



MEETING AGENDA– EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: February 11, 2022

Time: 9am

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

Regrets: Curtis Schoepp

Called to order: 9:07am

AGENDA ITEMS

1. *Approval of Agenda*

M: Barb Smith moved to accept the agenda with additions:

- # 12 In-person meetings
- # 6 Lockers

Carried.

2. *Approval of Previous Minutes – [Draft Minutes December 10, 2021](#)*

M: Josh Crick moved to accept the minutes

Carried.

FOR DISCUSSION / INFORMATION

1. **Report on Action items from last meeting**

- Barbara Smith will setup a connection for James with the school division.
Complete: ED is meeting with Superintendent of Aspen View School District in March.
- 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.
 - **Complete**
- Executive Director to add the value statements to the weekly reports.
 - **Complete**
- Executive Director to email the library managers as to when you are visiting councils.
 - **Complete**
- Executive Director to investigate the potential for inter-municipal boards once library regulation changes have been announced.
 - **Awaiting announcement**
- Executive Director to communicate the General Board Meeting move to March 4th
 - **Complete**
- Administration to change signing authority as per motion
 - **Complete**

2. [Council Visits](#) and board chair report (verbal)

Briefing Note: Visits are progressing. We've now scheduled with nearly all our municipalities. I anticipate we will have seen nearly everyone by the end of March.

3. **Tofield Library and Secondment Services**

Briefing Note: The Tofield Library lost their long-term director a few months ago. They successfully hired a new librarian shortly afterward. In early 2022 she suddenly left. The ED met with the Tofield library board to discuss ways we could help them. We have contracted with their board, seconding Jessie Morris, for two months on a cost recovery basis. She started on January 31, 2022 and will continue through the end of March. She will assess library needs, review policy and procedure, assist with recruitment and training of a new library manager, and provide reports and documentation to the Tofield Library Board at the end of her term.

4. [2022 Draft Implementation Plan](#)

Briefing Note: The [2021 implementation plan](#) ran from February 2021 to February 2022. This draft plan represents input from the entire staff and was collaboratively produced by the leadership team.

M: Larry Tiedemann moved to accept the plan in principle and recommend the Board to approve the 2022 Implementation Plan.

Carried.

5. **On Reserve on Settlement (OROS) Grant**

Briefing Note: Vicky has asked that we have a general discussion about the Indigenous grant to ensure the Executive understands how this grant works and our responsibility here. The grant runs from April to March fiscal year. Libraries and communities can apply for grant funding for library services. The grant is not intended to supplement library budgets. As libraries open on reserves or settlements the grant funding will be redirected to that community.

- [2021/2022 OROS Grant Budget](#)
- Libraries and Indigenous communities can both apply for funding.
- If a library is applying, they will need a partnership with an Indigenous community contact going forward to ensure services reach that community.
- If the application is for a MOU, they would use the MOU Proposal Template. If it is for a one-time project, they would use the Project Proposal Template.
 - Applications are sent to Mary Dustow, Indigenous Services Advisor, for approval. If anything is missing or needs work, she will work collaboratively to ensure funds are accessed.
- For the time being, we are using a monthly reporting schedule.
 - Mary has created a simple template that recipients can use that will streamline this reporting and hopefully avoid it being too time consuming.
 - While reporting monthly is more work, it allows us to have a better understanding of how things are going and if there is anything we can help with to make things go more smoothly.

6. **Little Free Libraries and Marketing NLLS Services & Lockers**

Briefing Note: We are working on a fun innovative marketing project for libraries. You may have seen and even used a little free library in your community. These are often in parks or other well-travelled areas. We are building such a library out of a 1950s refrigerator. We'll stock the library with discards from our collection and are having a sticker printed indicating where the book came from with a QR code that will take readers to a webpage outlining the benefits of library membership and how to join online. We haven't yet found a home for the little library, but we'd like it to go to a community that does not currently have a physical library, such as: our summer villages, reserves, Métis settlements, etc. We intend to send the van past the little library every 2 weeks to restock and assess.

We will also be developing a map of little free libraries already in the system. We are assessing if we could seed these libraries with discarded books from our collection too. This should be an inexpensive marketing venture and will fit within the current marketing budget.

7. [Financial Report](#) for YTD

Briefing Note: We are in Audit season, and we await the final adjustments for our 2021 financials. We have updated the link ending Dec 31, 2021; however, they do not reflect final calculations and adjustments. 2022 Municipal levy letters and invoices went out earlier this week, as noted in a weekly ED report, although there was no increase to the NLLS levy, there was a change in population used for the calculation for this year. SV of Bondiss remains outstanding and is on the agenda for decision. We ended the 2021 year with 21 FT, 3 PT staff in comparison to 2020 at 17 FT, 1PT.

M: Leslie Cusack move to accept the financial report as presented.

Carried.

FOR DECISION

8. Tenant Consolidation

Briefing Note: This [executive brief](#) outlines a project to enhance our Microsoft environment and reduce its complexity. With the departure of our network administrator in September we've been reviewing our technical infrastructure and setup and have delayed hiring this position. We have several technical issues we've found that need to be rectified. We very recently migrated all our Microsoft Office licenses, for example. We were able to complete that work within the current budget. We propose that instead of hiring for this network position we use the already budgeted salary for the position to the TSI (Technology Services and Infrastructure) department's operating budget for contract work to remedy these technology issues, including Office Tenant consolidation.

M: Jennifer Anheliger moved to reallocate the budgeted funds for the network analyst position to the TSI operating budget for use in contract services.

Carried.

9. PLSB (PUBLIC LIBRARY SERVICES BRANCH) Annual Reports

System Headquarters, Myrnam Public Library, Edmonton Garrison Library

Briefing Note: We are required by the province to submit a standard annual report for the system and those libraries we act as board for. These reports need to be approved by motion of the Board. The Executive can accept the reports and present to the General Board as information. The links to the reports will be added above once they are available – we are working to complete them for this meeting. We will review them in the meeting.

M: Barb Smith moved to table the PLSB Annual Reports until the information is available.

Carried

10. Summer Village of Bondiss (non-payment of fees).

Briefing Note: The summer village has not paid their 2021 fees. According to our arrears policy we have the right to end our agreement with the Summer Village. See [NLLS Levy Arrears](#).

The Summer Village joined NLLS in the summer of 2001. Their representative has not attended a meeting since 2004.

- 01/08/2021 – Emailed levy letter and invoice (mailed out at this time as well)

- 03/03/2021 – Emailed reminder of outstanding account
- 04/12/2021 – Emailed levy letter and invoice to a secondary email address found.
- 07/21/2021 – Emailed Arrears invoice and levy letter and levy invoice to both emails addresses
- 09/13/2021 – Called and spoke to Ed, he indicated levy would be paid
- 09/13/2021 – Follow up email with invoices and extended invitation to have ED meet with them
- 10/09/2021 - Emailed arrears invoice and levy letter and levy invoice to both emails addresses
- 11/18/2021 - Emailed arrears invoice and levy letter and levy invoice to both emails addresses
- 12/7/2021 – ED emailed both email addresses requesting opportunity to meet with council
- 1/12/2022 – ED emailed both email addresses requesting opportunity to meet with council

M: Dwayne Spicer move to suspend library services to the Summer Village of Bondiss on April 30th should their levy payments for 2021 and 2022 not be received by that date and direct the ED to continue to attempt to communicate with their council.

Carried.

Action: Work with the affected libraries in instituting the suspension.

Action: send Bondiss their levy letters by registered mail.

11. Policy New/Updates

Briefing Note: The minutes of the last Policy Meeting [are available here](#). The policy committee sent the following new and updated policies forward for consideration by the Executive. The minutes include briefing notes on each of these.

Updates:

- [Whistleblower Policy](#)
- [Board Honoraria and Expenses](#)
- [Policy Making](#)
- [Role of the Board Chair](#)
- [Internet and Computer Usage](#)

New

- [OH&S Policy](#)

M: Dwayne Spicer moved that we table this policy for further discussion.

Carried.

- [Book Allotment](#)
Action: Jodi to have this added to the next LMC agenda
- [Environmental Policy](#)
- [Non-Participating Municipalities](#)
Action: ensure that we assist the local libraries with communication
- [Staff Network Usage Policy](#)

M: Josh Crick moved to send the policies forward to the Board for vote except the OH&S policy

Carried.

12. Next Executive Meeting

Briefing Note: The question has been asked whether the Executive should meet in person. Do we continue to meet online and reserve our in-person meeting for May in conjunction with the conference? We have budgeted for a single in-person meeting for the year. There is some professional development budget for the board if we wanted to use that budget line.

Action: ED to send out poll on next meetings.

M: Dwayne Spicer Moved to adjourn at 12:57pm.

Adjournment

In-Camera session was tabled to a future meeting.

NEW ACTION ITEMS

Action: ED to send out poll on next meetings for Executive.

Action: ED to work with the libraries in instituting the suspension and communication around it of services to S.V. of Bondiss.

Action: ED to send Bondiss their levy letters by registered mail.

Action: Jodi Dalhgren to add Book Allotment policy discussion to the next LMC agenda

Action: ED to ensure that we assist the local libraries with communication regarding non-participating municipalities policy

Approved by

Date

Executive Committee Meeting

Agenda 2/14/22- Moved By Barb Smith to accept as presented

Absent- Curtis Schoepp

Present- Barb Smith, Jenn Anheliger, Larry Tiedemann, Dwayne Spicer, Josh Crick, Maxine Fodness, Mathew McClennan, Leslie Cusack, Vicky Lefebvre

Performance review of Executive Director

- Motion to go In Camera-Dwayne Spicer 2:07
- Motion to come out of camera-Jenn Anheliger 3:08
- Motion to complete Executive Director review with chair-Leslie Cusack moves that Jenn Anheliger work with chair Vicky Lefebvre to complete review with ED.

- Action Item: Vicky Lefebvre(chair) to write up comments and complete performance review.
- Action Item: Chair, Larry Tiedemann volunteered, Barb Smith volunteered to be on Ad hoc committee to work on procedure(s) of Performance review i.e.; instructions to complete, requirements, ability to move documents for compilation, committee etc.

- 6 Motion to adjourn- Josh Crick 3:18

Approved by

Date



MEETING AGENDA— EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: March 4th, 2022

Time: 8am

Join Zoom Meeting

<https://us02web.zoom.us/j/9128782619?pwd=T1I5RVlwdmpHL3pvb1IDdTJudUtGUT09>

Meeting ID: 912 878 2619

Passcode: Executive

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

Called to order: 8am

AGENDA ITEMS

1. *Approval of Agenda*

M: Barb Smith moved to accept the agenda.

Carried

2. *Approval of Previous Minutes* – [Draft Minutes February 11, 2022](#)
[Draft Minutes February 14, 2022](#)

M: Maxine moved to accept the minutes of Feb 11th as presented.

M: Dwayne moved to accept the Feb 14th minutes as presented.

FOR DISCUSSION / INFORMATION

1. **Report on Action items from last meeting**

Action: ED to send out poll on next meetings for Executive.

Complete

Action: ED to send Bondiss their levy letters by registered mail.

Complete

Action: ED to work with the libraries in instituting the suspension and communication around it of services to S.V. of Bondiss.

Bondiss has paid their levy for 2021 and 2022. We are working with them to have me come and present to council.

Action: Jodi Dahlgren to add Book Allotment policy discussion to the next LMC agenda

Complete

Action: ED to ensure that we assist the local libraries with communication regarding non-participating municipalities policy

Ongoing

2. Annual Conference



Briefing Note:

Please join us for “Spark & Ignite”, Northern Lights Library System’s 2022 Annual Conference! We invite everyone to join us on May 27th, which will feature several short, snappy presentations on industry-related topics and a keynote speaker, plus a little entertainment.

- May 26th is focused on meetings and training for our member library managers and board chairs
- May 27th is the main conference day
- May 28th is the annual AGM for the NLLS Board

3. Error in the 2022 Budget

[Audit Findings Report, Financial Statements 2021 - Draft](#)

Briefing Note: I recently caught a significant error in our approved 2022 budget. We made the change to remove the book allotment from the operating budget as it is not operating revenue. This increased clarity and transparency in our budget. However, in making the change we removed the book allotment funds from the board levy as well as the municipal levy (removing it twice). This left us with levy revenue of \$1,226,005.00. This is incorrect. The revenue is actually \$1,470,703.80. This is a difference of \$244,698.80. We are still running a deficit budget but a far less dramatic deficit than was approved by the Board.

