

# 2024-06 14 Executive Meeting Minutes

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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: June 14, 2024**

**Location: Newbrook, AB**

Attendees: Jenn Anheliger (Chair), Barbara Smith, Maxine Fodness, Leslie Cusack, Matthew McLennan, Kelly Chamzuk, Vicky Lefebvre, Josh Crick, Curtis Schoepp and Dwayne Spicer

Guests: Jodi Dahlgren (LMC Chair)

Staff: James MacDonald, Terri Hampson, Tracy Woloshyniuk

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 Chamzuk motions to approve the agenda, all in favor, motion carried.**

## 3. Approval of previous minutes of [2024 04 12](#)

**M2- Maxine Fodness motions to approve the previous minutes of 2024 04 12, all in favor, motion carried.**

## 4. Chairs Report (verbal) – Jenn Anheliger – nothing new to report since 2024 05 22 report.

## 5. [Financial Report](#) - James MacDonald

**Briefing Note:** We received our provincial grant in the nick of time. It came very close to an inability to cover payroll. We worked with the bank to ensure we would not bounce any of our financial obligations. We might consider a line of credit for the future to cover these scenarios.

No new budget lines are over expended. Vehicle maintenance, and building maintenance are over expended. This is a result of large capital purchases in both lines.

**M3- Barbara Smith motions to approve the financial report as presented, all in favor, motion carried.**

## 6. Line of Credit

**Briefing Note:** \$100,000 Line of Credit, prime +2% and \$40.00 month charge. \$147 a year thereafter Require motion to approve the borrowing and it needs to be signed by 3 board members. Rest of paperwork can be signed by 2 signing authority.

Other Option is move to a second bank account at 5.05% on the first amounts below \$1.5M on deposit and 5.15% on amounts above that

**M4- Leslie Cusack motions to open a second bank account and transfer over the current 60 and 90 day account balances to that new account, Barbara Smith seconds, all in favor, motion carried.**

## 7. Election of Treasurer

**Briefing Note:** With Larry Tiedemann's departure from the executive

committee we need to elect or appoint a new board treasurer. The role of the board treasurer is [outlined in our policies](#).

**M5- Dwayne Spicer motions to appoint Vicky Lefebvre as treasurer for a one-year term, all in favor, motion carried.**

## 8. [IAC Meeting Report](#)

**Briefing Note:** We held our first Indigenous Advisory Circle Meeting at the Stanley Milner Library in Edmonton on May 24th. The meeting gave us some excellent insights into further development of the GoLibrary self-registration website. We intend our next meeting to be held at NLLS headquarters. We had an initial 8 members RSVP to the meeting in Edmonton. Four people ultimately attended. Three of the attendees will join us on a panel at the upcoming Stronger Together Conference.

**M6- Leslie Cusack motions to approve the IAC meeting report as presented, all in favor, motion carried.**

**Action item – calendar of events in our region**

## 9. [On Reserve On Settlement OROS budget](#) discussion.

**Briefing Note:** The grant comes to us essentially in two portions: \$4.75/capita for system operations (we budget about half of this for direct outreach to Indigenous communities - the other half supports basic system services), the other portion is \$5.60/capita and is intended to be allocated to local library services - most often sent to local library boards under an MOU with the system.

We intend to allocate up to 10k from the \$5.60 portion of the budget to establishing a library services contract with **Blue Quills University**. This is in the very early phase of discussions.

**Fishing Lake** is establishing a library board. Should they establish a board we recommend that the board use the grant to cover another 3 years of system levy costs with the OROS grant.

**M7- Vicky Lefebvre motions to approve the 2024-2025 On Reserve On Settlement budget as presented, all in favor, motion carried.**

**Action item – Jenn to attend the PLSB meeting with James**

**Action item – System directors to continue to have this funding discussion.**

## 10. Stronger Together Attendance

**Briefing Note:** This year the conference will be held at the Double Tree in West Edmonton on October 3-4. We generally budget to send two Executive Committee members to the conference. We hope to select these members at this meeting.

**M8- Dwayne Spicer motions to approve the attendance of Josh Crick and Leslie Cusack at the Stronger Together conference and cover the costs of their attendance as per our budget and policies as presented, Maxine Fodness seconds, all in favor, motion carried.**

**Action item – subsidy option for libraries to attend conference in the future.**

## 11. Discovery Layers

**Briefing Note:** TRAC has identified a significant shortcoming in our online catalogue. The catalogue has not had a significant upgrade since its adoption in 2008. There are a number of "Discovery Layers" available of library catalogues that dramatically enhance library catalogue services. We are currently exploring a product by Innovative Interfaces (Polaris) called Vega and a product called BiblioCommons. The acquisition of a discovery layer is essential to reduce barriers to accessing the massive library collection we've invested in. However, it will come at a cost. We will talk about possible ways to fund this service enhancement. The acquisition of a discovery layer meets several of our strategic directions, including:

- Provide convenient access to accurate and relevant information and training
- Cultivate efficiencies in our services, and explore new opportunities and resources
- Improve relationships with technology that facilitate engagement and connection

Both the Vega and Bibliocommons discovery layers were recently demonstrated to our libraries. The Bibliocommons vendor helpfully split up the long webinar they gave into shorter and more palatable videos. These can be [viewed online here](#). We will watch two or three of these during the meeting to get a sense of this new technology.

**M9- Dwayne Spicer motions to support TRAC on moving forward with Bibliocommons discussions, all in favor, motion carried.**

**12. Princh Wireless**

**Briefing Note:** For many years now our libraries have been asking for a wireless printing solution. We launched a pilot project several months ago with a wireless printing solution "Princh Wireless." The Library Managers Council reviewed the outcomes of the pilot project and discussed the possibility of rolling the service out system wide. The biggest barrier to adoption is the cost. We'd like to further pilot the service but will need as much as 16k in funding to do this.**Action item – service audit**

**13. [Book Allotment Recommendation](#)**

**Briefing Note:** At the Library Managers Council on May 22 they discussed a potential change to how we expend the book allotment funds (\$2.15/capita). The LMC recommends that starting in 2025, seven percent of each library's allotment be set aside for Overdrive purchases to be managed by NLLS staff. The recommendation was unanimously adopted by the LMC.

**M10- Barbara Smith motions to accept the recommendation of the Library Managers Council to establish a digital book allotment fund from the current book allotment to be managed by NLLS staff, seconds, all in favor, motion carried.**

**14. Next Meetings**

<b>Executive Meeting Schedule</b>	<b>Board Meeting Schedule</b>
Aug 9, 2024 at 10:00 am - Gibbons	Sept 11, 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	

**15. Standing in-camera meeting (personnel - Executive Director evaluation)**

**M11- Josh Crick motions to go in Camera at, all in favor, motion carried.**

**M12- Josh Crick motions to come out of in Camera at, all in favor, motion carried.**

**16. Adjournment.**

**M13- Leslie Cusack motions to adjourn at , all in favor, motion carried.**