

**Northern Lights Library System
Board Meeting
March 2, 2019
Meeting Minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene - Lac La Biche County
Buckle, Bob - City of Cold Lake
Dafoe, Stephen - Town of Morinville
Filipchuk, Richard - Thorhild County
Frank, Daryl - Village of Kitscoty
Harvey, Al - Town of Lamont
Kaban, Melody (alt.) - Town of Smoky Lake
Lawrence, Tara - Village of Marwayne
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill - Village of Mannville
Millante, Jaycynth - Town of Gibbons
Nearing, Clint - Town of Viking
Oudshoorn, Will - Village of Innisfree
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
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Dorosh, Les & McRae, David - Town of Redwater
Foley, Bob - Town of Wainwright
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kuzio, Tara - County of Minburn
Lawson, Marjorie - Village of Irma
Marusiak, Steven - Village of Holden
McQuinn, Debra - Town of Elk Point
Murray, Clinton - County of Vermilion River
Olechow, Wayne - Town of Bruderheim
Rudolf, Donna - Village of Myrnam
Shaw, Karen - Sturgeon County
Sorochan, Elaine - Town of Two Hills
Swigart, Dana - M.D. of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Regrets

Berry, David - Town of Vegreville
Clarke, Donna - Town of Mundare
May, Tanya - Town of Bon Accord
Smith, Barbara - Village of Boyle

Binder, Duncan - S.V. of Island Lake
Lupul, Sheila - Village of Andrew
Noel, Norm - Town of St. Paul

Absent

Barr, Lori - S.V. Island Lake South
Diduck, David - Lamont County
Hursin, Amelia (Myn) - S.V. of West Baptiste
Krahulec, Julie - Village of Waskatenau
Romanko, Don - Village of Vilna
Valleau, Phil - M.D. of Wainwright

Bruce, Barry - Beaver County
Gramlich, Val - Village of Chauvin
Irving, Dennis – S.V. of Whispering Hills
Reid, Tom - Village of Edgerton
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anderson, Kerry & Poitras, Colette – PLSB
Dahlgren, Jodi – LMC

Anheliger, Jennifer - ALTA Rep.

Staff

Elliott, Heather - Marketing & Communications Mgr.
McGrath, Kelly – I.T. Manager
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Paradis, Tracy - Administrative Assistant/Recording Secretary

1. Call to order – Meeting called to order at 10:05 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
Larry Tiedemann
4. Adoption of Agenda

APPENDIX I

2019/03/02-01 Motion to accept the amended agenda – Karen Shaw – carried

5. Minutes of November 3, 2018

APPENDIX II

2019/03/02-02 Motion to approve the minutes of November 3, 2018 – Les Dorosh – carried

6. For information

1. Auditor's Report – Jeff Alliston

APPENDIX III

- see attached
- Revenue \$3,340,717
- Expenses \$3,199, 138
- Annual Surplus \$140,319 (2017 - \$138,853)
- Note: to find out the credit card amount that had no documentation

2019/03/02-03 Motion to send to Executive Committee for development of unrestricted and restricted fund policy – Karen Shaw – carried

2019/03/02-04 Motion to accept Auditor's Report – Cyndy Heslin – carried

2. PLSB Report – Colette Poitras & Kerry Anderson

- Rolling out story telling project
- Updating the cataloguing
- Have been to Fishing Lake and Saddle Lake; nice to see the support they are receiving
- Inclusivity Symposium held last week (150 attendees)
- E-content – license for Press Reader (2020), Zinio and Pronunciator
- Looking for a new audio book resource
- ILL – pay for delivery and provide funding for software to get items from out-of-province
- Prairie Indigenous Collection
- Annual Reports are due (Feb. 28); Financials are due in June
- Grant applications – for eft, re-submit direct deposit forms in the name of your legal Library Name
- Print-disabled – starting a pilot project with digital and hard copy in braille, Kim Johnson is the lead
- NNELS – has 10 audio book recording kits
- Board Basics – usually on a Saturday, full day; next scheduled session is in Viking on June 8
- When the writ drops for the election, communication will be restrained pertaining contact with PLSB
- Jordan DeSousa is our PLSB contact

2019/03/02-05 Motion to accept the PLSB report as information – Justin Thompson – carried