Jodi Dahlgren joined the meeting. 8:11am

4. Library Levies and the 2016 population List – [Population List Comparison 2016, 2018, 2019](#)

Briefing Note: According to our membership agreement:

“The Population of a municipality, which is a Party to the Agreement, shall be the same population as used for the calculations of library grants as stated in the current Community Development Grants Regulation.”

Linked here are the [population numbers provided to us by the province](#) used to calculate our operating grant in 2021. By contract we are to use these numbers for calculating levies. The library grants are sent out in April and at that time we learn the population figures they use. Last April the provincial government used the [2016 population figures](#) also see attached for just our numbers. This is what we based our levy payments on. The previous levy was calculated using [2018 population figures](#) as per the province. While we have not changed the levy amount (it remains \$5.23x2) using a different population list will cause the levy payment to go down or up for most municipalities in comparison to their last levy payment. For some of our larger municipalities the swing is rather dramatic. Levy letters have already been sent to municipalities and we are hearing some consternation from our members.

This makes our population for the regional system 177,387 (This includes Frog Lake and Fishing Lake). Total levy revenue is \$1,855,468.02. Subtracting the book allotment brings the revenue to \$1,474,085.97.

We should all have been aware of this but to be fair we also changed over 75% of our board and 50% of our Executive right at budget time. While this was communicated, I can fully understand board members not picking up on the implications of this. Further, we've been very adamant that there is no levy increase coming from Northern Lights this year. With the difference in population lists, 26 of our member municipalities will see an increase in their levy amounts.

Municipality	2021 Pop.	2022 Pop.	Pop. Diff	Levy Increase	Paid
Town of Mundare	852	855	3	\$31.38	X
S.V. Island Lake South	61	72	11	\$115.06	X
Pelican Narrows, S.V. of	151	162	11	\$115.06	X
S.V. West Baptiste	38	52	14	\$146.44	
Village of Ryley	483	497	14	\$146.44	
Island Lake, S.V. of	228	243	15	\$156.90	
Town of Wainwright	6270	6289	19	\$198.74	
Village of Boyle	925	948	23	\$240.58	X
Town of Athabasca	2965	2990	25	\$261.50	X
Village of Waskatenau	227	255	28	\$292.88	X
Village of Myrnam	339	370	31	\$324.26	X
Village of Holden	350	381	31	\$324.26	X
Town of St. Paul	5963	6004	41	\$428.86	X
Town of Vegreville	5708	5758	50	\$523.00	X
Vermilion, County of	8267	8317	50	\$523.00	
Town of Smoky Lake	964	1022	58	\$606.68	
Village of Marwayne	606	667	61	\$638.06	X
Town of Redwater	2053	2116	63	\$658.98	X
Town of Tofield	2081	2182	101	\$1,056.46	X
Thorhild, County of	3254	3417	163	\$1,704.98	
Town of Elk Point	1452	1646	194	\$2,029.24	
Minburn, County of	3188	3383	195	\$2,039.70	
Town of Vermilion	4150	4545	395	\$4,131.70	
Town of Bonnyville	6422	6921	499	\$5,219.54	
City of Cold Lake	14961	15736	775	\$8,106.50	X
Bonnyville, M.D. of	11661	13233	1572	\$16,443.12	
				\$46,463.32	

This could potentially get quite contentious with our members. I have already heard from the Town and M.D. of Bonnyville. The province is calculating our operating grant using the shadow population. Terri is trying to determine if the M.D. of Bonnyville is being funded by the province on the shadow population of 13,233 as well. In their [2020 annual report](#) (pg. 49) they list their population as 13,233. The province also uses this number (13,233) to calculate their library rural services grant, which we administer on their behalf.

Some potential options:

1. Change nothing and address individual municipality concerns as they arise. There is indication from the M.D. of Bonnyville that they will pay based on last year's levy rate. Should this occur we

could then determine how to proceed on a case by case basis – this could lead to some potential inequalities.

2. Reduce the M.D. of Bonnyville population count to remove the “shadow population” this would reduce their population figure by 1,397 – to 11,836 just a couple hundred more people than they were charged against last year – an increase of \$1,830.50 over last year’s bill. Keep in Mind that Lac La Biche also has a shadow population and they paid on that population last year... there is no change to Lac La Biche’s population this year. Lac La Biche may argue that we should not use the shadow population for them too (I know I would). Their shadow population is 987 – a reduction of \$10,324.02. Combined this would cost the board \$24,936.64 in lost revenue. Keep in mind, this does not preclude any of the other 24 municipalities that saw increases from launching a complaint.
3. Go back to the population used last year, knowing that we would be going against our agreement. Since levy letters have already gone out this might cause consternation in the opposite direction. For example, Sturgeon County is paying nearly \$10,000 less this year than they did last year because of the change in population lists.
4. Decide to charge everyone based on the lesser population between this year’s numbers (2016) and last year’s numbers (2018). This would cost the board \$46,463.32. Couple this with addressing the language in the agreement to avoid this issue in future.

Clearly, we need to address this repeating problem. It is my understanding that we have had this conversation with the M.D. and town of Bonnyville in the past and that we chose to use their none shadow population in the past. Unfortunately, I understand that there is no motion to that effect or minutes documenting it. Whatever we decide to do we must insist that it be recorded in the public record.

Action: James and Vicky to discuss the levy payment with the M.D. of Bonnyville and explain the increase in population.

5. PLSB (PUBLIC LIBRARY SERVICES BRANCH) Annual Reports

[System Headquarters \(E-Resource Stats\)](#), [Myrnam Public Library](#), [Edmonton Garrison Library](#)

Briefing Note: We are required by the province to submit a standard annual report for the system and those libraries we act as board for. These reports need to be approved by motion of the Board. The Executive can accept the reports and present to the General Board as information. The links to the reports will be added above once they are available – we are working to complete them for this meeting. We will review them in the meeting.

M: Larry Tiedemann move to accept the annual reports for system headquarters, Myrnam public library, and the Edmonton Garrison library, and submit them to the public library services branch.

Carried.

6. Vacations – Vicky, James

Vicky will be taking vacation in March. We will send dates to Jenn Anheligher to step cover council meetings in her absence.

James will be taking most of the month of August.

Adjournment:

M: Leslie Cusack moved to adjourn at 9:30.

NEW ACTION ITEMS

Action: James and Vicky to discuss the levy payment with the M.D. of Bonnyville and explain the increase in population.

Action: Vicky to send vacation dates to administration so they can invite Jenn to backfill council meetings in her absence.

Approved by

Date



MEETING AGENDA— EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: April, 8th 2022

Time: 9am

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

Regrets:

Called to order: 9:01am

AGENDA ITEMS

1. *Approval of Agenda*

- *Add Myrnam library discussion*
- *Add next meeting date discussion*

M: Leslie Cusack moved to accept the agenda as amended.

Carried.

2. *Approval of Previous Minutes – [Draft Minutes March 4, 2022](#)*

M: Barbra Smith moved to accept the minutes of March 4th.

Carried

FOR DISCUSSION / INFORMATION

1. **Report on Action items from last meeting**

Action: ED and Vicky to discuss levy issues with M.D. of Bonnyville

Complete

Action: ED to ensure that we assist the local libraries with communication regarding non-participating municipalities policy

Ongoing

2. **Staffing Update – On Site and Offsite**

Briefing Note: As we've discussed, we are transitioning several positions to remote work where possible. This will free up building space for potential lease opportunities, increase our capacity to retain staff, compete for future top candidates, and put consultants geographically closer to libraries. We've been monitoring closely the productivity of these positions and have not seen any appreciable decline. Arguably, staff are performing better in a remote work setting. This is our current [remote work policy](#). We have established a procedure for remote ergonomics assessment and workspace setup. Employees sign off annually on an assessment that confirms their workspace is in keeping with specified standards.

Positions hired with an expectation of remote work:

- Web Development Specialist
- Consultants (x2)

- Marketing Specialist

In addition, we have transitioned the following positions to permanent remote work

- Indigenous Relations Advisor
- Consultant
- Microsoft Systems Administrator
- Technology Services and Infrastructure Manager

We are piloting the following positions for remote work

- Cataloguer

Positions that are not eligible for remote work:

- Desktop Support Technician (1)
- Operations Specialist
- Administrative Assistant
- Drivers
- Clerk
- Manager of Finance and Operations
- Executive Director

2021 ◊ NORTHERN LIGHTS LIBRARY SYSTEM ◊ STAFF

IT JODI ARROWSMITH ANALYST	MIS DIANE BABCOCK ACQUISITIONS	OPS CRYSTAL BOORSE OPERATIONS SPECIALIST	OPS TARA CAMPBELL OPERATIONS SPECIALIST	MIS RHONDA CUSACK CLERK	MIS MARY DUSTOW INDIGENOUS RELATIONS ADVISOR	ADMIN HEATHER ELLIOTT MARKETING SPECIALIST
OPS SUSAN FRISBY DRIVER	MIS CARI GRAUIS JUNIOR CONSULTANT	OPS TERRI HAMPSON MANAGER	OPS TRAVIS HYMANIK DRIVER	MIS JOANNE KNYSH CONSULTANT	OPS PAUL KOSA OPERATIONS SPECIALIST	
IT TIM KUELKER MANAGER	ADMIN JAMES MACDONALD EXECUTIVE DIRECTOR	MIS DARBY MACKAY CATALOGUER	OPS JOANNE MCBROOM DRIVER	IT KELLY MCGRATH MICROSOFT SYSTEMS ADMINISTRATOR	MIS JESSIE MORRIS MANAGER	
ADMIN TRACY PARADIS ADMINISTRATIVE ASSISTANT	IT HARDIK PONDA WEB DEVELOPMENT SPECIALIST	MIS KAYLA REDDECLIFF CONSULTANT	MIS MICHELLE TERRISS CONSULTANT	MIS ASHLEY WEISBECK CATALOGUER	OPS DOLORES ZACHARUK OPERATIONS SPECIALIST	IT BRANDON ZIOMEK DESKTOP SUPPORT TECHNICIAN

ACTION: Policy committee to review remote work policies to ensure we have appropriate policies in place for continued remote work.

ACTION: ED to investigate insurance needs for remote work including potential need for extra liability for personal vehicle use.

ACTION: ED to explore meeting of system chairs and vice-chairs regarding provincial population lists and levy payments. Potentially a meeting ALTA or LAA could organize.

3. Financial Report – [YTD budget](#)

Briefing Note: Fuel costs and vehicle maintenance has been higher than anticipated. I have reached out to the provincial government regarding rules around our investments. They are speaking with their lawyers to give us a clearer picture.

Municipality	2022 Levy	Paid	Short
Town of Smoky Lake	\$5,345.06	\$5,041.72	\$303.34
Town of Bonnyville	\$36,196.83	\$33,587.06	\$2,609.77
Bon Accord	Spoken to - forthcoming		
Mannville	Spoken to – forthcoming		

ACTION: ED to follow up with towns of Smoky Lake and Bonnyville regarding short payment and encourage them to discuss with their councils.

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

4. Fleet Update

Briefing Note: We need to make some decisions about the upkeep of our fleet:

Mileage	Year	Make
63,439	2016	Jeep Patriot
124,042	2016	Dodge Journey
135,344	2017	Dodge Grand Caravan Crew Plus
307,369	2018	Ford Transit Van
114,259	2020	Dodge Promaster 2500
99,305	2021	Dodge Promaster 2500

Dodge Promaster 2500: I've not been impressed with these Dodge Promasters. They have required far more maintenance than past vans. We've had transmission problems (covered under warranty). As I write this one is in the shop for a new wheel bearing. These are also taller and less stable on the road than the Ford. The capacity is larger but we have not needed the larger capacity. The fuel tank is smaller and on long runs may have our drivers filling up part way through a run. I have some concern that getting these vans to the 250k replacement point will be challenging.

Ford Transit: Our current Ford Transit Van is about 60,000 kilometres beyond policy replacement. I recommend we order a replacement now as wait times are a year or more. We'll replace it with a 2023 Ford Transit Van AWD 148" wheelbase. Current quote:

- \$1000 deposit required to hold and order
- It is first come first served as per Ford

- Expected arrival date if order in April 2022 is April 2023.
- Total price today \$51,890.00 plus gst, but they would reconfirm once 2023 pricing is released.

