

2024-10-11-Executive Committee Meeting Minutes - DRAFT

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

LOCATION: Wainwright Public Library

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

Regrets: Curtis Schoepp. Kelly Chamzuk

Staff: James MacDonald, Terri Hampson Library Managers: Jodi Dahlgren

CALL TO ORDER: 10:06am by board Chair Jenn Anheliger

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.

AGENDA - Full Package [HERE](#)

Approval of the Agenda

M1 – Barb Smith motions to approve the agenda as presented, all in favor, motion carried.

Approval of the [minutes of August 9, 2024](#)

M2 – Leslie Cusack motions to approve the Minutes of Aug 9, 2024 as presented, all in favor, motion carried.

[Financial Report](#) - James MacDonald

Briefing Note: We are about where we expect to be at this time of year (75% through the budget). We have overspent in the OROS budget lines. We've been working really hard in this area and we anticipate the overage to be taken from the OROS reserves funds. The overage is also a reflection of a differing fiscal year. We are also several thousand dollars over budget on our LMC meetings. Interest in these in person meetings was greater than expected.

M3 – Maxine Fodness motions to approve the financial report as presented, all in favor, motion carried.

POLICIES FOR REVISION:

3. [Sec 1 16 Hours](#)

Briefing Note: Grammar changes for clarification

4. [Sec 1 2B Working alone](#)

Briefing Note: Grammar updated for clarity. Requires those travelling for work purposes to record their schedule in a place accessible to NLLS management

5. [Sec 1 2E Remote work](#)

Briefing Note: Grammar updated for clarity.

6. [Sec 1 3E Conflict of Interest](#)

Briefing Note: Grammar updated for clarity.

8. [Sec 2 1 H Committees](#)

Briefing Note: Grammar changes, removed redundancies and clarified current terms.

9. [Sec 3 1G Budget](#)

Briefing Note: This update reflects a quicker budget development timeline. It removes outdated language pointing to a budget committee and clarifies the role of the Treasurer and the Executive Committee.

10. [Sec 3 1N Levy Arrears](#)

Briefing Note: Some simple grammar updates and clarifies the dates membership levies are due.

11. [Sec 4 1E Non Participating](#)

Briefing Note: Grammar changes for clarification

POLICIES TO DELETE

1. [Sec 1 3Y Password Management](#) – included in new Head Quarters - Technology policy

M4 – Josh Crick motions to approve the policies as presented to forward to the next General Board meeting, all in favor, motion carried.

Library Security Issues - Vicky Lefebvre

Briefing Note: The Cold Lake Public Library has seen a dramatic increase in security issues in the last several months. The library board is requesting the ability to limit the time users can access computers and to filter some websites (gambling and pornography sites). NLLS is exploring software that could make this possible at a system level. [See this report from the Cold Lake Public Library](#) concerning security.

Action – NLLS to investigate software for time limits, and content filter options for library use.

Art Smith Aviation Academy

Briefing Note: This school used to be a branch of the Cold Lake Public Library. The military base withdrew its support for a public library, but we have extended a service agreement to the school. The agreement has us providing 4 main services: 1) van delivery, 2) TRAC access and support, 3) Library manager training, 4) materials purchasing and cataloging. The school will be required to fund a book allotment at the same rate as our other members \$2.15 / registered student. Cost of the services is the same as the library board levy. [See the proposed agreement.](#)

M5 – Josh Crick motions for the Board Chair to send a letter to cease services as of Dec 31, 2024, unless agreement has been signed by the division for the Art Smith Aviation Academy.

Library Manager's Council and General Board Meeting Event

Briefing note: On September 11th we held a LMC and board meeting at NLLS headquarters. In addition to the meetings we had a keynote lunch and learn, and 4 consecutive educational opportunities. We surveyed attendees to determine how we could improve on these types of events. The [survey report is available for your review](#).

Action – Keynote suggestions – stay more librarian focused, at the very least present both views, or a more balanced approach to the subject presented. Speakers must be vetted better.

On Reserve On Settlement Report

The Indigenous Advisory Circle met before the Stronger Together Conference. The discussion was largely informal and around the panel discussion several members participated in at Stronger Together.

1. Kehewin Cree Nation has based a motion to form a library board and written to the minister for permission to join NLLS. We need a motion to approve using the OROS reserves to cover the initial 3-years of levies for this nation.

M6 – Dwayne Spicer motions to approve using the OROS reserves to cover the initial 3-years of levies for this nation, all in favor, motion carried.

2. Frog Lake has been a member of Northern Lights for 3-years. I've spoken with their board chair and letters have been issued reminding them that they are now responsible for annual levy payments. The board chair has indicated they will not have any trouble making the levy payment.
3. We had representatives from Saddle Lake, Elizabeth Métis Settlement, Frog Lake, Goodfish, and Kehewin at the Stronger Together Conference.
4. I met with the education manager at Cold Lake First Nation on Monday. It was a very positive first meeting.
5. Elizabeth Métis Settlement is approaching their opening. Supernet is connected, computers have been delivered and books are arriving.

2025 Meetings

General Board Meetings:

1. Friday, November 29th, 2024. Online. Encourage anyone new to stay after the meeting for Board orientation.
2. Friday, February 28th, 2025. Online. (Audit meeting)
3. Friday, May __, 2025, in person. (Annual General Meeting and budget - exact date to be determined).
4. Friday, September ____, 2025, online (Budget finalization – exact date to be determined.)
5. Friday November ____, 2025, online

Executive Committee Meetings:

We are scheduled to have an in-person EC meeting on December 12th at HQ. Last year we held this with a Christmas celebration for staff. Management suggests that we shift to holding a summer

celebration rather than a Christmas celebration. This would reduce the need to travel in the winter. If the Executive agrees, we might shift this meeting to online.

1. Friday, February 7, in person (location TBD)
2. Friday, May 9, in person (location TBD)
3. Friday, August 15, in person (location TBD)
4. Friday, November 7, in person (location TBD)

Other meetings as necessary to be held virtually and called at the discretion of the Chair.

ADJOURN 12:00 for lunch

Reconvened 12:38pm

M7-Josh Crick motions to go into closed session - 12:38pm

Closed Session - Executive Director Evaluation Committee Report

M8- Vicky Lefebvre motions to come out of closed session at 2:02pm

M9- Leslie Cusack motion to adjourn meeting at 2:03pm