links to the value statements for councils visited in the week to the weekly reports.

**Action item:** Executive Director to email the library managers when visiting councils.

#### 3. Board honorarium – move to ADP payroll service

**Briefing Note:** We have moved our payroll services to ADP. Timesheets for honorarium payments are completed and approved online for us to make honorarium payments directly to you. This allows us to create your T4 at the end of the year. If you opt to have us pay your honorariums directly Terri will

provide you training on signing into the ADP system and submitting your timesheet for approval. Reimbursements for meals, mileage, or other expenses must be submitted separately.

Alternatively, we encourage you to allow us to send your honorariums to your municipality where they can pay you with any other honorariums you receive. The advantages of this are: 1) you will receive a single T4 rather than 1 from us and 1 from your municipality. 2) You do not need to learn and submit your meetings through ADP but can submit them to us on the same form as your meals/mileage and other expenses. [Reimbursement form](#).

Either method will work. Please contact Terri Hampson [thampson@nlls.ab.ca](mailto:thampson@nlls.ab.ca); 780-545-4169 and let her know what method you'd like to use. She can get you setup.

**4. [Financial Report](#) for YTD November**

**Briefing Note:** On the Reserve/Bank Info tab, is now showing the Indigenous rollover amount which is in our operating account overall total. These totals are for Nov 30 ending, however a lot does come out of expenses in the first 2 weeks of Dec. SV of Bondiss still continues to be outstanding but all other Muni and Library levys have been paid in full. Book Allotment expenditures are a bit more compared with other years which is a good thing, the libraries are using it! The wage subsidy showing received in Nov was the Rupertsland partnership we had this year. We should, barring any disaster, be on par or close to even on budget by the end of the year.

**M:** Curtis Schoepp moved to accept the financial report.  
Carried.

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**FOR DECISION**

**5. Staff Christmas Gift**

Northern Lights Library System has generally provided staff with a Christmas gift of some kind. The funds for this have historically come from a tax credit we receive from our Employment Insurance payments. We are obligated by law to return the savings to staff in some fashion. We need to show this in our audit. The amount is ~\$1,600. Further to this, with our switch from Manulife to Equitable Life for insurance benefits we received a one-time \$1000 incentive from Equitable Life for marketing the change to staff. Using this as a Christmas benefit may be appropriate. Finally, given the pandemic staff have not had the opportunities generally afforded them for professional development. We have savings in that budget line. While we planned for a deficit in 2021 we are looking at a potential small surplus. We employ 25 staff (23 FTE).

**M:** Jenn Anheligher moved to spend up to \$2600 on gift cards for staff as a Christmas gift.  
Carried.

**6. Board Chair Honorarium**

**Briefing Note:** The board chair receives an honorarium of \$150/meeting. Given the ability to Zoom in to council meetings Vicky has been wondering if this is too much. Is there an alternative honorarium structure we should consider for the Chair in light of our new technologies? Often council visits online are 20-30 minutes. One possible fee structure: \$150/meeting chaired, \$100/meeting as general participant, \$75/online meeting less than 60 minutes in length.

**M:** Larry Tiedemann moved \$150/meeting chaired, \$100/meeting as general participant, \$75/online meeting less than 60 minutes in length.  
Carried.

**Action item:** policy committee to update the honorarium policy as per the motion.

## 7. Election of Treasurer

**Briefing Note:** [By policy](#) “The role of the Treasurer is to work with administration to ensure the integrity of the Northern Lights Library System budget, to draft motions pursuant to the budget, and to ensure the budget reflects the strategic goals of the system. They act as liaison between system administration and the Executive Committee on matters of budget.”

1<sup>st</sup> call for nominations from the floor  
Larry Teidemann self nominates  
Barb Seconded the nomination

2<sup>nd</sup> call for nominations from the floor  
None

3<sup>rd</sup> call for nominations from the floor  
None

**Larry Teidemann was acclaimed as the Treasurer.**

## 8. Election of Vice Chair

**Briefing Note:** [By policy](#) “The Vice Chair, in the event of the absence or disability of the Chair, will assume and perform the duties and function of the Chair.” We accept nominations from the floor for this position.

1<sup>st</sup> call for nominations from the floor  
Jenn Anheligher self-nominated as the vice-chair  
Barb seconded the nomination

2<sup>nd</sup> call for nominations from the floor  
None

3<sup>rd</sup> call for nominations from the floor  
None

**Jenn Anheligher was acclaimed as the vice-chair.**

## 9. Signing authority.

**Briefing note:** [By policy](#) “Signing officers shall be the Executive Director or the Finance Officer, the Board Chairman, and two (2) others from the Executive Committee.” We need a motion in our minutes to grant signing authority to two other board members besides Vicky.

*Dwayne Spicer moved to approve signing authority for James MacDonald as Executive Director; Terri Hampson as Finance Officer, Vicky Lefebvre as NLLS Board Chair, Jennifer Anheliger as NLLS Board Vice Chair and Maxine Fodness as NLLS Board Member; and to remove signing authority from any previously approved individuals not named in this motion.*

*Carried.*



## 10. Date of next General Board Meeting

Briefing Note: Vicky is unavailable on February 25<sup>th</sup>. We need to decide how to proceed with this meeting.

**M:** Barbara Smith moved that we move the General Board Meeting to March 4<sup>th</sup>.  
Carried.

## 11. School Division

Barb Smith asked permission to have James reach out to the school division in Boyle (Aspen View) to discuss possible partnerships.

**Action item:** Barb will setup a connection for James with the school division in her area for the new year.

## 12. Intermunicipal library boards

Larry Tiedemann reporting on a presentation from the PLSB regarding our board of record counties.

**Action:** Executive Director to investigate the potential for inter-municipal boards once library regulation changes have been announced.

## 13. In Camera meeting

Jodi Dalhgren left the meeting at 11:16.

Leslie Cusack motioned to go into camera at 11:16.

Carried

Matthew McLennan motioned to come out of camera at 12:05.

Next meeting January 14<sup>th</sup> 9am.

Adjournment

Curtis Schoepp moved to adjourn the meeting at 12:07.

## NEW ACTION ITEMS

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- Barbara Smith will setup a connection for James with the school division.
- Policy committee to update the honorarium policy as per the motion.
  - M: Larry Tiedemann moved \$150/meeting chaired, \$100/meeting as general participant, \$75/online meeting less than 60 minutes in length.
- Executive Director to add the value statements to the weekly reports.
- Executive Director to email the library managers as to when you are visiting councils.
- Executive Director to investigate the potential for inter-municipal boards once library regulation changes have been announced.
- Executive Director to communicate the General Board Meeting move to March 4<sup>th</sup>
- Administration to change signing authority as per motion