Once the new Transit Van arrives, we will sell the old one privately. We've been extremely happy with our 2018 Transit Van. The maintenance has been remarkably low to this point. The only upgrade is to move to the all-wheel drive version as the wheel rear drive we currently have makes for some interesting driving. We have our best driver in this vehicle. Cargo vans currently are either all electric or all fuel, there is no hybrid option. Due to the distance, we travel the all-electric version at this time is not conducive to our business needs.

Dodge Journey: We have sold the Dodge Journey. I had intended to keep this vehicle much longer though it had passed its 5-year policy replacement date. We've had remarkable luck with our Dodge caravans in the past getting 300+ thousand kilometers from them with little maintenance. The maintenance on the Journey was getting to be counterproductive. I recommend we replace this vehicle with a high fuel efficiency/hybrid vehicle.

Jeep Patriot: We are considering selling the Jeep Patriot. The major concern we have with this vehicle is poor fuel efficiency. Furthermore, it is currently not being used to the degree we thought and use will continue to drop as more staff work remotely. It has low miles and I believe we can get a good price before it gets much older. It is poor on gas mileage. The sale value will help offset the cost of a replacement for the Dodge Journey with a higher efficiency vehicle.

Dodge Grand Caravan: I intend to continue to drive this until end of life. If we are lucky, it will take us in to the 3-to-400-thousand-kilometer range. This vehicle currently serves many different purposes: back up for our van run when cargo vans are in repair or maintenance, transporting multiple people for trainings, moving computers, etc.

**M: Dwayne Spicer moved to authorize the replacement of the Ford Transit delivery van with a similar van at a cost not to exceed 58,000 dollars.
Carried**

M: Curtis Schoepp moved to authorize the replacement of the Dodge Journey with a hybrid passenger vehicle or other fuel-efficient passenger vehicle at a cost not to exceed 40,000 dollars subject to final approval of the Executive.

5. Membership Levies

Briefing Note: According to our membership agreement:

"The Population of a municipality, which is a Party to the Agreement, shall be the same population as used for the calculations of library grants as stated in the current Community Development Grants Regulation."

Linked here are the [population numbers provided to us by the province](#) used to calculate our operating grant in 2021. By contract we are to use these numbers for calculating levies. The library grants are sent out in April and at that time we learn the population figures they use. Last April the provincial government used the [2016 population figures](#) also see attached for just our numbers. This is what we based our levy payments on. The previous levy was calculated using [2018 population figures](#) as per the province. While we have not changed the levy amount (it remains \$5.23x2) using a different population list will cause the levy payment to go down or up for most municipalities in comparison to their last levy payment. For some of our larger municipalities the swing is rather dramatic. Levy letters have already been sent to municipalities and we are hearing some consternation from our members.

Potential approaches to address the uncertainty in levies caused by population lists:

- Make no changes to the agreement but clearly articulate the population list being used for each municipality when presenting the budget in August – November. (Better communication means less surprises for municipalities – but not stable budgeting).
- Make an amendment to our agreement to use a different population list. The question is which one, federal census, municipal affairs lists? The provincial government is moving to estimates. [Amendments require a motion of the Board and then written notification from 2/3 of the parties to the agreement authorizing the amendment].

Comparison of population lists:

- 2021 federal census 171,482 – **a reduction** of \$36,369.42 from current funding – using the federal census would add significant stability from year to year. Potentially giving us 5 years of stable population numbers at a time.
- 2019 Municipal Affairs list – 174,848 – **an increase** of \$13,869.96 from current funding – but what list do you use in the future? The amendment could be to revisit the population list every 4-years?
- Latest [population estimate](#) of the Alberta Government now being conducted by the Treasury Board and not Municipal Affairs – 173,272 – **a reduction** of \$17,646.02 from current funding.

ACTION: ED to send a follow-up letter to NLLS representatives on the decision of the Executive to leave the agreement regarding levy and population unchanged but to better communicate the population list used by the province.

ACTION: ED to amend the board synopsis report to reflect better the highlights of the meeting.

M: Jennifer Anheligher moved that we make no changes to the agreement regarding levy calculations but that we clearly communicate to municipalities which population list will be used to calculate payments in as timely a manner as possible.

Carried.

6. Advocacy initiatives

Briefing Note: The 2023 election is on the horizon. We have an advocacy committee. What steps do we want to take to advocate for potential further funding with the province? Consider that the last increase in system operating grants from the province was from \$4.60/person to \$4.70/person in 2015. Declining population in the region, at least in the short term, is going to have an impact on our budget.

ACTION: Advocacy committee to meet to discuss strategy to obtain increases in provincial funding.

7. Myrnam Library

A discussion was held on the special nature of Myrnam Library and how we could better support this library.

ACTION: ED to take steps to create a local advisory board in Myrnam.

8. Next Meeting

The next Executive meeting will be at 8am on Saturday May 28th before the regular AGM to follow at 10am.

9. In Camera - Personnel

M: Josh Crick moved that we move into Camera at 11:03am.

Carried.

Jodi Dahlgren and James MacDonald left the meeting at 11:03am

Mathew left 11:16

Maxine moved out of camera at 11:28 Carried

M: Barb Smith - That NLLS join two (2) other systems in doing an executive director salary review a cost of no greater than \$3000.00.

Carried

Notes: Margaret Law is conducting a review of Executive director and director salaries for YRL and PRL. This will be all inclusive of Alberta

Adjournment

M: Curtis Schoepp moved meeting adjourned at 11:30am.

Carried

NEW ACTION ITEMS

ACTION: Policy committee to review remote work policies to ensure we have appropriate policies in place for continued remote work.

ACTION: ED to investigate insurance needs for remote work including potential need for extra liability for personal vehicle use.

ACTION: ED to explore meeting of system chairs and vice-chairs regarding provincial population lists and levy payments. Potentially a meeting ALTA or LAA could organize.

ACTION: ED to follow up with towns of Smoky Lake and Bonnyville regarding short payment and encourage them to discuss with their councils.

ACTION: ED to send a follow-up letter to NLLS representatives on the decision of the Executive to leave the agreement regarding levy and population unchanged but to better communicate the population list used by the province.

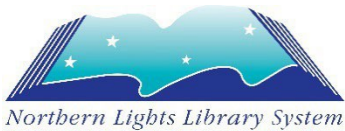
ACTION: ED to amend the board synopsis report to reflect better the highlights of the meeting

ACTION: Advocacy committee to meet to discuss strategy to obtain increases in provincial funding.

ACTION: ED to take steps to create a local advisory board in Myrnam.

Approved by

Date



MEETING INFORMATION

Date: May, 28th 2022

Time: 8am

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

Guests: Stephen Dafoe

Called to order: 8:01am

AGENDA ITEMS

1. *Approval of Agenda*

**M: Barb Smith moved to accept the Agenda as presented.
Carried.**

2. *Approval of Previous Minutes – [Draft Minutes April 8, 2022](#)*

**M: Maxine Fodness moved to accept the minutes of the April 8th meeting as presented.
Carried.**

FOR DISCUSSION / INFORMATION

1. **Report on Action items from last meeting**

- ACTION: Policy committee to review remote work policies to ensure we have appropriate policies in place for continued remote work.
Underway
- ACTION: ED to investigate insurance needs for remote work including potential need for extra liability for personal vehicle use.
Any NLLS equipment housed offsite is covered under current insurance, WCB still active to protect remote workers, no further insurance needed. Personal vehicles must be covered by the insured – there will be a proposed policy change to provide reimbursement for staff that choose coverage.
- ACTION: ED to explore meeting of system chairs and vice-chairs regarding provincial population lists and levy payments. Potentially a meeting ALTA or LAA could organize.
In Discussions
- ACTION: ED to follow up with towns of Smoky Lake and Bonnyville regarding short payment and encourage them to discuss with their councils.
Complete
- ACTION: ED to send a follow-up letter to NLLS representatives on the decision of the Executive to leave the agreement regarding levy and population unchanged but to better communicate the population list used by the province.

Drafted and sent to Chair

- ACTION: ED to amend the board synopsis report to reflect better the highlights of the meeting
Underway
- ACTION: Advocacy committee to meet to discuss strategy to obtain increases in provincial funding.
Underway
- ACTION: ED to take steps to create a local advisory board in Myrnam.
Discussions started – progress slow here.

A: ED to reach out to Diana Davidson to obtain an update on where the red tape reduction is at with the province and the Libraries Act.

2. Update on Fleet Replacement

Briefing Note: At our last Executive meeting there was a motion made to place a deposit on a Ford Transit for our delivery fleet. Deposit was \$1000 dollars and estimated delivery would be 12 months. The deposit was made, and the order placed.

A further motion was made to authorize the purchase of a replacement consulting vehicle at no greater than \$40,000 and subject to final approval of the board. After investigation of possible replacements, and conversation with the board chair and vice-chair, the ED has delayed this replacement and moved to mileage payments. Initial estimates suggest that paying mileage is close to the same cost as purchase and maintenance of a fleet vehicle.

3. Van Run

Briefing Note: We are moving from a 3 van to 2 van model. After extensive consultation with library managers and significant analysis led by Terri Hampson and her team, we have determined a 2-van route that does not reduce delivery services. It does require delivery date changes from 9 of our libraries. These libraries were consulted directly and agree with the change. We are appreciative of their flexibility.

4. Glendon

Briefing Note: The ED met with a representative from the school district and the school librarian at the school in Glendon. PLSB is working with the municipality on the formation of a local library board.

5. Financial Report – [YTD budget](#)

Briefing Note: Fuel costs and vehicle maintenance has been higher than anticipated. Postage is higher than expected but we had some prepaid items in here that will lower expenditures in 2023. Professional/Legal fees will be over (not yet reflected in financials) because of board motion to pursue compensation review, and some legal fees. We will also see significant overages in our site visit budget lines as we move to mileage and away from fleet vehicles. However, some of this will be offset in lower fuel, insurance, and maintenance costs. As well, revenue from old fleet vehicles being sold will compensate for this budget overage. Our operating account is healthy and we should consider moving some money into our investments.

M: Dwayne Spicer moved to place \$100,000 dollars from our general operating account to our 90-day GIC. Carried.

6. Coordinated Collections Development (CCD) Tool

Briefing Note: CCD is a web-based application that assists member libraries with collection development and acquisitions. This tool allows members to browse and create carts from selection lists from multiple vendors and multiple formats in one online platform. YRL staff curate and create lists according to standard vendor lists (e.g. Hotlist, monthly new releases) and custom lists based on trends and local

needs. The tool includes exclusive features such as displaying library fund balances, availability of the title at TRAC libraries, book reviews, summaries and more. Users can create and submit one cart at a time and automatic email notifications are sent to NLLS staff and users to notify when orders are submitted and approved/closed. MARC record downloads separated by discount make it easy for staff to upload into Polaris and submit orders to vendors.

Yellowhead Regional Library (YRL) and Northern Lights Library System (NLLS) undertook a pilot project in November 2020 to share access to YRL's Coordinated Collection Development (CCD) tool. Nine NLLS libraries were given access to CCD and one NLLS staff member was granted administrator access to download and view orders submitted by NLLS libraries. YRL provided virtual training and followed up with documentation for all participating libraries. Since the official end of the pilot project in 2021, YRL has continued to allow the NLLS libraries to access the CCD tool.

Funding outside of our regular budget is requested in order to formally adopt this valuable tool for NLLS libraries. Start-up cost to add NLLS libraries to CCD tool: **\$11,000 one-time fee** for administration and tech support from YRL. Ongoing cost for annual maintenance and ongoing support: \$2,500.00 annually

As this was not in the 2022 budget we are asking for a motion to approve this expenditure in 2022.

M: Larry Tiedemann moved to approve the immediate purchase of the CCD tool at approximately \$11,000. Carried.

7. Northern Lights [Staff Communication Structure](#)

Briefing Note: The Executive requested a plan regarding internal communication at NLLS. The structure of internal staff communication is robust. The linked document outlines the main communication channels. Good communication is dependent on personal accountability. We follow a quarterly performance evaluation schedule with each staff member. The final annual evaluation for each staff member presents no surprises as a result.

8. In Camera – Personnel

M: Leslie Cusack moved to go in camera at 9:17am Carried.

James MacDonald left the meeting at 9:40am

M: Dwayne Spicer moved to come out of camera at 9:50am and adjourn the meeting. Carried.

