

**Northern Lights Library System
Board Meeting
March 10, 2018
Meeting Minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene - Lac La Biche County
Berry, Loraine - Town of Gibbons
Bruce, Barry – Beaver County
Clarke, Donna - Town of Mundare
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Hanson, Doug - Village of Holden
Kuzio, Tara - County of Minburn
Lefebvre, Vicky - City of Cold Lake
May, Tanya - Town of Bon Accord
McMann, Debbie - Village of Innisfree
Murray, Clinton - County of Vermilion River
Rudolf, Donna - Village of Myrnam
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Thompson, Justin - Town of Vermilion
Valleau, Phil - M.D. of Wainwright

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Crawford, Patrick - Town of Bruderheim
Diduck, David - Lamont County
Evans, Susan - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Lawson, Marjorie - Village of Irma
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Smith, Ina – S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Regrets

DeMoissac, Tyson - Town of St. Paul
Lawrence, Tara - Village of Marwayne
Morton, Melody - Town of Smoky Lake

Harvey, Al - Town of Lamont
Lupul, Sheila - Village of Andrew

Absent

- Town of Viking
Binder, Duncan - S.V. of Island Lake
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Filipchuk, Richard - Thorhild County
Krahulec, Julie - Village of Waskatenau
Skarsen, Darcy - M. D. of Bonnyville

Guests

Penn, Maureen - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
McGrath, Kelly - I.T. Manager
Quail, Lois - Assistant Director

Hampson, Terri - Finance Officer
Nyssen, CJ - Public Services
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 10:06 a.m.
Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre

2. Introductions

3. Adoption of Agenda
Additions to agenda 5.4.4 – ALTA Rep.

APPENDIX I

2018/03/10-01 Motion to approve the amended agenda – Barbara Smith – carried

4. Minutes of December 9, 2017

APPENDIX II

2018/03/10-02 Motion to approve the minutes of December 9, 2017 – Lorna Storoschuk – carried

5. For information

1. Library Managers Council Report - Maureen Penn

APPENDIX III

- United Voice Working Group – will not go under an umbrella, but a consortium type model, to advocate at the national level
- Jasper Conference – libraries sign up, early bird almost over, shuttle busses from Jasper have been added; see website for off-site hotel costs
- Updates from LMC Feb. 28 meeting: Hoopla is now 2 check-outs per month. Feedback is that users are happy that the resource is still available. In-camera session: provided feedback on NLLS quality of service in each department. Full report available on website.

2018/03/10-03 Motion to accept the Library Managers Council Report as information – Ina Smith – carried

2. ALTA Report

APPENDIX IV

- no report
- new ALTA rep. is Jennifer Anheliger (Board Chair of Morinville)

2018/03/10-04 Motion to accept ALTA report as information – Craig Lukinuk – carried

3. Director's Report-Julie Walker

APPENDIX V

- Advocacy Course created with Northern Lakes College is up and running, and first 8 participants are presently completing it. After feedback is integrated from this trial run, the course will be available to the general public.
- New hires – CJ Nyssen has taken on reserve and settlement service, due to Tanya Fontaine's unexpected departure. Anna Scott joins NLLS in May and will be a Public Services Consultant with an emphasis on programming. Crystal Boorse is the new Shipping Coordinator in charge of handling ILL's.
- Hoopla – costs are out of control; digital resource funds need to be distributed across a wide variety of resources. LMC voted to limit Hoopla check-outs to 2 per month per library card holder.
- On March 28, PLSB and NLLS will be meeting with Town of Legal to present to join Northern Lights Library System.
- LMC – meeting was requested by Northern Lights to open up communication so that NLLS knows where it might be falling short. NLLS is looking at addressing Library Managers' concerns. Asked the library managers to assist on committees: Idea Hub (9 members) for programming and database selections; Conference Committee (5 members) invites feedback from library manager on what they want to see at the conference.

2018/03/10-05 Motion for Administration to bring a report to the Executive with respect to the issues brought by the LMC, and the Executive will report on progress made for the next Board meeting – Susan Evans – carried.

Should Indigenous representative be indigenous? Libraries and library Managers are the best ones to know their communities. Direction is to offer MOU's to nearby libraries to offer services to reserves and settlements. Individual libraries will endeavor to hire staff to represent local reserves and settlements. Northern Lights will step back as a point of service but will act as advisors.

