

2024-04 12 Executive Meeting Minutes

2024-04-12 Executive Meeting Minutes

Meeting Agenda- Executive Committee Meeting

Meeting Information

This meeting is in-person with an online option for those who cannot travel and the public.

Join Zoom Meeting

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

Meeting ID: 912 878 2619

Passcode: Executive

Agenda in [FULL](#)

Date: April 12, 2024

Location: Bonnyville, AB

Attendees: Jenn Anheliger (Chair), Larry Tiedemann (Treasurer), Barbara Smith, Maxine Fodness, Leslie Cusack, Matthew McLennan, Kelly Chamzuk, Vicky Lefebvre, Josh Crick

Regrets: Dwayne Spicer (Vice-Chair)

Guests: Jodi Dahlgren (LMC Chair)

Staff: James MacDonald, Terri Hampson

Call to order 10:02am

1. **Land Acknowledgment**

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.

2. Approval of the agenda

M1 Kelly C motions to approve the agenda as amended, all in favor, motion carried.

3. Approval of previous minutes of [2024 02 09](#)

M2 Barb S motions to approve the 2024 02 09 meeting minutes as presented, all in favor, motion carried.

4. Approval of previous minutes of [2024 02 23](#)

M3 Leslie C motions to approve the 2024 02 23 meeting minutes as presented, all in favor, motion carried.

5. Chairs Report – Jenn Anheliger

M4 Josh C motions to approve the Chairs Reports as presented, all in favor, motion carried.

6. [Budget Report](#) - James MacDonald

Briefing Note: All but three municipalities have paid their annual levy. Those who have not paid have been contacted. One budget line is overspent by more than 10%. This is the building maintenance budget line resulting from the vestibule construction being coded here.

M5 Larry T motions to approve the Budget Report as presented, all in favor, motion carried.

Decisions

7. ED Performance Evaluation Committee

Briefing Note: a third member of the committee needs to be nominated. The committee is comprised of the Chair, Vice-chair, and one additional member elected by the Executive at the beginning of each year. See the [EDEC Policy](#).

M6 Maxine motions to accept Barb S to sit on this committee, all in favor, motion carried.

8. Canada Revenue Agency Update

Briefing Note: The list of Northern Lights business owners with the Canada Revenue Agency is out of date. We require a motion to update that list.

M7 Vicki L motions to update the list of Northern Lights Library System "Business Owners" with the Canadian Revenue Agency to the current trustees serving on the Executive, Jenn Anheliger, Dwayne Spicer, Larry Tiedemann, Barbara Smith, Maxine Fodness, Leslie Cusack, Matthew McLennan, Kelly Chamzuk, Vicky Lefebvre, Josh Crick, and the Executive Director, James MacDonald, and Finance Officer, Terri Hampson, with James MacDonald designated as the primary contact, all in favor, motion carried.

9. Policies

Section [1:1C Driver Safety and Service](#)

Briefing Note: Provides a quarterly bonus to contract drivers when defined safety and service standards are met.

Check if there are insurance savings with this policy.

Section [1:3X Information Technology - Member Libraries](#)

Briefing Note: Outlines the appropriate use of technology connected to the NLLS network at member libraries. This policy is required for cyber insurance compliance.

Put on hold for Library Managers to submit feedback.

Section 3:1L [Long-term Office Rentals](#)

Briefing Note: Sets guidelines for long-term rentals or leases of NLLS-owned properties.

POLICIES FOR REVISION:

Section [2:1C Governance Style of the Board and TOR Procedural Policy](#)

Briefing Note: Combines the Governance Style of the Board policy ([2:1C](#)) and the Terms of Reference: Procedural Policy of the Board. 2:1C becomes the preamble to the procedural policy. The policy is renamed to "Board Procedural Policy." Consider changing this from a TOR to policy 2:1C. Besides changes to grammar and punctuation, changes were made to better

define quorum, rules regarding virtual participation in meetings, and changes to voting on motions made by email.

Section [2:1E Executive Committee and 2:1O Election of Executive Committee](#)

Briefing Note: Combines 2:1E Executive Committee and [2:1O](#) Election of Executive Committee under one policy called "Executive Committee." Besides grammar and punctuation, clarity was provided on the population used to determine auto-seats and what happens when an auto-seat is vacated prematurely. Added a requirement to obtain legal counsel on the dismissal of an ED (for compliance with insurance).

Section [4:1A Collection Development](#)

Briefing Note: This came up during the regular review. We tightened the language and simplified it for clarity.

POLICIES TO DELETE

Section [Sec 2:1O](#) Election of Executive Committee

Briefing Note: Combine with Sec 2:1E

Section [Sec 2:1C](#) Governance Style of the Board

Briefing Note: Combine with TOR Procedural Policy

M8 Kelly C motions to send all above polices to the General Board for approval with the exception of Sec 1:3X, all in favor, motion carried.

Discussion

10. [2023 Annual Survey Report](#)

Briefing Note: The survey was generally positive. The report provides a number of recommendations and outlines the progress on recommendations from the previous survey.

Break for Lunch at 11:15am, Resumed back at 11:48am

11. [Provincial Report for OROS Grant.](#)

Briefing Note: Overall circulation appears to be down, but we are trending upward in every other metric. The number of cardholders has more than doubled. Programs offered by our libraries are trending upward. There appears to be overall more engagement with

Indigenous communities. We have no way of differentiating electronic usage from reserves or settlements. It is quite possible that a good chunk of our large uptick in electronic book and audiobook usage in 2023 can be attributed to the doubling of OROS patrons.

M9 Maxine F motions to accept the Provincial report as presented and approve submission, all in favor, motion carried.

12. [2025 Budget](#) with projections through 2027

Briefing Note: This is the first look at the 2025 budget. The Board has expressed a desire to speed up our budget approval timeline. A letter projecting any levy increase will go out in May (after the AGM).

M10 Vicky L motions to go into closed session 1:19pm all in favor, motion carried.

13. Standing ED Performance Evaluation (In-camera).

M11 Kelly C motions to come out of closed session 1:54pm all in favor, motion carried

M12 Josh C motions to adjourn meeting at 1:56pm all in favor, motion carried

14. Next Meetings

Executive Meeting Schedule	Board Meeting Schedule
Jun 14, 2024 at 10:00 am - Newbrook	May 22, 2024 at 10:00 am - In Person
Aug 9, 2024 at 10:00 am - Gibbons	Aug 23, 2024 at 10:00 am - In person
Oct 11, 2024 at 10:00 am - Wainwright	Nov 29, 2024 at 10:00 am - online
Dec 13, 2024 at 10:00 am - Headquarters	