NEW ACTION ITEMS

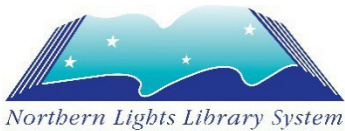
A: ED to reach out to Diana Davidson to obtain an update on where the red tape reduction is at with the province and the Libraries Act.

A: ED to discuss with our consultants how we can help our libraries apply for future minister's awards.

A: ED to add standing item to the Executive Committee agendas (20 minutes for ED review – to replace quarterly performance evaluations).

Approved by

Date



MEETING INFORMATION

Date: July 8th 2022

Time: 10am

Attendees via Zoom: Matthew McLennan, Curtis Schoepp, Jodi Dahlgren.

Attendees in-person: Vicky Lefebvre, Dwayne Spicer, Larry Tiedemann, Barbara Smith, Jen Anheliger, Maxine Fodness, Josh Crick, James MacDonald

Regrets: Leslie Cusack

Called to order: 9:59am

AGENDA ITEMS

1. *Approval of Agenda*

M: Barb Smith moved to accept the agenda as presented.
Carried

2. *Approval of Previous Minutes – [Draft Minutes of May 28th](#)*

Maxine Fodness moved to accept the minutes of the May 28th Executive meeting.
Carried.

FOR DISCUSSION / INFORMATION

1. **Report on Action items from last meeting**

A: ED to reach out to Diana Davidson to obtain an update on where the red tape reduction is at with the province and the Libraries Act.

Diana reports that the legislation is scheduled to be reviewed in the fall session to the knowledge of the PLSB.

A: ED to discuss with our consultants how we can help our libraries apply for future minister's awards. This has been brought to the manager of Member Library Services

A: ED to add standing item to the Executive Committee agendas (20 minutes for ED review – to replace quarterly performance evaluations).
Done.

2. **Policy Updates and Additions**

Policies for revision approved by the policy committee:

[Conflict of Interest](#)

Briefing Note: Standard review process. Simple updates to grammar and wording. No substantive change intended.

[Financial Matters](#)

Briefing Note: Standard review process. Simple updates to grammar and wording. No substantive change intended.

[Substance Abuse](#)

Briefing Note: Standard review process. Updates to grammar and wording. No substantive change intended. Removed redundant wording and impractical requirements.

[Workplace Impairment](#)

Briefing Note: Recommend deleting this policy as it is covered in the substance abuse policy.

[Contractors and Technicians](#)

Briefing Note: Recommend deleting this policy as it is covered by the budget and request for purchase policies.

[Pay Days](#)

Briefing Note: Recommend deleting this policy as it is covered in the Hours of Work policy.

[Continuing Education](#) and [Professional Development](#)

Briefing Note: This was originally one policy. We split this into two policies for greater clarity between professional development and continuing education. NLLS does not require staff to reimburse regular PD activities. Reporting on PD activities to include managers.

[Hours of Work](#)

Briefing Note: Updates to reflect new pay system and alternative working schedules.

[Working Remotely](#)

Briefing Note: Changes to require written agreements between employer and employee for permanent remote work. Requires staff to complete a remote work safety assessment annually.

[Working Alone](#)

Briefing Note: Modernized the procedural aspects of this policy and identified working alone situations. Examples of Working alone policies at other systems can be [found here](#).

New Policies for Potential Adoption

[Travel Policy](#)

Briefing Note: This policy sets expectations regarding travelling for work purposes, including hotels, mileage, meals, rental vehicles, personal vehicle use, etc. The policy is necessary with greater use of personal vehicles and more remote work.

M: Jennifer Anheliger moved to send these policies (**Travel Policy, Working Alone, Working Remotely, Hours of Work, Professional Development, Continuing Education, Pay Days, Contractors and Technicians, Workplace Impairment, Substance Abuse, Financial Matters, Conflict of Interest**) to the Board for approval and adoption, amendment, or deletion as indicated in the briefing notes.

Carried.

A: ED to provide cost estimates to the Executive on potential change to CRA rate for mileage.

A: ED to provide a succinct but thorough briefing note with recommendations and options on mileage rates with the Travel Policy when presented to the general Board.

3. Financial Report – [YTD budget](#)

Briefing Note: Our webhosting expenses have been much higher than anticipated. This is a result of changing staff and a misunderstanding of our contractual obligation to the webhost. We are actively working on a multi-year plan to reduce costs and improve services here. Our contractor services from ACSI are higher than initially budgeted but this overage is part of the approved tenant migration and Network Enhancement Plan. The conference exceeded our anticipated budget. I am working with staff to identify the details on this overage. The staff benefits appears over but we've started tracking vacation accrual here so in reality we are well within budget.

A: Policy Committee to review our financial reserves policy

A: ED to provide a financial report going forward that flags any budget lines exceeding 10% of budget, and to provide notes on the cause of such overage.

M: Larry Tiedemann moved to accept the financial report as presented.

Carried.

4. 2023 Budget and 4-Year projection – [DRAFT Budget](#)

Briefing Note: We have drafted a 4-year budget projection. We will walk through this budget line by line. Administration will be proposing to the board modest consistent levy increases and a path to balanced budgets that do not rely on system savings. As the budget will touch on personnel there will be a need to go into camera for some of this discussion.

Notes: The budget should reflect

- 1 in-person meeting for the Board
- 6 in-person meetings for the Executive

M: Larry Tiedemann moved to go into camera at 1:24pm.

Carried.

M: Dwayne Spicer moved to come out of camera at 2:11pm.

Carried.

M: Larry Tiedemann moved to send the draft budget to the Board in August for discussion.

Carried.

5. In Camera – Personnel – standing performance evaluation discussion.

M: Maxine Fodness moved to go into camera at 2:51pm.

Carried.

Dwayne Spicer left the meeting a 3:14pm.

M: Jennifer Anheligher moved to come out of camera at 3:28pm

Carried.

Adjournment

Josh Crick moved to adjourn.

Meeting adjourned as 3:32pm.

NEW ACTION ITEMS

A: Policy Committee to review our financial reserves policy.

A: ED to provide a financial report going forward that flags any budget lines exceeding 10% of budget, and to provide notes on the cause of such overage.

A: ED to provide cost estimates to the Executive on potential change to CRA rate for mileage.

A: ED to provide a succinct but thorough briefing note with recommendations and options on mileage rates with the Travel Policy when presented to the general Board.

Approved by

Date

MEETING INFORMATION

Date: August 26th 2022

Time: 8am

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

Called to order:

AGENDA ITEMS

1. *Approval of Agenda*

M1: Barb moved to accept.
Carried

2. *Approval of Previous Minutes – [Draft Minutes of July 8th](#)*

M2: Maxine moved to accept.
Carried.

FOR DISCUSSION / INFORMATION

1. **Report on Action items from last meeting – See [Implementation plan updates here](#).**

A: Policy Committee to review our financial reserves policy.

Progress: on the agenda for the next policy committee meeting

A: ED to provide a financial report going forward that flags any budget lines exceeding 10% of budget, and to provide notes on the cause of such overage.

Progress: report now available, taking feedback from the Executive

A: ED to provide cost estimates to the Executive on potential change to CRA rate for mileage.

Progress: complete. See the [report here](#).

A: ED to provide a succinct but thorough briefing note with recommendations and options on mileage rates with the Travel Policy when presented to the general Board.

Progress: complete.

A1: ED to provide more information on what we are doing with school divisions. Provide update on the September PD training with Northern Lights School Division

2. **Financial Report – [Financial Report](#) including overspent budget lines.**

Briefing Note: We signed the On-Reserve On-Settlement grant on August 23rd. Funds should be dispersed from the province to us in the next few weeks. 33 of 40 library boards have paid their levies.

M3: Leslie moved to accept the financial report as presented.
Carried.

3. Letter to the minister – [Draft letter](#)

Briefing note: Maxine Fodness met with the minister in July with the County of St. Paul. They raised the issue of library funding. The minister suggested that a letter outlining the request from as many municipalities as possible would be helpful. He asked that the letter be sent to his Chief of Staff, Greg Smith, as well as himself. The Edmonton public library has sent a letter recently too. Their request does not meet our needs. [See their letter](#). A letter on behalf of mid-size libraries has also been recently sent, [see here](#). Note: The Chairs of YRL and Parkland will be calling a meeting for system directors and chairs to discuss advocacy, strategy, messaging in September. Should we choose to send a letter we may wish to wait for this meeting.

A2: Direct the advocacy committee to finalize the letter and send to the minister, and to consider a form letter for all municipalities to send.

4. Delivery vehicle replacement

Briefing Note: In a previous meeting the Executive moved to replace our aging Ford Transit delivery vehicle with a new Ford Transit. The motion approved the expenditure up to 55 thousand dollars. We placed a \$1000 dollar deposit with Ford in St. Paul. We have received a final costing from Ford of \$61,176.25 with an additional \$3,058.81 in taxes (we should get the taxes back). As the motion set a ceiling on the expenditure and it represents a greater than 10% increase, we are looking for a motion of approval on this expense.

M4: Larry moved to approve the purchase of the Ford Transit at 62,000 plus tax. Carried.

5. OROS Grant

Briefing Note: We have taken a closer look at the purpose, intent, and administration of the On Reserve, On Settlement grant. We are proposing several recommendations, including:

1. The NLLS Board begin to transfer the \$4.70/resident (\$61,588.80) portion of this grant to its operating budget to cover the cost of system services as intended by the grant.
2. The NLLS Board set aside a portion of these funds to be dedicated to activities aimed at encouraging Indigenous communities to join Northern Lights Library System.
3. MOUs continue with local library boards best positioned to serve Indigenous communities and the full \$5.55/resident be transferred to these libraries.
4. The unspent portion of the \$4.70/resident (\$167,592.04) that has been set aside in a reserve fund be earmarked specifically to assist new Indigenous communities joining NLLS by the payment of their system levies. [we have obtained written permission from the PLSB to continue this practice as the grant agreement stipulates that all funds are to be spent in the grant year].

See this [briefing note](#) for more information on the grant reasoning behind the recommendations.

Colette Poitras of the PLSB has offered to speak with the board regarding the OROS grant.

M5: Dwayne moved to accept these recommendations as outlined in the briefing note. Carried.

6. Office Lease

Briefing Note: We have signed a lease with Givens Accounting for 5 office spaces in our building. The lease is for 3 years. Givens' employees will join us in September. There was some concern from the PLSB about our renting space. The Board chair and the Executive Director met with Diana Davidson of the PLSB on July 25th to discuss these concerns. This meeting was followed by a letter to the PLSB (Diana Davidson and Gary Sandberg) that same day explaining our position ([see the letter](#)). The province has conceded and approved the leasing of 750 square feet (see [their response from July 26th](#)). Diana Davidson has offered to speak with the board at a future meeting if they desire.

7. In Camera – Personnel – standing performance evaluation discussion.

M6: Josh Cricked moved that we go in camera at 9:35am

Carried.

M7: Leslie moved to come out of camera at 9:52am

Carried.

Adjournment

M8: Curtis moved to adjourn the meeting at 9:53am

Carried.

NEW ACTION ITEMS

A1: ED to provide more information on what we are doing with school divisions. Provide update on the September PD training with Northern Lights School Division

A2: Direct the advocacy committee to finalize the letter and send to the minister, and to consider a form letter for all municipalities to send.

DRAFT



MEETING INFORMATION

Date: October 14th 2022

Time: 9am

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

Regrets: Josh Crick

Guests: Jessie Morris (Member Library Services Manager)

Called to order: 9:03am

AGENDA ITEMS

1. Approval of Agenda

M: Barbara Smith Moved the agenda as presented.
Carried

2. Approval of Previous Minutes – [Draft Minutes of August 26th](#)

M: Dwayne Spicer moved to accept the minutes of August 26th.
Carried

3. Chair's Report – Verbal

- LMC meeting
- Systems advocacy meeting was yesterday
 - i. Joint advocacy letter being written with all seven regional systems
 - ii. Asking the province for an increase in funding
 - iii. Looking to standardize our message
 - iv. A: Write a letter to new premier congratulating her on her appointment
 - v. Working on some promotional materials
- Met briefly with the minister and plugged our increase
- Challenge our reps to attend the beginning of LMC

A: Executive Director to write a letter to the new premier congratulating her on her recent election.

M: Leslie Cusack moved to accept Vicky's report as presented.
Carried.