2018/03/10-06 Motion to accept the Executive Director's report as information – Cyndy Heslin – carried

4. Chairman's Report – Vicky Lefebvre

APPENDIX VI

- reviewed vacant spaces on committees (Policy and Building)
- in need of someone with building knowledge to be on Building Committee

- Advocacy Course – 6 library managers and 1 board member have signed up. Once trial is over it will be available to NLLS system members
- reviewed Plan of Service
- worked on marketing and website
- budget – interim budget will be set in the fall; final budget will be in the new year (which is more responsive to libraries' cash flow)
- thanks to Maureen Penn for her work and experience as she is stepping down as Chair of LMC
- communication protocol will be drafted in policies
- thanks to Stephen Dafoe for his work as Board Chair

2018/03/10-07 Motion to accept Chairman's report as information – Les Dorosh - carried

1. Audit – Barb McCarthy
 - See attached

2018/03/10-08 Motion to accept the Audit Report as information – Larry Tiedemann – carried

2. Annual Reports (Edmonton Garrison, Myrnam, and NLLS)
 - See attached

2018/03/10-09 Motion to accept Edmonton Garrison's Annual Report – Jill McLuckie – carried

2018/03/10-10 Motion to accept Myrnam's Annual Report – Barbara Smith – carried

2018/03/10-11 Motion to accept NLLS's Annual Report – Cyndy Heslin – carried

3. Elections (Chair, Zone 2 & 4, member-at-large)
 - Chair nominations:
 - Laurent Amyotte nominated Vicky Lefebvre
 - Vicky accepted nomination
 - Phil Valleau nominated Larry Tiedemann
 - Larry accepted nomination
 - Cathy Brown nomination Cyndy Heslin
 - Cyndy accepted nomination

2018/03/10-12 Motion for nominations to cease – Darlene Beniuk – carried

New Board Chair – Larry Tiedemann

2018/03/10-13 Motion to destroy ballots – Jill McLuckie – carried

- Zone 2 – Executive – Elaine Sorochan
- Zone 4 – Executive – Jill McLuckie
- Member-at-large nominations:
 - Jill McLuckie nominated Justin Thompson
 - Barbara Smith nominated self

2018/03/10-14 Motion for nominations to cease – Phil Valleau – carried

Member-at-Large – Executive – Justin Thompson

4. Committee Members (Budget, Policy and Building)
 - Budget Committee – Cyndy Heslin
 - Policy Committee – Debra McQuinn, Warren Griffin, Craig Lukinuk, Vicky Lefebvre, Jill McLuckie
 - Building Committee – Laurent Amyotte, Craig Lukinuk, Richard Yaceyko (Vermilion alternate)

5. ALTA Representative

- currently not covered for expenses
- money to be put into budget, up to \$3,000 for expenses not covered (money is for smaller boards that cannot afford to go)
- ALTA reps. Have teleconference meetings monthly, several in-person strategy sessions near Red Deer
- ALTA rep. represents the Northern Lights area, not the System
- looking to create a job description, with monthly reports required

5. Adjournment

2018/03/10-15 Motion to adjourn – Phil Valteau – carried

Approved By: _____ **Date:** _____

**Northern Lights Library System
Board Meeting
May 5, 2018
Meeting Minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Berry, David - Town of Vegreville
Bruce, Barry - Beaver County
Comeau, Neal - Sturgeon County
Diduck, David - Lamont County
Foley, Bob - Town of Wainwright
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Murray, Clinton - County of Vermilion River
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Sorochan, Elaine - Town of Two Hills
Tiedemann, Larry - S.V. of Mewatha Beach

Beniuk, Darlene - Lac La Biche County
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Crawford, Patrick - Town of Bruderheim
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Harvey, Al - Town of Lamont
Krahulec, Julie - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Lupul, Sheila - Village of Andrew
May, Tanya - Town of Bon Accord
McMann, Debbie - Village of Innisfree
Millante, Jaycinth - Town of Gibbons
Noel, Norm - Town of St. Paul
Rudolf, Donna - Village of Myrnam
Smith, Barbara - Village of Boyle
Storoschuk, Lorna - Town of Bonnyville
Valleau, Phil - M.D. of Wainwright

Regrets

Arnold, Mary - Village of Paradise Valley
Dafoe, Stephen - Town of Morinville
Lawrence, Tara - Village of Marwayne
Romanko, Don - Village of Vilna
Smith, Ina - S.V. of Pelican Narrows