3. LMC – Jodi Dahlgren

- LMC had a meeting this past Wednesday
- The Board Chair attended the meeting
- New First Vice-Chair is Tracy Woloshyniuk from Newbrook Library
- Lynda.com – there is no launch date yet
- Rock of Ages database was voted against obtaining
- One staff member will go to different areas and do training with librarians in that area
- Libraries want open-system log-in for the public computers; will do a trial with the larger libraries
- Would like delay of notifications from Polaris as they are going out in the middle of night and very early morning
- Library Boards are very interested in the Presentation of Services to councils, would like to be notified when their councils are scheduled so they may attend

2019/03/02-06 Motion to accept the LMC report as information – Jill McLuckie – carried

4. ALTA Report – Jennifer Anheliger

APPENDIX IV

- Every 3 months ALTA Reps. get together for face-to-face meeting
- Jennifer has contacted all Board members on the NLLS board

- New trustee handbook – should be out hopefully the end of summer
- ALTA will be at ALC in Jasper and are presenting 6 sessions
- Uploaded a political tool kit (tools & tips for advocating)
- There was a question as to what ALTA is – Alberta Library Trustees Association is an organization that provides support to trustees on library boards, they provide information on running Board meetings, building relationships with municipalities and collaborate with other trustees

2019/03/02-07 Motion to accept the ALTA report as information – Debra McQuinn – carried

5. Executive Director

APPENDIX V

- Have signed 3 MOU's: Fishing Lake, Whitefish/Goodfish Lake and Saddle Lake; there is one more coming from Frog Lake
- We offer a free Advocacy Course through Northern Lakes College in conjunction with Peace Library System and Marigold Library System (2 courses per year); 8 are signed up now and we will accept another 8 in the fall
- Lynda.com – TAL wanted to see if they could get better pricing on subscriptions but that fell through; therefore, NLLS is looking at doing it on our own
- TRAC is looking at a new mobile APP called Solus
- NLLS and Xerox are working in partnership to get good pricing on machines and equipment for our libraries and municipalities if they are interested
- We have done 9 council presentations so far, and 9 more are scheduled till the end of April
- We will be sponsoring Jodi, the LMC Chair to attend ALC and IUG
- We have purchased a ventilation machine for smudging in the libraries
- Van run has changed: 5 days a week (1 van delivery on Mondays and Fridays; 2 van deliveries on Tuesday & Wednesday; 3 van deliveries on Thursday)
- Yellowhead has altered the way they ship books to systems, they've eliminated the blue bags and just send the individual books loose in the tubs; this will be discussed further at the next TRAC meeting
- 22 libraries have spent all their book allotment money in 2018
- The NAO Robot has arrived, we are getting ready to start programming it and then we will send it out to libraries
- We have placed advertisements for Bibliographic Services Manager and Public Services Manager
- NLLS needs to have a professional (MLIS) for every 25,000 people (population), therefore we need 6 MLIS on staff

2019/03/02-08 Motion that the Board directs the Executive Director to examine creative opportunities within the system to fulfill our MLIS requirements and report the findings back to the Board at our May meeting – Stephen Dafoe – carried

2019/03/02-09 Motion to accept the Executive Director's report as information – Cyndy Heslin – carried

6. Chairman's Report – Larry Tiedemann

APPENDIX VI

- See attached
- The Chair attended Librarian Manager's Council meeting on Wednesday
- Athabasca County has many concerns regarding PLSB's MLIS requirements as well as possible review of the Library Regulations and Library Act

2019/03/02-10 Motion for NLLS to take concerns to PLSB regarding MLIS requirements, as well as a review of the Library Regulations and Library Act – Warren Griffin – carried

2019/03/02-11 Motion to accept the Chairman's report as information – Lorna Storoschuk – carried

7. Building Committee – Laurent Amyotte

APPENDIX VII

- Please see attached
- There were problems that arose which caused the Building Committee to be formed; flooding in Bib. Services area, access for van runs (3 van runs due to increased workload), and to look at the windows
- We hired a construction management company to look at what needed to be done
- Looking at the interior of the building it was determined that there is lot of un-utilized space and the suggestion was to renovate internally and make a more streamlined workflow for the departments in the building
- We have a grant writer from Smoky Lake County to apply for grants
- The one large grant cannot be applied for until October 2019
- The Executive Committee recommended doing the repairs that are absolutely required; looking at about \$150,00 for these repairs
- It was noted that this amount does not include approx. \$167,000 due to the architecture firm for their drawings
- The must do's: fix windows, fix the drainage problems around the building, and add access to front garage and have ILL vans loading in the front