4. LMC Chair Report – Verbal

- Elected a new second vice-chair, Maureen Penn was elected
- Discussed eResources, cancelled Tumblebooks and discussed cancelling some other resources
- Power BI access was given out to library managers. First year fee paid by NLLS (70/year). This is a stats resource for local library stats

- Discussed our reading programs
- Reviewed the new CCD tool

M: Maxine Fodness moved to accept the Library Manager's Council report as presented.

Carried

5. Report on Action items from last meeting – See [Implementation plan updates here](#).

A: Policy Committee to review our financial reserves policy.

Progress: The policy committee felt this would be better addressed by the Executive, We cover this later in the agenda – there is a briefing note.

A: ED to provide more information on what we are doing with school divisions. Provide update on the September PD training with Northern Lights School Division

Progress: PD training appears to be a success. Feedback from the session.

A: Direct the advocacy committee to finalize the letter and send to the minister, and to consider a form letter for all municipalities to send.

Progress: The Advocacy Committee met, finalized [the letter](#) and sent it to our municipalities with a recommendation that they write their own letters. I have confirmation that the following communities have written and sent their own letters:

1. [Summer Village of West Baptiste](#)
2. [Town of Bonnyville Library Board](#)
3. [Town of Elk Point](#)
4. [Town of Wainwright](#)
5. [Town of Smoky Lake](#)
6. [Town of Two Hills Library Board](#)
7. [Athabasca County](#)
8. [County of St. Paul](#)
9. [Village of Boyle](#)
10. [Town of Mundare](#)
11. [Town of Redwater](#)

Response from the Minister:

Dear Ms. Lefebvre:

Thank you for your recent correspondence regarding provincial funding for library boards.

As you know, Budget 2022 has provided stable operational funding to more than 230 library boards across Alberta, including library system boards like Northern Lights Library System. Municipal Affairs has also maintained funding for Public Library Network services such as provincewide e-content, SuperNet connectivity, services for print-disabled readers, and interlibrary loan delivery.

I recognize that while funding has remained stable and predictable, rural libraries must deal with rising inflation as well as new and increasing demands in a post-pandemic world. Although all levels of government and providers of public services must be mindful of the need for frugal management of taxpayer dollars, I also recognize the critical value of libraries in our rural communities as a place to build community and connect residents to Public Library Network services.

I appreciate your board's idea for future funding adjustments. I will give this careful consideration as this government prepares for the next provincial budget.

Thank you again for writing and for your work governing regional library service in northeastern Alberta.

Sincerely,

Ric McIver
Minister

cc: Honourable Jason Nixon ECA
President of Treasury Board and Minister of Finance

6. Financial Report – [Financial Report](#) including overspent budget lines.

Briefing Note: 2 libraries outstanding on their levy – Terri is actively following up with them. Terri and I have met with Givens accounting regarding the possibility of moving our bookkeeping and payroll services to them. The conversation was very promising. The modernization of our bookkeeping practices will go to the next level with this service and a good deal of time will be saved for Terri which can then be devoted to other more fruitful pursuits (grant proposals, sponsorships).

Population and levy fees

We had a request from the [village of Myrnam](#) OK cool I hope that gives you an idea what is going on oh it's listening to me how do I turn that off how do I turn off speech to text this is gonna get really ugly really fast are you gonna close it oh no to revisit the population list we use for calculating levy fees. Their main concern is that the 2016 population does not accurately represent the population in Myrnam. We can (with an amendment to our agreement) use a different population list than what the PLSB uses. [This spreadsheet](#) breaks down the levies using all the population lists available to us.

They propose using the 2021 population list which would be a reduction of about \$20,000 in NLLS annual budget and wipe out the gains from the 1.5% increase. Using the 2021 list, 19 municipalities would see an increase and 38 municipalities a decrease. The most significant increase would be to Smoky Lake County. Their levy would move from \$26,114.58 to \$43,510. A 40% increase.

A: the Executive Director to make the presentation to the Myrnam council on forming a local library board.

M: Curtis Schoepp moved to accept the financial report with a correction to a typo regarding line 5984 Carried.

7. Meeting absences

Briefing Note: The Libraries Act, section 31(1) "A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board." Going forward we will monitor absences and alert members who have missed 2 consecutive meetings. We have had two individuals hit the 3-meeting absence clause.

- Town of Two Hills (paramedic on-call)
- Village of Andrew (health related)

They were both notified of the absence by email, and both responded promptly. We should be authorizing absences by resolution of the Board at the beginning of each Board meeting.

M: Jenn Anheligher moved to bring this to the floor of the general board meeting in November. Carried

8. Building Improvement - Vestibule

Briefing Note: Our building is south facing and our front entrance are glass and metal doors flush with the face of the building. In the summer the doors heat up and expand. This leads to sticking and wear on the door mechanisms. In the winter they are exposed to the full force of winds and drifting snow. The doors contract and door mechanisms freeze. The locks get packed with snow and fail. The locks have been replaced several times. It has been suggested multiple times that we replace these doors. We have received quotes for replacement upward of 10k (before my time).

I do not recommend replacing the doors at this time. This will treat the symptoms and not the cause. It is possible we will need to replace the doors in the future, but before we do that we need to work on the cause of the problem. We recommend the construction of a wood vestibule that will put the front doors in shade and block the wind drifts, snow, and rain. We've received the first quote from a local builder ([link here](#) to quote). This first quote comes in at just over 4k. This construction would go beyond the regular maintenance budget for the year. We have a fully funded building reserve of 250,000 dollars.

M: Dwayne Spicer moved that we proceed with the vestibule construction up to a maximum cost of \$8,000 to come from the building reserve funds.

Carried.

9. On Reserve On Settlement (OROS) Grant

Briefing note: See [this document for greater details](#). The Indigenous Relations Advisor position ended on October 12th. In our last meeting we resolved to

1. The NLLS Board begin to transfer the \$4.70/resident (\$61,588.80) portion of this grant to its operating budget to cover the cost of system services as intended by the grant.
2. The NLLS Board set aside a portion of these funds to be dedicated to activities aimed at encouraging Indigenous communities to join Northern Lights Library System.
3. MOUs continue with local library boards best positioned to serve Indigenous communities and the full \$5.55/resident be transferred to these libraries.
4. The unspent portion of the \$4.70/resident (\$167,592.04) that has been set aside in a reserve fund be earmarked specifically to assist new Indigenous communities joining NLLS by the payment of their system levies. [we have obtained written permission from the PLSB to continue this practice as the grant agreement stipulates that all funds are to be spent in the grant year].

The link in this briefing note proposes how we act on these resolutions.

M: Dwayne Spicer moved that we proceed with the actions outlined in the briefing note: a) we form an advisory committee of representatives from Indigenous communities we serve, b) we develop a formula with feedback from libraries serving indigenous populations to equitably disperse the local funding portion of the OROS grant, and c) we move the unspent portion of the grant \$216,900 into a 1-year GIC.

Carried.

10. Conference venue

Briefing note: We have struggled over the last 3 months to communicate effectively with Métis Crossing. Our emails, phone calls, and voicemails are not returned, we've sent many. WE are now actively looking at other venues.

- June is a very busy time for libraries
- Two weeks before
- Last weekend in May is still the best time.
- Potential to partner with the Stronger Together conference
- Potential to join with the other 3 systems

M: Leslie Cusack moved to have the conference the last Thursday and Friday of May, 2023.

Carried.

11. Village of Glendon

Briefing Note: I met with the village council on September 13th. The mayor made a motion to join Northern Lights Library System which was unanimously carried. The council expressed great interest in bringing library services to the community and are enthusiastic about membership. I attended their

community night the following week. The Mayor and CAO signed the agreement at that time and it is now out to our Chair for signature.

I met with representatives from the school district about the next steps for opening a public library in the school. We are exploring placing a book return bin outside the library in the meantime. The 2016 population of Glendon is 486. There 2022 Levy at \$10.46 prorated from Oct 1- Dec 30 = \$1,270.89. I recommend that as a gesture of goodwill while they get established and work to spread the word that the Board consider waiving the levy for these last few months of 2022.

M: Larry Tiedemann moved to waive the fees for Glendon for 2022.

Carried.

Leslie Cusack left the meeting at 11:30

12. Annual Services Survey

Briefing Note: At the most recent Library Manager's Council meeting we forwarded a draft annual services survey to all library managers. 26 completed the survey. The main goal was to determine if we are asking the correct questions. We received a few insights into how to better layout the survey. We are now looking for your feedback on [this survey](#).

M: Matthew McLennan moved that we send the survey out to our community at a time convenient to administration.

Carried

13. Plan of Service

Briefing Note: Our Plan of Service comes due in 2023. It technically covers this year, but I think we have largely achieved the strategic goals of this plan. As I begin working on next year's Implementation Plan a new Plan of Service would help us all. I recommend the Executive begin planning now so we are prepared to discuss our methods for formulating a new plan with the full Board in November.

M: Barbara Smith moved that we form a new Plan of Service Committee at the November general board meeting.

Carried

Jennifer Anheligher left the meeting at 12:00

14. Network Enhancement Plan – [Phase 2](#) – [Executive Summary](#)

Briefing Note: We continue to make great strides in improvements to our Internet network for all libraries. We completed a migration over the summer to firewalls held in the cloud with our Internet provider (Cybera). This deliberately breaks our hub and spoke network model and will keep our libraries connected to the internet regardless of conditions in Elk Point.

Our next step is a redistribution of shared bandwidth. See this [executive summary](#) for details.

M: Larry Tiedemann moved that we redistribute the NLLS HQ bandwidth as proposed and lift the wireless internet cap as proposed.

Carried.

15. Policy Committee

Briefing Note: The Policy Committee met on October 4th. The minutes of that meeting are [available here](#). The Policy Committee recommends the following policy updates be made:

- [Staff Orientation](#) – grammatical and modernization changes

- [Statutory and General Holidays](#) – grammar and clarification on winter break. Truth and Reconciliation Day to remain open in support of libraries that remain open for programming.
- [Gym Facilities](#) – Extension of use (under waiver) to tenants and accompanied guests.
- [Annual Agenda](#) – Formatting changes to enhance clarity
- [Board Honoraria And Expenses](#) – aligning with recent addition of the new Travel policy
- [Board Member Orientation And Professional Development](#) – grammatical changes
- [Signing Authority](#) – clarification that all account expenditures require 2 signatures.
- [Grants, Sponsorships and Donations](#) – Simplification of wording and combining with PLSB Grant Funding policy.

The Policy Committee recommends the following redundant policies be deleted.

- [NLLS Cell Phone Policy](#) – superseded by Internet and computer usage policy
- [Personal Cell Phone Or Devices Use](#) – superseded by Internet and computer usage policy
- [Email Usage](#) – superseded by Internet and computer usage policy
- [PLSB Grant Money](#) – combined with Grants, Sponsorships and Donations policy

M: Maxine Fodness moved to send all the policy updates and deletions outlined here to the Board for final vote.

Carried.

The Policy Committee felt the [Finance Fund Account](#) policy would best be discussed at the Executive level.

Jennifer Anheligher returned to the meeting at 1:00pm

M: Matthew McLennan moved to send the Finance Fund Policy as amended to the Board for final vote.

Carried.

16. In Camera – Personnel – standing performance evaluation discussion.

Jodi Dahlgren and Jessie Morris left the meeting at 12:39pm

M: Dwayne moved to go into camera at 12:40pm

Carried.

James MacDonald left the meeting at 1:04pm

M: Barb Smith moved to go into camera at 1:05pm

Carried

M: Jennifer Anheligher moved to come out of Camera at 1:14pm

M: Maxine Fodness moved to approve payment of tuition (up to \$10,000 USD) for the Quantic Executive Master of Business Administration (EMBA) degree less any scholarship funds awarded to the Executive Director.

Carried.

- Understood we will cover remainder after scholarship for tuition up to \$10,000 USD.
- Understood these are American figures which will have to be converted.
- Understood we will follow regular continuing education repayment policy if ED leaves employment with NLLS.

- **Understood that costs for conferences associated with the degree will be reviewed as they are known. They may fall within regular PD guidelines and budget.**

M: Jennifer Anheligher moved to approve the policy for Executive Director compensation.

M: Barbara Smith moved to adjourn the meeting at 1:14pm

Adjournment

NEW ACTION ITEMS

A: the Executive Director to make the presentation to the Myrnam council on forming a local library board.

A: Executive Director to write a letter to the new premier congratulating her on her recent election.