Cherniwchan, Tannia - Town of Athabasca
Gramlich, Val - Village of Chauvin
Lawson, Marjorie - Village of Irma
Skarsen, Darcy - M.D. of Bonnyville

Absent

Barr, Lori - S.V. Island Lake South
Filipchuk, Richard - Thorhild County
Irving, Dennis - Whispering Hills
O'Toole-Balaban, Debbie - Town of Viking
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Binder, Duncan - S.V. of Island Lake
Hursin, Amelia (Myn) - S.V. of West Baptiste
Morton, Melody - Town of Smoky Lake
Thompson, Justin - Town of Vermilion

Guests

Allan, Ken - PLSB
Dahlgren, Jodi - LMC

Anheliger, Jennifer - ALTA Rep.

Staff

Elliott, Heather - Marketing & Communications Mgr.
Paradis, Tracy - Administrative Assistant/Recording Secretary
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Quail, Lois - Assistant Director

1. Call to order – Meeting called to order at 10:07 a.m.
2. Introductions
3. Adoption of Agenda
Additions to Agenda 5.3 PLSB report

APPENDIX I

2018/05/05-01 Motion to approve the amended agenda – Warren Griffin – carried

4. Minutes of March 10, 2018

APPENDIX II

2018/05/05-02 Motion to approve the minutes of March 10, 2018 – Les Dorosh – carried

5. For information

1. Library Managers Council Report - Jodi Dahlgren

APPENDIX III

- next meeting is May 30, 2018
- ALC – there were several librarians and library board members that attended
- Town of Morinville received the U-Libraries Award and Minister’s Award

- Cold Lake, St. Paul and Mallaig Libraries were all finalists for the Minister's Award
- TRAC meeting will be held at the end of the month

2018/05/05-03 Motion to accept the Library Managers Council Report as information – Craig Lukinuk – carried

2. ALTA Report – Jennifer Anheliger

APPENDIX IV

- ALTA is to create a forum on the website for trustees to ask questions and give answers
- Board Trustees need to have their email addresses on file with ALTA otherwise they are unable to log on
- Devising a new Trustee Handbook
 - would like input from everyone
- if you have any questions about ALTA, please contact Jennifer Anheliger (Tracy has her contact information)

2018/05/05-04 Motion to accept the ALTA Report as information – Barbara Smith – carried

3. PLSB Report – Ken Allan

APPENDIX V

- PLSB is pleased to welcome back Katrina Peachey (formerly Borowski); she's in charge of the e-resources contracts
- Ken Feser has left PLSB to become chief Librarian at Medicine Hat Library; PLSB is looking for a replacement for Ken
- There's a temporary scale-back on the Board Basics Seminars, due to the temporary limited staffing
- There will only be 2 Board Basics this year June 2 is in Cochrane, AB and the other will be TBA in the Fall
- Board Orientation is still available, PLSB will come out and do a Board Orientation for new Board members
- May 28 & 29 – there is a resource sharing group
- Pronunciator has replaced Mango, and is now available for download
- Hoopla – PLSB has given all the systems and nodes a share of a one-time payment to assist with cost of Hoopla. NLLS' share is \$31,000.

2018/05/05-05 Motion to accept the PLSB Report as information – Cyndy Heslin – carried

4. Director's Report-Julie Walker

APPENDIX VI

- Innovative Interfaces
 - 4 Directors met with the CEO of Innovative in Calgary
 - there is a new Canadian representative – Regan Dewey
 - Innovative has created a plan for communications, quarterly updates; this way they can be held accountable
 - it was a very good meeting
- Legal
 - Larry and Julie, along with PLSB, went to do a presentation at Legal
 - they are still deciding the route they want to go: new building, renovations on existing building, or just join for services
- Hoopla
 - LMC has dropped the number of checkouts from 5 to 2 and is has made a difference in the cost
 - PLSB has given a one-time amount of extra funding to held with the costs of Hoopla
- LMC
 - all the issues have been addressed and will be presented to the LMC at their meeting on May 30

- VR machine is booked until summer 2019; the Executive approved the purchase of an additional VR machine at this morning's meeting
- New Staff
 - Anna Scott will be a Public Services Consultant (programming, makerspace, etc.), she starts June 11.
 - Alexis Bristow is coming back as one of our summer students
 - Margaret Young, who has been with us for 23 years, is retiring this summer; looking for someone to replace her
- TAL
 - the new CEO is Jim Jinevsky
- Advocacy Training (Cyndy Heslin) (see attached)
 - Cyndy Heslin volunteered to take the course
 - a joint effort between NLLS, Marigold Library System, Peace Library System and Northern Lights College are providing advocacy training for library trustees and library managers
 - this course benefits everyone
 - gives the knowledge to create a successful advocacy plan
 - this will be available to everyone
 - the cost of this program is \$350 per person
 - an on-line training program that can be done at your own pace