2019/03/02-12 Motion to spend up to \$150,000 on repairs – Larry Tiedemann – carried

2019/03/02-13 Motion to accept the Building Committee's report as information – Craig Lukinuk - carried

Recess at 1:20 pm to review Annual Reports – Larry Tiedemann

Re-convene at 1:36 pm

Annual Reports – Edmonton Garrison, Myrnam and NLLS

2019/03/02-14 Motion to accept Edmonton Garrison's Annual Report – Warren Griffin – carried

2019/03/02-15 Motion to accept Myrnam's Annual Report – Stephen Dafoe – carried

2019/03/02-16 Motion to accept NLLS's Annual Report – Justin Thompson - carried

8. Jasper

APPENDIX VIII

- It was discussed if there were available funds to send our ALTA Rep. to ALC in Jasper this year. It was noted that we haven't paid for our ALTA Rep in the past.
- The Chair then announced that NLLS will be paying for 3 Board members, sitting around the table today, to attend ALC in Jasper. Those members, who do not receive any monetary assistance from other sources, were invited to put their name in the draw which includes ALC conference fees and hotel accommodations. There were 4 (four) members: Jill McLuckie, Village of Mannville; Justin Thompson, Town of Vermilion; Melody Kaban (alt.), Town of Smoky Lake; and Jennifer Anheliger, ALTA Rep.
- There was much discussion as to who should be eligible for the draw. It was pointed out that this type of conference was designed especially for Library Managers and they should be the ones to go.

2019/03/02-17 Motion for the ALTA Rep and Town of Smoky Lake (alternate) to be eligible for the ALC conference draw – Stephen Dafoe – carried

2019/03/02-18 Motion to send all 4 (four) members to ALC in Jasper – Bob Buckle – carried

9. Policies

2019/03/02-19 Motion to approve "NLLS Company Vehicles & Equipment" Policy – Stephen Dafoe – carried

2019/03/02-20 Motion to approve "Working Alone" Policy – Al Harvey – carried

2019/03/02-21 Motion to approve "Personal Cell Phone" Policy – Justin Thompson – carried

2019/03/02-22 Motion to approve "Communication Protocol-Staff" Policy – Cyndy Heslin – carried

2019/03/02-23 Motion to approve “Communication Protocol-Library Managers” Policy – Debra McQuinn – carried

2019/03/02-24 Motion to approve “Role of the Executive Committee” Policy – Les Dorosh – carried

2019/03/02-25 Motion to approve “Committees of the Board” Policy – Steven Marusiak – carried

2019/03/02-26 Motion to approve “Borrowing Bylaw” Policy – Will Oudshoorn – carried

2019/03/02-27 Motion to approve “Finance Fund Account” Policy – Steven Marusiak – carried

2019/03/02-28 Motion to approve “PLSB Grant Money” Policy – Stephen Dafoe – carried

2019/03/02-29 Motion to refer back to Policy Committee “NLLS Funding” Policy – Karen Shaw – carried

2019/03/02-30 Motion to approve “Purpose and Goals” (changed to Collection Development) Policy – Cyndy Heslin – carried

10. Declarations (the following individuals can campaign for the upcoming May election; members are also allowed to campaign on behalf of a candidate who has declared)

Chair

- First call for declarations

Vicky Lefebvre (Cyndy Heslin read Vicky’s declaration)

Larry Tiedemann

- Second call for declarations
- Third call for declarations
- Cease declarations

Zone 1

- First call for declarations
- Second call for declarations
- Third call for declarations
- Cease declarations

Zone 3

- First call for declarations
- Cyndy Heslin
- Second call for declarations
 - Third call for declarations
 - Cease declarations

Member-At-Large

- First call for declarations
- Second call for declarations
- Third call for declarations
- Cease declarations

11. Adjournment at 2:26 p.m.

Next regular Board Meeting will be held Saturday, May 25, 2019 at 10:00 a.m.