Approved by

Date



MEETING INFORMATION

Date: November 25th 2022

Time: 8am

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

Terri Hampson, Jessie Morris

Called to order: 8:06

AGENDA ITEMS

1. *Approval of Agenda*

M1: Jenn Anheliger moved to accept the agenda.

Carried

2. *Approval of Previous Minutes – [Draft minutes of October 14th, 2022](#)*

M2: Maxine Fodness moved to accept the minutes of October 14th, 2022.

Carried

3. **Report on Action items from last meeting & Chair Report**

A: the Executive Director to make the presentation to the Myrnam council on forming a local library board.

I met with the Myrnam administration on November 9th and discussed with them several options for the management of the library and library funding. We will meet with their council in December.

A: Executive Director to write a letter to the new premier congratulating her on her recent election.
[Letter was sent to the new Premier.](#)

A: Obtain further quotes on the construction of a vestibule for the front entrance of the building.

Quotes have been difficult to come by. We are still working on this and have deferred construction to the spring.

Vicky discussed the systems advocacy group and its purpose. She relayed that communication with the press should be brought back to this advocacy group so we know what is up.

Vicky has challenged each executive member to ensure their council members have local library cards.

M3: Barbara Smith moved that executive meetings be held every other month with the second Friday of the month.

Carried.

M4: Leslie Cusack moved that our next Executive meeting be the second Friday in February.

Carried

M5: Matthew McClennan moved that after this round of council visits we move to a two-year rotating basis for visits to municipal councils.

Carried

Indigenous committee

A1: Executive Director to draft the parameters of the Indigenous advisory group that will meet with the Executive.

M6: Leslie Cusack moved to accept Vicky's verbal report.

4. Financial Report – [Financial Report](#) including overspent budget lines.

Briefing Note: As of the end of October we have expended 91.5% of the 2022 budget. Revenue is up **\$83,739.86** over this time last year. We have now received levies from all library boards. Increases in revenue are largely attributable to sale of two vehicles, two library secondments (3rd secondment underway now), office rentals, and a rise in interest on investments.

M7: Barb Smith moved to accept the financial report as presented.

Carried.

5. Network Enhancement

Briefing Note: Long term health of our technology infrastructure, and its development, need continued discussion. I am linking here to several Executive briefs that should help with the discussion. There are estimated costs in these briefs; however, we are not asking for any decisions at this time. We are still hard at analysis and research to ensure we are moving in the right direction.

Bandwidth and network speed enhancements

We have increased our wifi bandwidth caps and thus far have no negative impacts to report. We will monitor this closely before any further adjustments are made there.

Supernet has agreed to waive the fee of \$7,000 for redistribution of our bandwidth as discussed in our last meeting. We have since learned 2 things, 1) that the increase in annual costs is far more than expected (15k/year) and 2) that the PLSB has agreed to cover that cost for our libraries. We are moving forward with these increases now. This will move all our libraries to a minimum of 20mb/second. For a list of current and future network speeds with this change [see this document](#).

A2: Executive to write a formal thank you letter to the PLSB for the bandwidth increases to our libraires

Endpoint Management

We have been working for nearly two years to determine speed and access issues on our network, especially those encountered in Lac La Biche. We have employed several experts and outside consultants. The consensus is that there is an issue with the images and configuration of the computers. Re-imaged machines appear to function correctly on the network and solve the reported issues. This means we need to re-image all 425 machines on our network. This will be a significant undertaking. It exposes the need for better endpoint management on the network. We have been testing and researching a number of solutions and are looking with great interest at DeepFreeze. This [executive brief](#) outlines the costs and benefits.

M8: Larry Tiedemann moved to proceed with the purchase of Deepfreeze as outlined in the executive brief.

Carried.

6. Conference

Briefing note: We are continuing to hunt for a conference venue. We hope to have a chosen candidate by the end of the year. Right now, we are impressed with the facilities at the college in Vermillion.

There has been discussion in the past about holding our conference bi-annually instead of annually. The main purpose of that was to reduce system costs. Other possibilities are to partner with other systems or move to an online format every other year. [Potential conference alternative](#).

M9: Dwayne Spicer moved to cancel the annual NLLS conference, move to a distributed model of training, and adopt the Stronger Together conference as NLLS's annual conference.

We are excited that this change will better meet the needs of our smaller libraries and improve system training and professional development opportunities for all.

7. Staff Benefits

Briefing Note: Following the compensation review the Executive has indicated a desire to move from paying 70% of staff benefits to adopting 100% of the cost of health and dental benefits to staff. This would be in line with the other systems in Alberta. With dramatically rising costs it is a simple way to increase the total compensation package for staff. For a breakdown of current and potential costs [see this document](#). With the significant staff reorganization, we've undertaken in the past 2 years, a move to 100% coverage would fit within proposed budget.

**M10: Maxine Fodness moved that we increase NLLS staff health and dental benefits coverage from 70% to 100%
Carried.**

M11: Larry Tiedemann moved to go into camera at 9:25 (Jessie, Terri and Jodi left the meeting)

8. In Camera – Personnel – standing performance evaluation discussion.

James left the meeting at 9:35

**M12: Dwayne Spicer motioned to come out of camera at 9:46.
Carried**

Adjournment

M13: Josh Crick moved to adjourn the meeting at 9:47.

NEW ACTION ITEMS

A: Executive Director setup the parameters of the Indigenous advisory group.

A: Executive Director to write a formal thank you letter to the PLSB for the bandwidth increases to our libraires

Northern Lights Library System Board**Regular Meeting**

Northern Lights Library System

Via Zoom

10:00 AM Friday, March 4, 2022

Mission: Bringing the world to our communities by collaboratively providing efficient, effective, and exceptional library service.

Attendance:

Municipality	Zone	Role	Combined Name	Present
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	Present
Town of Athabasca	Zone 1	Representative	Edith Yuill	Present
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 Bonnyville	Zone 2	Alternate	Neil Langridge	Present
Town of Elk Point	Zone 2	Representative	Wanda Cochrane	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	Absent
Village of Myrnam	Zone 2	Representative	Donna Rudolf	Present
Beaver County	Zone 3	Representative	Barry Bruce	Present
Lamont County	Zone 3	Representative	Daniel Warawa	Present
Sturgeon County	Zone 3	Representative	Matthew McLennan	Present
Town of Bon Accord	Zone 3	Representative	Tanya May	Present
Town of Bruderheim	Zone 3	Representative	Len Falardeau	Absent
Town of Gibbons	Zone 3	Representative	Loraine Berry	Present
Town of Lamont	Zone 3	Representative	Colleen Holowaychuk	Present
Town of Morinville	Zone 3	Representative	Jennifer Anheliger	Present
Town of Morinville	Zone 3	Alternate	Stephen Dafoe	Present
Town of Mundare	Zone 3	Representative	Eddie Sheppel	Present
Town of Redwater	Zone 3	Representative	Dwayne Spicer	Present
Town of Tofield	Zone 3	Representative	Harold Conquest	Absent
Town of Viking	Zone 3	Representative	Gary Hafso	Absent
Village of Andrew	Zone 3	Representative	Barry Goertz	Absent
Village of Holden	Zone 3	Representative	Travis Schiewe	Present
Village of Ryley	Zone 3	Representative	Annette Short	Present
County of Minburn	Zone 4	Representative	Joey Nafziger	Present
County of Vermilion River	Zone 4	Representative	Leslie Cusack	Present
M.D. of Wainwright	Zone 4	Representative	Robin Leighton	Present
Town of Vegreville	Zone 4	Representative	Taneen Rudyk	Present

Town of Vermilion	Zone 4	Representative	Kirby Whitlock	Present
Town of Wainwright	Zone 4	Representative	Rick Fountain	Present
Village of Chauvin	Zone 4	Representative	Sheila Donally	Present
Village of Edgerton	Zone 4	Representative	Jennifer Beattie	Present
Village of Innisfree	Zone 4	Representative	Jennifer Johnson	Present
Village of Irma	Zone 4	Representative	Brandon Parsons	Present
Village of Kitscoty	Zone 4	Representative	Daryl Frank	Absent
Village of Mannville	Zone 4	Representative	Shantell Bielesch	Present
Village of Marwayne	Zone 4	Representative	Chris Neureuter	Absent
Village of Paradise Valley	Zone 4	Representative	Mary Arnold	Present

- Representatives Present (representing 57 municipalities)
- Representatives/Municipalities Absent
- Representatives/Municipalities Excused
- Alternates present with their Representatives
- Alternates filling in for their Representatives

Staff: James MacDonald (Executive Director), Terri Hampson (Operation & Finance Manager),
Library Managers: Jodi Dahlgren (Wainwright)

10:00 AM 1. Call to order at 10:01am

2.2 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.

3.2 Quorum –
confirmed at 9:59am

4.2 Adoption of Agenda (Poll)

**M: Loraine Berry moved the adoption of the agenda
Carried**

5.2 [Minutes of the November 2021](#) NLLS Board meeting (Poll)

**M: Dwayne Spicer moved to approve the minutes
Carried**

6.2 For Information

6.1. Audit Report – Jeff Alliston, Metrix Group (Poll)

[Audit Findings Report, Financial Statements 2021 - Draft](#)

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

6.2. [Chairperson's Report](#) – Vicky Lefebvre *(Poll)*

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

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

**M: Jennifer Johnson moved to accept the Library Manager's report as presented.
Carried.**

6.4. [ALTA report](#) – Jennifer Anheliger *(Poll)*

**M: Curtis Schoepp moved to accept the ALTA report as presented.
Carried.**

6.5. [Financial Report - Year to Date](#) – James MacDonald *(Poll)*

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

6.6. Annual Conference



Please join us for “Spark & Ignite”, Northern Lights Library System’s 2022 Annual Conference! We invite everyone to join us on May 27th, which will feature several short, snappy presentations on industry-related topics and a keynote speaker, plus a little entertainment.

- May 26th is focused on meetings and training for our member library managers and board chairs
- May 27th is the main conference day
- May 28th is the annual AGM for the NLLS Board

7. For Decision

7.1 [2022 Draft Implementation Plan](#) *(Poll)*

Briefing Note: The [2021 implementation plan](#) ran from February 2021 to February 2022. This draft plan represents input from the entire staff and was collaboratively produced by the leadership team.

**M: Loraine Berry moved to accept the 2022 Implementation Plan.
Carried.**

7.2 New and Updated Policies. (Poll)

Briefing Note:

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.

Updates:

- [Whistleblower Policy](#)
- [Board Honoraria and Expenses](#)
- [Policy Making](#)
- [Role of the Board Chair](#)
- [Internet and Computer Usage](#)

New

- [Book Allotment](#)
- [Environmental Policy](#)
- [Non-Participating Municipalities](#)
- [Staff Network Usage Policy](#)

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.

The policies were sent to all board members in on February 11, 2022 for review and feedback and are requested to be approved by the board.

**M: Jennifer Johnson moves that we adopt the following new and updated policies: Whistleblower, Board Honoraria and Expenses, Policy Making, Role of Board Chair, Internet and Computer Usage, Book Allotment, Environmental Policy, Non-Participating Municipalities, Staff Network Usage.
Carried**

8. Adjournment

**Edith Yuill moved to adjourn at 11:21
Carried.**

The next regular board meeting will be held on Saturday May 28, 2022 at 10:00 a.m. **in Elk Point.**

Meetings are generally held the last Friday or Saturday of February, May, August, and November.