2018/05/05-06 Motion to accept the Executive Director's report as information – Debra McQuinn – carried

- Income Statements
- see attached

2018/05/05-07 Motion to accept Financial Statements as presented – Lorna Storoschuk – carried

5. Chairman's Report-Larry Tiedemann

APPENDIX VII

- see attached
- attended System Director's and Chair's meeting
- government is in the "red-zone"
- ALTA – their responsibility is for provincial advocacy only; any local issues are your local responsibility

2018/05/05-08 Motion to accept the Chair's Report as information – Bernie Marko – carried

6. Policies

APPENDIX VIII

Continuing Education and Professional Development

2018/05/05-09 Motion to approve Continuing Education and Professional Development Policy – Elaine Sorochnan – 1 opposed – carried

Employee Reduction and Termination

2018/05/05-10 Motion to approve Continuing Education and Professional Development Policy – Barbara Smith – 3 opposed – carried

Hours of Work

2018/05/05-11 Motion to approve Hours of Work Policy – Jill McLuckie – carried

Overtime

2018/05/05-12 Motion to approve Overtime Policy – Barbara Smith – carried

Vacation

2018/05/05-13 Motion to approve Vacation Policy – Jay Millante – carried

Leaves

2018/05/05-14 Motion to approve Leaves Policy – Cyndy Heslin – carried

NLLS Company Vehicles & Equipment

2018/05/05-15 Motion to approve NLLS Company Vehicles & Equipment Policy, with a direction to Policy Committee to investigate drivers who have no insurance history – Al Harvey – 1 opposed – carried

Cell Phone

2018/05/05-16 Motion to approve Cell Phone Policy – Jill McLuckie – 1 opposed – carried

Inclement Weather

2018/05/05-17 Motion to approve Inclement Weather Policy – Darryl Frank – carried

Policy Statements

2018/05/05-18 Motion to approve Policy Statement Policy – Debra McQuinn – carried

Governance Style of the Board

2018/05/05-19 Motion to approve Governance Style of the Board – Cyndy Heslin – carried

Election of Executive Committee

2018/05/05-20 Motion to refer to Policy Committee to establish guidelines on the election process and clarification of campaigning and soliciting – Al Harvey – carried

Committees of the Board

2018/05/05-21 Motion to approve Committees of the Board Policy – Debra McQuinn – carried

Recognition–Board Chair

2018/05/05-22 Motion to approve Recognition–Board Chair Policy – Bernie Marko – carried

Finance Funds Account

2018/05/05-23 Motion to approve Finance Funds Account Policy – Cyndy Heslin – carried

Building Rental Policy

2018/05/05-24 Motion to approve Building Rental Policy – Cyndy Heslin – carried

7. Attendance

APPENDIX IX

- When Board Member misses 3 meetings in a row, as per the Libraries Act, letter will be sent to the Mayor and CAO of municipality requesting a new appointee

8. FOIP

APPENDIX X

- NLLS is arranging a FOIP session, if there is enough interest
- Julie will inform the Board of dates for the session

9. Committees

APPENDIX XI

- HR Committee
- Zone 3 rep. needed
- Sheila Lupul, Village of Andrew

10. Website – Heather

APPENDIX XII

- Heather did a presentation on how to access Board information on our new website

11. Adjournment – 1:24 p.m.

Approved By: _____

Date: _____

**Northern Lights Library System
Board Meeting
September 8, 2018
Meeting Minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene & Borgun, Colette - Lac La Biche County
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Hryciuk, Stacey - County of Vermilion River
Lawrence, Tara - Village of Marwayne
Lefebvre, Vicky - City of Cold Lake
Lupul, Sheila - Village of Andrew
May, Tanya - Town of Bon Accord
McMann, Debbie - Village of Innisfree
Millante, Jaycynth - Town of Gibbons
Noel, Norm - Town of St. Paul
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Thompson, Justin - Town of Vermilion