Approved By: _____ **Date:** _____

**Northern Lights Library System
Board Meeting
May 25, 2019
Meeting Minutes**

Present

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Fodness, Maxine (alt.) - County of St. Paul
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Lukinuk, Craig - Smoky Lake County
May, Tanya - Town of Bon Accord
McLuckie, Jill - Village of Mannville
Morton, Melody - Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Reid, Tom - Village of Edgerton
Sabo, Lillian - Town of Mundare
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Swigart, Dana - M.D. of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Beniuk, Darlene - Lac La Biche County
Berry, Loraine (alt.) - Town of Gibbons
Bruce, Barry - Beaver County
Diduck, David - Lamont County
Filipchuk, Richard - Thorhild County
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
Miller, Maureen (alt.) - Town of St. Paul
McQuinn, Debra - Town of Elk Point
Murray, Clinton - County of Vermilion River
Oudshoorn, Will - Village of Innisfree
Rudolf, Donna - Village of Myrnam
Saskiw, Dianne - County of Two Hills
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Thompson, Justin - Town of Vermilion
Valleau, Phil - M.D. of Wainwright

Regrets

Binder, Duncan - S.V. of Island Lake
Kuzio, Tara - County of Minburn
Lupul, Sheila - Village of Andrew

Krahulec, Julie - Village of Waskatenau
Lawrence, Tara - Village of Marwayne
Shaw, Karen - Sturgeon County

Absent

Barr, Lori - S.V. Island Lake South
Hursin, Amelia (Myn) - S.V. of West Baptiste
Lawson, Marjorie - Village of Irma
Romanko, Don - Village of Vilna

Cherniwchan, Tannia - Town of Athabasca
Irving, Dennis - S.V. of Whispering Hills
Nearing, Clint - Town of Viking
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.
DeSousa, Jordan & Anderson, Kerry - PLSB

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
McGrath, Kelly – I.T. Manager
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Paradis, Tracy - Administrative Assistant/Recording Secretary

1. Call to order – Meeting called to order at 10:01 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis

4. Adoption of Agenda

APPENDIX I

2019/05/25-01 Motion to accept the agenda – Lorna Storoschuk – carried

5. Minutes of March 2, 2019

APPENDIX II

2019/05/25-02 Motion to approve the minutes of March 2, 2019 – Dana Swigart – carried

6. For information

1. PLSB Report – Jordan DeSousa & Kerry Anderson

APPENDIX III

- starting Board Basics workshops for Summer & Fall; the next one in our area is in Viking on June 8, 2019 registration is open
- PLSB offers Board orientation for single boards or Municipal board and System boards
- creating training by webinar (pilot project); webinars on specific topics
- all documents are accessible on the PLSB website
- albertalibraries.ca
- in the process of transitioning ILL service – new software and workflows
- seeking permission from the new government to payout grants (possible installments)

2019/05/25-03 Motion to accept PLSB report as information – Bernie Marko – carried

2. LMC – Jodi Dahlgren

APPENDIX IV

- attended IUG with Julie and Kelly
- Innovative Interfaces has a new CEO and they are developing a new ILS system
- attended ALC in Jasper
- Smoky Lake is celebrating their 75th Anniversary in June
- LMC had a meeting this past Wednesday
 - asked Administration to have a professional development tab for sessions and conferences attended by staff that may be useful to librarians
 - discussed help desk ticket response times
- next LMC meeting is in October

2019/05/25-04 Motion to accept the LMC report as information – Phil Valleau – carried

3. ALTA Report – Jennifer Anheliger

APPENDIX V

- attended ALC in Jasper
- very much appreciated being able to attend
- ALTA presents awards to libraries for the outstanding things they do, so please nominate your library if they do something special
- ALTA AGM
 - demonstration of trustee link
 - access to information – Trustee handbook
- making sure that library goals are in line with government goals
- next ALTA board meeting is June 15
 - proceeding with Advocacy to the new government

2019/05/25-05 Motion to accept the ALTA report as information – Barbara Smith – carried

4. Financial Report

- see attached
- please fill out eft forms for faster payment

2019/05/25-06 Motion to accept the Financial Report as information – Al Harvey – carried