Northern Lights Library System Board

Regular Meeting

Northern Lights Library System

Via Zoom

10:00 AM Saturday, May 28, 2022

Minutes

1. Call to order 10:00 am
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. Quorum

	Municipality	Zone	Name	Present
1	Athabasca County	Zone 1	Kelly Chamzuk	Absent
2	Beaver County	Zone 3	Barry Bruce	Present
3	City of Cold Lake	Zone 2	Vicky Lefebvre	Present
4	County of Minburn	Zone 4	Joey Nafziger	Absent
5	County of St. Paul	Zone 2	Maxine Fodness	Present
6	County of St. Paul	Zone 2	Ross Krekoski	Present
7	County of Two Hills	Zone 2	Dianne Saskiw	Present
8	County of Vermilion River	Zone 4	Leslie Cusack	Present
9	Fishing Lake	Zone 2	Karen Telford	Absent
10	Frog Lake First Nation	Zone 2	Glenda Bristow	Absent
11	Lac La Biche County	Zone 2	Darlene Beniuk	Present
12	Lamont County	Zone 3	Daniel Warawa	Absent
13	M.D. of Bonnyville	Zone 2	Josh Crick	Present
14	M.D. of Wainwright	Zone 4	Robin Leighton	Present
15	S.V. Island Lk/South/Sunset Beach/Whispering Hills	Zone 1	Curtis Schoepp	Present
16	S.V. of Bondiss	Zone 1	Edwin Tomaszuk	Absent
17	S.V. of Mewatha Beach	Zone 1	Larry Tiedemann	Present
18	S.V. of West Baptiste	Zone 1	Amelia (Myn) Hursin	Absent
19	Smoky Lake County	Zone 1	Linda Fenerty	Absent
20	Sturgeon County	Zone 3	Matthew McLennan	Present
21	Thorhild County	Zone 1	Janine Paly	Present
22	Town of Athabasca	Zone 1	Edith Yuill	Present
23	Town of Bon Accord	Zone 3	Tanya May	Present
24	Town of Bonnyville	Zone 2	David Sharun	Present
25	Town of Bruderheim	Zone 3	Len Falardeau	Present
26	Town of Elk Point	Zone 2	Wanda Cochrane	Present
27	Town of Gibbons	Zone 3	Loraine Berry	Present
28	Town of Lamont	Zone 3	Colleen Holowaychuk	Present

29	Town of Morinville	Zone 3	Stephen Dafoe	Present
30	Town of Morinville	Zone 3	Jennifer Anheliger	Present
31	Town of Mundare	Zone 3	Eddie Sheppel	Absent
32	Town of Redwater	Zone 3	Dwayne Spicer	Present
33	Town of Smoky Lake	Zone 1	Amy Cherniwchan	Present
34	Town of St. Paul	Zone 2	Norm Noel	Absent
35	Town of St. Paul	Zone 2	Sid Sood	Absent
36	Town of Tofield	Zone 3	Harold Conquest	Present
37	Town of Two Hills	Zone 2	Keegan Thompson	Absent
38	Town of Vegreville	Zone 4	Taneen Rudyk	Present
39	Town of Vermilion	Zone 4	Kirby Whitlock	Present
40	Town of Viking	Zone 3	Gary Hafso	Absent
41	Town of Wainwright	Zone 4	Rick Fountain	Present
42	Village of Andrew	Zone 3	Barry Goertz	Absent
43	Village of Boyle	Zone 1	Barbara Smith	Present
44	Village of Chauvin	Zone 4	Sheila Donally	Present
45	Village of Edgerton	Zone 4	Jennifer Beattie	Present
46	Village of Holden	Zone 3	Travis Schiewe	Present
47	Village of Innisfree	Zone 4	Jennifer Johnson	Present
48	Village of Irma	Zone 4	Brandon Parsons	Absent
49	Village of Kitscoty	Zone 4	Daryl Frank	Absent
50	Village of Mannville	Zone 4	Shantell Bielesch	Absent
51	Village of Marwayne	Zone 4	Ashley Rainey	Present
52	Village of Myrnam	Zone 2	Donna Rudolf	Present
53	Village of Paradise Valley	Zone 4	Mary Arnold	Present
54	Village of Vilna	Zone 1	Leroy Kunyk	Absent
55	Village of Waskatenau	Zone 1	Tyson Berlinguette	Absent
56	Village of Ryley	Zone 3	Annette Short	Absent

36 Representatives present – quorum achieved
 Guests – Melanie Pole ALPEG; Jodi Dahlgren LMC Chair
 Staff – James MacDonald, Joanne Knysh, Tracy Paradis

4. Adoption of Agenda

**M: Dwayne Spicer moved to adopt the agenda as presented.
 Carried.**

5. [Minutes of the March 4th](#) NLLS Board meeting

**M: Curtis Schoepp moved to accept the March 4th minutes with the amendment that Janine Paly be marked as present for that meeting.
 Carried.**

6. Introductions/Roundtable

- Representatives took a moment to introduce themselves

For Information

7. Chairperson's Report – Vicky Lefebvre

- Report on the conference this past two days
- Positive feedback on the first local chair's meeting
- Notes on the role of the Alberta Library Trustee's Association

8. Public Library Services Branch (PLSB) update – James MacDonald

- No update provided

9. Library Manager's Council (LMC) Report – Jodi Dahlgren

**M: Darlene Beniuk moved to accept the Library Manager's Council report as presented.
Carried.**

10. [Alberta Library Trustee Association \(ALTA\) report](#) – Jennifer Anheliger

**M: Amy Cherniwchan moved to accept the ALTA report as presented
Carried.**

11. [Financial Report](#) - Year to Date – James MacDonald

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

12. Levies and Population Lists Explained – James MacDonald

- An overview of system funding and its relationship to population lists was presented
- Thorough discussion was had on system funding and population

A: Executive Director to send follow up letter to all NLLS representatives outlining the population lists and levies once there is confirmation on the province's numbers.

M: Lorraine Berry moved that the budget committee prepare cost comparisons for a variety of Board and committee meeting formats.

Carried.

Elections

Executive Committee	Term End Date
Vicky Lefebvre (City of Cold Lake) (Chair)	May 2023
Larry Tiedemann (S.V. of Mewatha Beach) (Zone 1)	May 2023
Maxine Fodness (County of St. Paul) (Zone 2)	May 2024
Dwayne Spicer (Town of Redwater) (Zone 3)	May 2023
Leslie Cusack (County of Vermilion River) (Zone 4)	May 2024
Matthew McLennan (Sturgeon County auto. seat)	May 2024
Barb Smith (Village of Boyle) (member-at-large)	May 2022
Jennifer Anheliger (Town of Morinville) (member-at-large)	May 2022
Josh Crick (M.D. of Bonnyville) (member-at-large)	May 2024
Curtis Schoepp (S.V. Isl.Lk/Isl.Lk S/Sunset Beach/Whisp.Hills) (S.V. Seat)	May 2024

Briefing Note: The election of the Executive Committee is [governed by policy](#). This policy was updated in March 2022 to include a permanent seat for a representative from our indigenous

communities and our summer villages. Should these positions not receive a nomination from an eligible member at the time of voting the positions will revert to being filled by members-at-large.

We have 2 member-at-large positions with an expiring term. We will call first for nominations for a member from our indigenous member communities.

Once these nominations and potential election has completed, we will call for nominations for members-at-large (1 or 2 seats as required).

ELECTION:

1st Call for Nominations

Edith Yuill nominated Barb Smith for a member-at-large position on the Executive Committee.

Barb accepted the nomination.

Dwayne Spicer nominated Jennifer Anheliger for a member-at-large position on the Executive Committee.

Jennifer accepted the nomination.

2nd Call for nominations

No one nominated.

3rd call for nominations

No one nominated.

M: Maxine Fodness moved that nominations cease.

Carried.

Barb Smith and Jennifer Anheliger were acclaimed for member-at-large positions on the Executive Committee.

Standing Committees	
Advocacy Committee	Term
Barb Smith (Zone 1)	May 2024
Dianne Saskiw (Zone 2)	May 2024
Dwayne Spicer (Zone 3)	May 2024
Chris Neureuter (Zone 4)	Resigned
Larry Tiedemann (member-at-large)	May 2024
Grievance Committee	
Barbara Smith (Zone 1)	May 2024
Wanda Cochrane (Zone 2)	May 2024
Dwayne Spicer (Zone 3)	May 2024
Mary Arnold (Zone 4)	May 2024
Rick Fontaine (member-at-large)	May 2024
Policy Committee	

Barbara Smith (Zone 1)	May 2024
Josh Crick (Zone 2)	May 2024
Loraine Berry (Zone 3)	May 2024
Daryl Frank (Zone 4)	May 2024
Dwayne Spicer (member-at-large)	May 2024
ED Evaluation Committee	
Executive Committee Chair	Ongoing
Executive Committee Vice Chair	Ongoing
Larry Tiedemann	May 2024

Briefing note: We have one vacancy in our standing committees. Chris Neureuter has resigned from the Board and his vacancy has been filled by Ashley Rainey. Members from Zone 4 are eligible for this position on the [Advocacy Committee](#).

Election:

1st call for nominations

Diane Saskiw nominated Kirby Whitlock (Zone 4) as a member of the Advocacy Committee. Kirby accepted the nomination.

2nd call for nominations

No one nominated.

3rd call for nominations

No one nominated.

M: Robin Leighton moved that nominations cease. Carried.

Kirby Whitlock was acclaimed as the Zone 4 representative on the Advocacy Committee.

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
Fishing Lake
Frog Lake
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

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

Decisions

13. Board Meetings

Briefing Note: Meetings are generally held the last Friday or Saturday of February, May, August, and November. With such a new board we'd like to determine if there is a preference for Fridays or Saturdays.

M: Darlene Beniuk moved that future general board meetings will be held the last Saturday of February, May, August, and November.

M: Josh Crick moved to table the question of general board meeting dates to the August general board meeting and the availability of cost comparisons of meeting formats.

9. Adjournment

Josh Crick moved to adjourn the meeting at 12:03pm.

Carried.

Approved by

Date

**Northern Lights Library System Board
Regular Meeting**

Northern Lights Library System

Via Zoom

10:00 AM Friday, August 26, 2022

1. Call to order [10:06 am]
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. Quorum – reached at 10:06am; 40 Representative present – quorum achieved
 Guests: Jodi Dalhgren – Wainwright Public Library
 Staff: James MacDonald, Terri Hampson, Jessie Morris

Municipality	Zone	Role	Name	Present
Athabasca County	Zone 1	Representative	Kelly Chamzuk	no
Beaver County	Zone 3	Representative	Barry Bruce	yes
City of Cold Lake	Zone 2	Representative	Vicky Lefebvre (Chair)	yes
County of Minburn	Zone 4	Representative	Joey Nafziger	no
County of St. Paul	Zone 2	Representative	Maxine Fodness	yes
County of St. Paul	Zone 2	Alternate	Ross Krekoski	yes
County of Two Hills	Zone 2	Representative	Dianne Saskiw	yes
County of Vermilion River	Zone 4	Representative	Leslie Cusack	yes
Fishing Lake	Zone 2	Representative	June Laboucane	no
Frog Lake First Nation	Zone 2	Representative	Glenda Bristow	no
Island Lk/South/Sunset Beach/Whispering Hills/West Baptiste	Zone 1	Representative	Curtis Schoepp	yes
Lac La Biche County	Zone 2	Representative	Darlene Beniuk	no
Lac La Biche County	Zone 2	Alternate	Colette Borgun	yes
Lamont County	Zone 3	Alternate	David Diduck	no
M.D. of Bonnyville	Zone 2	Representative	Josh Crick	yes

M.D. of Wainwright	Zone 4	Representative	Robin Leighton	yes
S.V. of Bondiss	Zone 1	Representative	Edwin Tomaszuk	no
S.V. of Mewatha Beach	Zone 1	Representative	Larry Tiedemann	yes
Smoky Lake County	Zone 1	Representative	Linda Fenerty	yes
Sturgeon County	Zone 3	Representative	Matthew McLennan	yes
Thorhild County	Zone 1	Representative	Janine Paly	yes
Town of Athabasca	Zone 1	Representative	Edith Yuill	yes
Town of Bon Accord	Zone 3	Representative	Tanya May	yes
Town of Bonnyville	Zone 2	Representative	David Sharun	yes
Town of Bruderheim	Zone 3	Representative	Len Falardeau	yes
Town of Elk Point	Zone 2	Representative	Wanda Cochrane	yes
Town of Gibbons	Zone 3	Representative	Lorraine Berry	yes
Town of Lamont	Zone 3	Representative	Colleen Holowaychuk	yes
Town of Morinville	Zone 3	Representative	Jennifer Anheliger	yes
Town of Mundare	Zone 3	Representative	Eddie Sheppel	yes
Town of Redwater	Zone 3	Representative	Dwayne Spicer	yes
Town of Smoky Lake	Zone 1	Representative	Amy Cherniwchan	yes
Town of St. Paul	Zone 2	Alternate	Sid Sood	yes
Town of St. Paul	Zone 2	Representative	Norm Noel	no
Town of Tofield	Zone 3	Representative	Harold Conquest	yes
Town of Two Hills	Zone 2	Representative	Keegan Thompson	no
Town of Vegreville	Zone 4	Representative	Taneen Rudyk	yes
Town of Vermilion	Zone 4	Representative	Kirby Whitlock	yes
Town of Viking	Zone 3	Representative	Gary Hafso	no
Town of Wainwright	Zone 4	Representative	Rick Fountain	yes
Village of Andrew	Zone 3	Representative	Barry Goertz	no
Village of Boyle	Zone 1	Representative	Barbara Smith	yes
Village of Chauvin	Zone 4	Representative	Sheila Donally	yes
Village of Edgerton	Zone 4	Representative	Jennifer Beattie	yes
Village of Holden	Zone 3	Representative	Travis Schiewe	yes

Village of Innisfree	Zone 4	Representative	Jennifer Johnson	yes
Village of Irma	Zone 4	Representative	Brandon Parsons	no
Village of Irma	Zone 4	Alternate	Eric Nisson	yes
Village of Kitscoty	Zone 4	Representative	Daryl Frank	yes
Village of Mannville	Zone 4	Representative	Shantell Bielesch	yes
Village of Marwayne	Zone 4	Representative	Ashley Rainey	no
Village of Myrnam	Zone 2	Representative	Donna Rudolf	yes
Village of Paradise Valley	Zone 4	Representative	Mary Arnold	yes
Village of Ryley	Zone 3	Representative	Annette Short	yes
Village of Vilna	Zone 1	Representative	Leroy Kunyk	yes
Village of Waskatenau	Zone 1	Representative	Tyson Berlinguette	no

3. Adoption of Agenda

M1: Curtis Schoepp moved to adopt the agenda as presented.