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Bruce, Barry - Beaver County
Clarke, Donna - Town of Mundare
Diduck, David - Lamont County
Evans, Susan - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kuzio, Tara - County of Minburn
Lawson, Marjorie - Village of Irma
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Morton, Melody & Kaban, Melody - Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Rudolf, Donna - Village of Myrnam
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Tiedemann, Larry - S.V. of Mewatha Beach
Valleau, Phil - M.D. of Wainwright

Regrets

Barr, Lori - S.V. Island Lake South

Filipchuk, Richard - Thorhild County

Absent

Binder, Duncan - S.V. of Island Lake
Irving, Dennis - Whispering Hills
O'Toole-Balaban, Debbie - Town of Viking
Skarsen, Darcy - M.D. of Bonnyville

Hursin, Amelia (Myn) - S.V. of West Baptiste
Krahulec, Julie - Village of Waskatenau
Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
Paradis, Tracy - Administrative Assistant/Recording Secretary
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Quail, Lois - Assistant Director

1. Call to order – Meeting called to order at 10:20 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
- not acknowledged
4. Adoption of Agenda

APPENDIX I

2018/09/08-01 Motion to approve the amended agenda – Bernie Marko – carried

5. Minutes of May 5, 2018

APPENDIX II

2018/09/08-02 Motion to approve the minutes of May 5, 2018 – Warren Griffin – carried

6. For information

1. Lac La Biche Library Board Letter – Loraine Anderton

APPENDIX III

Loraine Anderton (Board Chair from Lac La Biche County Libraries) presented a letter, which was sent to the NLLS Chair (Larry Tiedemann) dated June 14, 2018. On June 22, Larry asked Vicky

Lefebvre (Vice-Chair) and Julie Walker (Executive Director) to send their responses to the letter to him for review. Julie forwarded her response to Larry on June 22nd and Vicky sent her response to Larry on June 24th. Loraine Anderton stated she didn't receive these responses. Due to lack of response, Lac La Biche County Board Member, Darlene Beniuk, stated she spoke with her Mayor and council, and they agreed to send the second letter dated August 23, 2018 to the Mayors of the Municipalities; stating concerns of service and communication with NLLS. This topic was discussed at length, with the overall view that this letter left NLLS Board Members blind-sided, as they were unaware of what the letter contained. A few of the Board Members felt that this letter was over-stepping, and that it is the responsibility of the NLLS Board to deal with such concerns. As well, the Board felt that they should have had the chance to review and respond to the letter prior to it being sent to the Mayors.

There was a suggestion, that the Mayor of Lac La Biche County should send a letter of apology to the NLLS Board for the way this issue was handled.

2018/09/08-03 Motion that the Board accept the letter of June 14, 2018 as information; further that the Executive be directed to follow-up on the issues raised and direction outlined; further that a letter be provided from the NLLS Board Chair to Lac La Biche County and all municipalities and Library Boards outlining directions taken from the letter and outlining concerns with protocol. – Al Harvey – carried

2. PLSB Report – emailed report

2018/09/08-04 Motion to accept report as information – Cyndy Heslin – carried.

3. Library Managers Council Report – Jodi Dahlgren

- Last LMC meeting was May 30th, 34 library managers and 5 NLLS staff attended
- Discussions included service, government courier
- Wireless service in libraries – right now patrons have to login with their barcode. Would like to change that to an open system, NLLS will do a trial.
- Next LMC is September 20th.

2018/09/08-05 Motion to accept the Library Managers Council Report as information – Stephen Dafeo – carried

4. ALTA Report – Jennifer Anheliger

APPENDIX IV

- ALTA wants to hear the challenges that Boards are having regarding funding (successes and challenges)
- if you have any questions or concerns about ALTA, please contact Jennifer Anheliger (Tracy has her contact information)

2018/09/08-06 Motion to accept the ALTA Report as information – David Berry – carried

5. Executive Director's Report – Julie Walker

APPENDIX V

- See attachments on Department Reports
- NLLS Conference is September 20 and 21, if you haven't registered please do so
- Jasper rooms are now available, please email Tracy with your room request tparadis@nlls.ab.ca
- Julie is attending AUMA as a Vendor with the 7 systems – prize is a donation to the library of choice

2018/09/08-07 Motion to accept the Executive Director's Report as information – Jill McLuckie – carried

6. Chairman's Report – Larry Tiedemann

APPENDIX VI

- See attached
- Send a letter to Lac La Biche County in response to their letter
- Vicky will attend the LMC in September
- Working on Statement of Services to present to Councils this fall and early spring with Julie

2018/09/08-08 Motion to accept the Chairman's report as information – Lorna Storoschuk – carried

