

2024-08-09 Executive Meeting Minutes

2024-08-09 Executive Meeting Minutes

Meeting minutes- 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

DATE: 2024-08-09

LOCATION: Gibbons, AB

Agenda in [FULL](#)

ATTENDEES

Members: Jenn Anheliger (Chair), Dwayne Spicer (Vice-Chair), Vicky Lefebvre (Treasurer), Matthew McLennan, Kelly Chamzuk, Maxine Fodness, Leslie Cusack, Josh Crick, Barbara Smith, Curtis Schoepp.

Staff: James MacDonald

Library Managers: Jodi Dahlgren, Ryan Edmonds

1. LAND ACKNOWLEDGEMENT

Our workplace is situated on Treaty 6 territory, the traditional lands of First Nations and Métis peoples. We acknowledge the deep and enduring connection these communities have to this land. We commit to fostering a spirit of reconciliation and collaboration as we move forward together, striving for mutual respect and harmony.

2. Approval of the Agenda

M1 – Barb Smith motions the approval of the agenda, all in favor, motion carried.

3. Approval of the [minutes of June 14, 2024](#)

M2 – Kelly Chamzuk motions the approval of the June 14, 2024 minutes, all in favor, motion carried.

4. Financial Report - James MacDonald

Briefing Note: We appear to be tracking well on the budget. Budget lines over by 10% include the processing supplies budget. The costs of barcodes was greater than anticipated. Otherwise there is little change from our last report.

Action: Investigate the possibility of windshield insurance for our delivery vans.

M3 – Leslie Cusack motions the approval the financial report, all in favor, motion carried.

5. Alexander First Nation Treaty Days

Briefing Note: We will be attending the Treaty Days with the Morinville Public Library. We would be pleased to have other board members attend with us.

Action: Follow up with email to Executive Committee on any that want to attend.

Matthew to attend Treaty days

6. Systems Advocacy Committee

Briefing Note: The Seven Systems Advocacy Committee continues to meet and discuss advocacy needs. Recently the committee has developed local advocacy templates and guides. These are intended for the use of local libraries, boards, and friends of the library. The documents are available on our system website here: <https://www.nlls.ab.ca/Board/Board-Resources/Local-Advocacy>

Action: Follow up with an email to the Executive regarding who would be interested in staffing a table at AB Munis trade show.

Dwayne Spicer entered the meeting.

7. 2025 Budget Discussion

Briefing Note: Terri and I met with our new Treasurer on July 23rd to review the budget. Not much has changed since our last review. We've added budget funding for upgrades to the TRAC catalogue, funding for system wide wireless printing services, and funding to explore shelf ready acquisitions in 2025. We continue with a 1.5% levy increase and to spend down the reserves. This 3 year budget remains on track to completely spend accumulated reserves by 2027.

As requested by the Executive Committee on June 14 an analysis of service costs was undertaken in the past few months. See here for the proposed 2025 budget with projections through 2027.

Approx cost of 1 General Board Meeting is 6,000

Approx cost of 1 Executive Board Meeting is 3,500

Action: Would like a briefing note on our plan to financial solvency.

- OROS – growth of system
- Spending down the reserve (policy levels)
- 1.5% increase
- Further operation efficiency
 - Contract drivers
 - Renting office space

Action: Investigate insurance implications of possible changes to building maintenance contracts

M4 – Leslie Cusack motions to approve the draft budget with the update of 4 in-person Executive meetings a year and 2 on-line. All in favor, motion carried.

Action: ask the General Board if they want to save 6k by going down to 1 in-person meeting starting in 2025

New Policies for Adoption

INFORMATION TECHNOLOGY - MEMBER LIBRARIES

[Sec 1-1Y-NEW-IT-Member Libraries](#)

Briefing Note: This policy better articulates policies regarding the use of NLLS network. The policy has been reviewed and discussed by the LMC Executive. The LMC reviewed the policy as a whole and voted unanimously on its adoption. The policy is required to meet requirements for cyber security insurance.

Policies for Updates

Electronic Fund Transfers

[Sec 3-1Q - EFTs](#)

Briefing Note: Adds clarity regarding the process for dealing with urgent payments that must be completed outside the 2 to sign process.

NLLS VEHICLES

[Sec 1-1R-Vehicle Use](#)

Briefing Note: Requires that employees with a GDL license are not permitted to drive cargo vehicles. Stipulates that management must follow the principles of this policy when creating contracts for driving.

BOOK ALLOTMENT

[Sec 3-1P-Book Allotment](#)

Briefing Note: Adds a provision to establish an electronic book allotment fund at 7% of total allotment. This fund is to be managed centrally.

BOARD CODE OF ETHICS

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

Briefing Note: Updates the layout and grammar. A section on commitment to intellectual freedom is added.

WHISTLEBLOWER POLICY

[Sec 1-3C-Whistleblower](#)

Briefing Note: Updates to format and grammar.

FACILITIES USE RENTAL

Sec 3-1L-Facility Rentals

Briefing Note: Removes the chart of pricing and provides flexibility to set prices at current market value.

ROLE OF EXECUTIVE COMMITTEE

Sec 2-1E-Role of Executive Committee

Briefing Note: Combines the roles of Chair, Vice Chair, and Treasurer into this single policy.

Policies to Delete

ROLE OF BOARD CHAIR | Sec 2, 1D - this policy is now combined with the Role of the Executive Committee.

ROLE of BOARD TREASURER | Sec 2, 1R - this policy is now combined with the Role of the Executive Committee.

M5 – Maxine Fodness motions to approve the above policy for action and General Board approval. All in favor, motion carried.

M6 – Josh Crick motions to go into camera at 12:44pm, all in favour, motion carried.

M7 – Josh Crick motions to come out of camera at 1:11pm, all in favour, motion carried.

ADJOURNMENT

M8 – Kelly Chamzuk motions to adjourn at 1:11pm all in favour, motion carried.