Carried.

4. [Minutes of the May 28th NLLS Board meeting](#)

M2 Loraine Berry moved to accept the May 28th minutes as presented.

Carried.

For Information

5. Chairperson's Report – (verbal) Vicky Lefebvre

Letter to the minister – [Draft letter](#)

Briefing note: Maxine Fodness met with the minister in July with the County of St. Paul. They raised the issue of library funding. The minister suggested that a letter outlining the request from as many municipalities as possible would be helpful. He asked that the letter be sent to his Chief of Staff, Greg Smith, as well as himself. The Edmonton public library has sent a letter recently too. Their request does not meet our needs. [See their letter](#). A letter on behalf of mid-size libraries has also been recently sent, [see here](#). Note: The Chairs of YRL and Parkland will be calling a meeting for system directors and chairs to discuss advocacy, strategy, messaging in September. Should we choose to send a letter we may wish to wait for this meeting.

M3: Amy Cherniwchan moved to accept Vicky's verbal report as presented.

Carried.

6. [Alberta Library Trustee Association \(ALTA\) report](#) – Jennifer Anheliger

M4: Barbara Smith moved to accept the ALTA report as presented.

Carried.

For Decision

7. Board Meetings

Briefing Note: Meetings are generally held the last Friday or Saturday of February, May, August, and November. With such a new board we'd like to determine if there is a preference for Fridays or Saturdays and how many meetings should be held in-person versus virtually. In our last meeting it was moved to table the question of general board meeting dates to the August general board meeting and the availability of cost comparisons of meeting formats.

The mileage cost for an in-person general Board meeting (if all were to attend) would be \$7,935.49 plus the catering for breakfast and dinner (approximately \$500). Meetings range in cost from about \$6,000 to \$8,500.

There are 3 items to consider:

- What day of the week should we meet (Friday or Saturday)? Consider:
 - many Board members are working individuals who may have trouble attending during the week.
- How many in-person meetings versus virtual meetings? Consider:
 - 2 of our meetings are during winter months with likely poor roads
 - back-to-back in-person meetings would be less valuable
 - an in-person meeting in conjunction with the May conference encourages conference participation.
- Should NLLS or the local municipalities cover mileage costs? Consider:
 - NLLS has traditionally covered mileage because the distances from each municipality to the meeting are not equitable. Vermilion or St. Paul will pay significantly less than Bon Accord or Boyle.
 - NLLS is exploring the idea of moving the location of the Board meetings from Elk Point to other points around the system. This would make it harder to judge mileage costs but potentially more equitable for municipalities if they were to carry the cost.

***M5: Shantelle Bielesch moved that future general board meetings be held on Fridays.
Carried.***

***M6: Dwayne Spicer moved that future general Board meetings be conducted online 2 times per year and conducted in-person 2 times per year, in-person May and November.
Carried.***

***M7: Larry Tiedemann moved that the Northern Lights Library System continue to pay board members mileage for in-person meetings.
Carried.***

8. Policies

Briefing Note:

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.

[Conflict of Interest](#)

Briefing Note: Standard review process. Simple updates to grammar and wording. No substantive change intended.

[Financial Matters](#)

Briefing Note: Standard review process. Simple updates to grammar and wording. No substantive change intended.

[Substance Abuse](#)

Briefing Note: Standard review process. Updates to grammar and wording. No substantive change intended. Removed redundant wording and impractical requirements.

[Workplace Impairment](#)

Briefing Note: Recommend deleting this policy as it is covered in the substance abuse policy.

[Contractors and Technicians](#)

Briefing Note: Recommend deleting this policy as it is covered by the budget and request for purchase policies.

[Pay Days](#)

Briefing Note: Recommend deleting this policy as it is covered in the Hours of Work policy.

[Continuing Education](#) and [Professional Development](#)

Briefing Note: This was originally one policy. We split this into two policies for greater clarity between professional development and continuing education. NLLS does not require staff to reimburse regular PD activities. Reporting on PD activities to include managers.

[Hours of Work](#)

Briefing Note: Updates to reflect new pay system and alternative working schedules.

[Working Remotely](#)

Briefing Note: Changes to require written agreements between employer and employee for permanent remote work. Requires staff to complete a remote work safety assessment annually.

[Working Alone](#)

Briefing Note: Modernized the procedural aspects of this policy and identified working alone situations.

NEW policies for potential adoption

[Travel Policy](#)

Briefing Note: This policy sets expectations regarding travelling for work purposes, including hotels, mileage, meals, rental vehicles, personal vehicle use, etc. The policy is necessary with greater use of personal vehicles and more remote work.

This travel policy moves from the Alberta Provincial mileage rate of 50.5 cents per kilometer to the CRA rate of 61 cents per kilometer (for the first 5,000 kilometers) and 55 cents per kilometer over 5,000 kilometers in a year. This move was proposed as the Alberta rate has not changed in more than 15 years while fuel and vehicle maintenance costs have risen dramatically in that period. While many Alberta organizations and municipalities continue to operate under the provincial rate a growing number are transitioning to the CRA rate.

Moving to the CRA rate would cost the organization approximately \$8,760.74 – (the approximate mileage cost of an in-person general Board meeting). If all expected travel takes place and the organization continues to fund mileage for general board meetings.

**M8: Dwayne Spicer moved that we pull the travel policy from the omnibus motion.
Carried.**

**M9: Loraine Berry moved to approve the policies as an omnibus motion.
Carried.**

**M10: Dwayne Spicer moved to approve the travel policy as presented.
Carried.**

9. Draft Budget 2023 – [Draft budget - Presentation](#)

Briefing Note: this budget presents a 4-year projection of system costs and proposes a modest 1.5% levy increase year over year. Despite the modest increase the projection relies on drawing from system savings (decreasing year over year) to align expenses with income while improving services.

Draft motion: move to accept the draft budget in principle and return to the Executive Committee for final approval by the Board in November meeting.

**M11: Jennifer Beattie moved to accept the draft budget in principle and return to the Executive Committee for final approval by the Board in November meeting.
Carried.**

10. Adjournment

M12: Colette Borgun moved to Adjourn meeting at 12:45pm

Approved by

Date

**Northern Lights Library System Board
Regular Meeting**

Northern Lights Library System -Via Zoom
10:00 AM Friday, November 25, 2022

1. Call to order 10:02
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. Quorum
50 Representatives/Alternates present – quorum achieved
Guests: Jodi Dahlgren – Wainwright Public Library
Staff: James MacDonald, Terri Hampson, Jessie Morris
[Nov 25 2022 attendance](#)
4. Adoption of Agenda
**M1: Rick Fountain moved to adopt the agenda as presented.
Carried**
5. Minutes of the [August 26th NLLS Board meeting](#)
**M2: Maxine Fodness moved to accept the August 26, 2022 minutes as presented.
Carried**

For Information

6. Chairperson's Report – (verbal) Vicky Lefebvre
 - a. [Board Orientation](#)
 - b. [Letter to Premier](#)
 - c. [Systems letter to Minister Schulz](#)**M3: Amy Cherniwchan moved to accept the Chairperson's report as presented.
Carried**
7. [Library Manager's Council \(LMC\) report](#) – Jodi Dahlgren
**M4: Wanda Cochrane moved to accept the Library Manager Council report as presented.
Carried**
8. Alberta Library Trustee Association (ALTA) report – Jennifer Anheliger
**M5: Jennifer Johnson moved to accept the ALTA report as presented.
Carried**
9. **Financial Report** – [Financial Report](#) including overspent budget lines.
Briefing Note: As of the end of October we have expended 91.5% of the 2022 budget. Revenue is up **\$83,739.86** over this time last year. We have now received levies from all library boards. Increases in revenue are largely attributable to sale of two vehicles, two library secondments (3rd secondment underway now), office rentals, and a rise in interest on investments.
M6: Barry Goertz moved to accept the Financial report as presented. Carried

For Decision

10. Meeting absences

Briefing Note: The Libraries Act, section 31(1) "A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board." Going forward we will monitor

absences and alert members who have missed 2 consecutive meetings. We have had two individuals hit the 3-meeting absence clause.

Town of Two Hills & Village of Andrew

They were both notified of the absence by email, and both responded promptly. Individual circumstances led to the absences. They both indicated a willingness to continue to serve.

M7: Josh Crick moved that the past absences of representatives from the town of Two Hills and the Village of Andrew be excused, and they continue to be allowed to serve.

CARRIED

11. Policies

Briefing Note:

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 Executive Committee recommends the following new policy be adopted

1. [Executive Director Compensation](#) – outlines the principles and practices for negotiating the compensation of the Executive Director

The Executive Committee recommends the following updates to policies be adopted

1. [Staff Orientation](#) – grammatical and modernization changes
2. [Statutory and General Holidays](#) – grammar and clarification on winter break. Truth and Reconciliation Day to remain open in support of libraries that remain open for programming.
3. [Gym Facilities](#) – Extension of use (under waiver) to tenants and accompanied guests.
4. [Annual Agenda](#) – Formatting changes to enhance clarity
5. [Board Honoraria And Expenses](#) – aligning with recent addition of the new Travel policy
6. [Board Member Orientation And Professional Development](#) – grammatical changes
7. [Signing Authority](#) – clarification that all account expenditures require 2 signatures.
8. [Grants, Sponsorships and Donations](#) – Simplification of wording and combining with PLSB Grant Funding policy.
9. [Finance Fund Account](#) – slight changes to the amounts – this policy is updated annually

The Executive Committee recommends the following redundant policies be deleted.

1. [NLLS Cell Phone Policy](#) – superseded by [Internet and computer usage policy](#)
2. [Personal Cell Phone Or Devices Use](#) – superseded by [Internet and computer usage policy](#)
3. [Email Usage](#) – superseded by [Internet and computer usage policy](#)
4. [PLSB Grant Money](#) – combined with Grants, Sponsorships and Donations policy

M8: Lorraine Berry moved to remove the Executive Director Compensation policy from the omnibus package.

CARRIED

M9: Lorraine Berry moved to accept all the proposed policy changes (except for the Executive Director Evaluation policy) as an omnibus package.

CARRIED

M10: Lorraine Berry moved to accept the Executive Director Evaluation Policy.

CARRIED

12. Draft Budget 2023 – [Draft budget](#) - [Presentation](#)

Briefing Note: This budget was accepted in principle at the August 26th meeting. Some slight changes have been made based on motions of the board at that time (i.e. online versus in-person board meetings). An email was sent on September 12, 2022 to all library board chairs,

municipal councils, and this Board outlining the budget, the 1.5% increase, and the outcome of the August 26th Board meeting.

This budget presents a 4-year projection of system costs and proposes a modest 1.5% levy increase year over year. Despite the modest increase the projection relies on drawing from system savings (decreasing year over year) to align expenses with income while improving services.

M10: Larry Tiedemann moved to accept and adopt the 2023 annual Northern Lights Library System budget as presented.

CARRIED

13. Adjournment

M11: Josh Crick moved to adjourn the meeting.

CARRIED