7. Budget

APPENDIX VII

- See attached (Draft Budget)
- Suggested levy increase for 2019 – 1.5%

2018/09/08-09 Motion to accept the Draft Budget as information – Al Harvey – 1 opposed – carried

8. Policies

APPENDIX VIII

All yellow highlighted policies are a name or wording change only

2018/09/08-10 Motion to approve Policies (Staff Orientation, Staff Expenses & Reimbursement, Staff Reduction & Termination, Overtime, Statutory & General Holidays, Benefits, Leaves, Sick Days & Short-Term Disability, Staff Long Service, Performance Management, Inclement Weather, Workplace Impairment, Gym Usage, Library Property, Political Activity, Internet & Computer Usage, Spyware & Spam Control, Social Media, Email Usage, Outside Computers, Contractors & Technicians, Privacy Issues, Policy Statements, Governance Style of the Board, Loan of Resources, Confidentiality of User Records) – Debra McQuinn – carried

NLLS Cell Phone

2018/09/08-11 Motion to approve NLLS Cell Phone Policy – Cyndy Heslin – 1 opposed – carried

Employee Conduct & Disciplinary Action

2018/09/08-12 Motion to approve Employee Conduct & Disciplinary Action Policy – Elaine Sorochan - carried

Workplace Violence & Harassment

2018/09/08-13 Motion to approve Workplace Violence & Harassment Policy – Les Dorosh – carried

NLLS Substance Abuse

2018/09/08-14 Motion to approve NLLS Substance Abuse Policy – Barbara Smith – carried

Governance

2018/09/08-15 Motion to approve, with amendment Governance Policy – Bernie Marko – 1 opposed – carried

Role of Board Chair

2018/09/08-16 Motion to approve Role of Board Chair Policy – Stephen Dafoe – carried

Annual Agenda

2018/09/08-17 Motion to approve Annual Agenda Policy – Lorna Storoschuk – 1 opposed – carried

Board Honoraria & Expenses

2018/09/08-18 Motion to approve Board Honoraria & Expenses Policy – Tara Kuzio – carried

Board Member Orientation PD

2018/09/08-19 Motion to approve Board Member Orientation PD Policy – Debbie McMann – carried

Signing Authority

2018/09/08-20 Motion to approve, with amendments, Signing Authority Policy – Elaine Sorochan – carried

Recognition of Board Chair

2018/09/08-21 Motion to delete Recognition of Board Chair Policy – Barbara Smith – carried

General Obligations

2018/09/08-22 Motion to delete General Obligation Policy – Craig Lukinuk – carried

Penalty for Non-Compliance

2018/09/08-23 Motion to delete Penalty for Non-Compliance Policy – Tanya May – carried

Compensation

2018/09/08-24 Motion to approve Compensation Policy – Justin Thompson – carried

Continuing Education

2018/09/08-25 Motion to approve Continuing Education Policy – Jill McLuckie – carried

Probationary Period

2018/09/08-26 Motion to approve Probationary Period Policy – Dianne Saskiw – carried

Hours of Work

2018/09/08-27 Motion to approve Hours of Work Policy – Barbara Smith – carried

Vacation

2018/09/08-28 Motion to approve Vacation Policy – Val Gramlich – carried

Pay Days

2018/09/08-29 Motion to approve Pay Days Policy – Tara Kuzio – 1 opposed – carried

Retirement

2018/09/08-30 Motion to approve Retirement Policy – Jay Millante – carried

NLLS Company Vehicles

2018/09/08-31 Motion to remove Section D – Phil Valteau – defeated

2018/09/08-32 Motion to approve NLLS Company Vehicles Policy – Melody Morton – 4 opposed – carried

Working Alone

2018/09/08-33 Motion to approve Working Alone Policy – Debra McQuinn – carried

Code of Ethics

2018/09/08-34 Motion to approve Code of Ethics Policy – Cyndy Heslin – carried

Whistleblower Policy

2018/09/08-35 Motion to approve Whistleblower Policy – Norm Noel – carried

Financial Matters

2018/09/08-36 Motion to approve Financial Matters Policy – Elaine Sorochan – carried

Conflict of Interest

2018/09/08-37 Motion to approve Conflict of Interest Policy – Val Gramlich – carried

Grievances

2018/09/08-38 Motion to approve Grievances Policy – Lorna Storoschuk – carried

Executive Director Grievance

2018/09/08-39 Motion to approve Executive Director Grievance Policy – Barbara Smith – carried

