

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