Role of Executive Committee

2018/09/08-40 Motion to approve Role of Executive Committee Policy – Debra McQuinn – carried

Board Code of Ethics

2018/09/08-41 Motion to approve Board Code of Ethics Policy – Craig Lukinuk – carried

Committees of the Board

2018/09/08-42 Motion to approve Committees of the Board Policy – Norm Noel – 1 opposed – carried

Policy Making

2018/09/08-43 Motion to approve Policy Making Policy – Justin Thompson – carried

Election

2018/09/08-44 Motion to approve Election Policy – Melody Morton – carried

Personal Cell Phone Policy

2018/09/08-45 Motion to approve Personal Cell Phone Policy – Cyndy Heslin – carried

Communication Protocol Staff

2018/09/08-46 Motion to send back to Policy Committee for further discussion – Bernie Marko – carried

Communication Protocol Library Managers

2018/09/08-47 Motion to amend Communication Protocol Library Managers Policy – Cyndy Heslin – carried

2018/09/08-48 Motion to approve, with amendment Communication Protocol Library Managers Policy – Craig Lukinuk – carried

Communication Protocol Board

2018/09/08-49 Motion to approve Communication Protocol Board Policy – Laurent Amyotte – carried

9. Adjournment – 2:25 p.m.

Approved By: _____

Date: _____

**Northern Lights Library System
Board Meeting
November 3, 2018
Meeting Minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul	Beniuk, Darlene - Lac La Biche County
Berry, David - Town of Vegreville	Binder, Duncan - S.V. of Island Lake
Brown, Cathy - Town of Tofield	Bruce, Barry - Beaver County
Comeau, Neal - Sturgeon County	Dafoe, Stephen - Town of Morinville
Diduck, David - Lamont County	Dorosh, Les & McRae, David - Town of Redwater
Frank, Daryl - Village of Kitscoty	Griffin, Warren - Athabasca County
Hryciuk, Stacey - County of Vermilion River	Jubenville, Marc - M.D. of Bonnyville
Krahulec, Julie - Village of Waskatenau	Kuzio, Tara - County of Minburn
Lawrence, Tara - Village of Marwayne	Lawson, Marjorie & Coubrough, Doug - Village of Irma
Lefebvre, Vicky - City of Cold Lake	Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden	McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point	Millante, Jaycynth - Town of Gibbons
Noel, Norm - Town of St. Paul	Olechow, Wayne - Town of Bruderheim
Oudshoorn, Will - Village of Innisfree	Reid, Tom - Village of Edgerton
Rudolf, Donna - Village of Myrnam	Saskiw, Dianne - County of Two Hills
Smith, Barbara - Village of Boyle	Smith, Ina - S.V. of Pelican Narrows
Sorochan, Elaine - Town of Two Hills	Storoschuk, Lorna - Town of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach	Thompson, Justin - Town of Vermilion
Valleau, Phil - M.D. of Wainwright	

Regrets

Arnold, Mary - Village of Paradise Valley	Cherniwchan, Tannia - Town of Athabasca
Clarke, Donna - Town of Mundare	DeSousa, Jordan - PLSB
Harvey, Al - Town of Lamont	Heslin, Cyndy - Village of Ryley

Absent

Barr, Lori - S.V. Island Lake South	Filipchuk, Richard - Thorhild County
Foley, Bob - Town of Wainwright	Gramlich, Val - Village of Chauvin
Hursin, Amelia (Myn) - S.V. of West Baptiste	Irving, Dennis - Whispering Hills
Lupul, Sheila - Village of Andrew	May, Tanya - Town of Bon Accord
Morton, Melody - Town of Smoky Lake	Nearing, Clint - Town of Viking
Romanko, Don - Village of Vilna	Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.	Dahlgren, Jodi - LMC
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Staff

Elliott, Heather - Marketing & Communications Mgr.	Hampson, Terri - Finance Officer
Paradis, Tracy - Administrative Assistant/Recording Secretary	Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 10:03 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
- not acknowledged
4. Adoption of Agenda

APPENDIX I

2018/11/03-01 Motion to approve the agenda – Bernie Marko – carried

5. Minutes of September 8, 2018

APPENDIX II

2018/11/03-02 Motion to approve the minutes of September 8, 2018 – David Barry – carried

6. For information
 1. PLSB Report – Jordan DeSousa
No report

APPENDIX III

2. Library Managers Council Report – Jodi Dahlgren
 - LMC was held the morning of the NLLS Conference on September 8, there were 37 attendees from the libraries.
 - 3 new library managers at St. Paul, Redwater, and Thorhild.
 - New van run proposed - librarians in favor with a couple of tweaks. November 1st was to be start date, but it's delayed to the New Year.
 - A new database has been approved Lynda.com
 - Open wireless recommended from libraries for public use.
 - It was decided no change to collection codes.
 - Rock's Backpages – 30-day trial for library managers.
 - Advocacy group for library managers.
 - Concerns of communication-letters from libraries not being addressed, timeliness of response.
 - Information from this board is not being conveyed to their library boards.
 - Larry Tiedemann, NLLS Board Chair, stated that all information received and sent from the Chair will be cc'd to all members of the Executive committee.

2018/11/03-03 Motion to accept the Library Managers Council report as information – Stephen Dafoe – carried.

3. ALTA Report – Jennifer Anheliger
 - Jennifer made a presentation on what is ALTA and what they do. (The presentation is on the NLLS website)

2018/11/03-04 Motion to accept the ALTA report as information – Debra McQuinn – carried

4. Executive Director's Report – Julie Walker **APPENDIX IV**
 - AUMA-NLLS is represented at these conferences; NLLS had the most amount of councillors visit our booth.
 - New databases – Talcore databases have been replaced with 2 new databases - Solaro is a study guide and exam prep for grades 3-12 and Consumer Reports is a comparison and review database for purchasing.
 - Staffing – 2 positions are being advertised for Digital Archivist (temp. position) and Assistant Director.
 - TRAC has a new Director – Karla Palichuk, starting in January 2019.
 - Indigenous – 2 MOU's have been signed - Two Hills and Vilna.
 - Frog Lake is interested in a pop-up library, we will meet with them next week.
 - At the Executive meeting the committee decided to give the libraries their funding money this Monday from the NLLS account. Due to PLSB funding taking another 4-6 weeks.

2018/11/03-05 Motion to accept the Executive Director's report as information – Will Oudshoorn – carried

5. Board Members 9 years on Board **APPENDIX V**
 - Donna Clarke from Town of Mundare and Mary Arnold from Village of Paradise Valley

2018/11/03-06 Motion to send a letter to the 2 municipalities to ask them to make a special resolution to appoint their members due to them being on the board for more than 9 years, as per Library Regulations & Act – Stephen Dafoe – carried

6. Chairman's Report – Larry Tiedemann **APPENDIX VI**
 - See attached

2018/11/03-07 Motion to accept the Chairman's report as information – Phil Valleau – carried

7. Building Committee – Laurent Amyotte

APPENDIX VII

- Please see attached
- Met with Jen-Col, did a walk through, decided there’s a lot of space to work with.
- Will meet again at the end of November to sign contracts and select a design team and then proceed to apply for funding from the government.

2018/11/03-08 Motion to accept the Building Committee report as information – Justin Thompson – carried

8. Budget

APPENDIX VIII

- TRAC increase up \$5,000 due to U.S. exchange rate

2018/11/03-09 Motion to accept budget – David Diduck – carried

Balance Sheet – see attached

2018/11/03-10 Motion for Policy Committee to develop a policy for the Board of Record (Rural Services Grant) between Counties and M.D.’s without library boards and NLLS regarding the funding and disbursements of such – Craig Lukinuk - carried

2018/11/03-11 Motion to release Board of Record funds (Rural Services Grant) from the operating account next week according to the 2016 population as required by PLSB. Disbursements to be made dated November 5, 2018. Moving forward funds will be disbursed to libraries no later than August 31 of each year – Craig Lukinuk - carried

9. Policies

2018/11/03-12 Motion to approve Accounting and Audit Policy – Bernie Marko – carried

2018/11/03-13 Motion to approve Budget Policy – David Berry – carried

2018/11/03-14 Motion to approve Grant Application Policy – Barbara Smith – carried

2018/11/03-15 Motion to approve Investments Policy – Jill McLuckie – carried

2018/11/03-16 Motion to approve Facility Use Rental – Debra McQuinn – carried

2018/11/03-17 Motion to send back to Policy committee, the Service Points-Purpose and Goals Policy, to change wording – Barbara Smith – carried (with 5 opposed)

10. Adjournment 12:02 p.m.

Next regular Board Meeting will be held Saturday, March 2, 2019

Approved By: _____

Date: _____