5. Executive Director – Julie Walker

APPENDIX VI

- headquarters has 4 summer students: 1 for Public Services, 1 for I.T. Services, and 2 for Bib/Admin
- Heather has received her MLIS
- Kayla has resigned from Public Services
- in need of 2 consultants, Bib. Services Manager and Public Services Manager
- attended ALC
- RBDigital (magazines) combining with TRAC, there will be access to over 200 magazines instead of 50
- met with Whitehots for Indigenous programming – creating hotspots for on reserve
- attended IUG
 - signed contract with Solus (replaces Boopsie)
- have completed 20 Council presentations and 1 Library Board presentation
- see attached for Creative Ways to Procure MLIS Candidates

2019/05/25-07 Motion to accept the Executive Director’s report as information – Les Dorosh – carried

6. Chairman’s Report – Larry Tiedemann

APPENDIX VII

- see attached
- attended ALC
 - discussions about advocacy
 - created a letter from all System Chairs to Minister about library necessity, the small communities committee is forwarding letter to AUMA and RMA
 - collect stories from patrons and libraries as to why libraries are important
 - council presentations are going very well
 - please request if your municipality would like a Statement of Services presentation from the Chair and Executive Director
 - it was suggested that NLLS reach out the municipalities in this regard
 - boards are invited to attend the council presentation

2019/05/25-08 Motion to accept the Chairman’s report as information – Tom Reid – carried

7. Building Committee – Craig Lukinuk

APPENDIX VIII

- pre-design and pre-construction fees need to be paid
- we are waiting for grant approval for the renovations, cannot apply until October
- the idea was to complete the conceptual drawings, for the upcoming renovations in the future with grant funding
- pre-construction fees to Jen-Col in the amount of \$45,000 and pre-design fees to Kennedy Architecture in the amount of \$167,000

2019/05/25-09 Motion to pay outstanding bills to Jen-Col for \$45,000 and to Kennedy Architecture for \$167,000 – Craig Lukinuk – carried

8. Parliamentarian

APPENDIX IX

- getting quotes from other consulting firms to do a workshop on parliamentary services for our Board
- there are no specifics in place in our by-laws on how to conduct a meeting

2019/05/25-10 Motion that the Board postpone decision on a workshop on parliamentary procedure to the next regular meeting, allowing Administration to gather further data – Stephen Dafoe – carried

9. Elections

Board Chair

- First call for nominations of Board Chair
Phil Valleau nominates Larry Tiedemann – Larry accepts
Stephen Dafoe nominates Vicky Lefebvre – Vicky accepts
- Second call for nominations
- Third call for nominations

2019/05/25-11 Motion to cease nominations – Lorna Storoschuk – carried

Vicky Lefebvre declared as Board Chair

Executive Committee – Zone 1 Representative

- First call for nominations of Zone 1 Rep.
Barbara Smith nominates Craig Lukinuk – Craig accepts
Larry Tiedemann nominates himself
Melody Morton nominates Warren Griffin – Warren accepts
- Second call for nominations
- Third call for nominations

2019/05/25-12 Motion to cease nominations – Dave Berry– carried

Craig Lukinuk declared as Zone 1 representative

Executive Committee – Zone 3 Representative

- First call for nominations of Zone 3 Rep.
Stephen Dafoe nominates Cyndy Heslin – Cyndy accepts
Barry Bruce nominates Bernie Marko – Bernie declines
- Second call for nominations
- Third call for nominations

2019/05/25-13 Motion to cease nominations – Bob Foley – carried

Cyndy Heslin declared as Zone 3 Representative

Executive Committee – Member-At-Large

- First call for nominations of Member-At-Large
Barbara Smith nominates Warren Griffin – Warren accepts
Phil Valleau nominates Larry Tiedemann – Larry accepts
- Second call for nominations
- Third call for nominations

2019/05/25-14 Motion to cease nominations – Dianne Saskiw – carried

Tied vote – name pull
Larry Tiedemann declared as Member-At-Large

Executive Committee – Member-At-Large

- First call for nominations of Member-At-Large
Stephen Dafoe nominates Warren Griffin – Warren accepts
- Second call for nominations
- Third call for nominations

2019/05/25-15 Motion to cease nominations – Bernie Marko – carried

Warren Griffin declared as Member-At-Large

Budget Committee

- First call for nominations of General member
Maxine Fodness nominates Laurent Amyotte – Laurent accepts
- Second call for nominations
- Third call for nominations

2019/05/25-16 Motion to cease nominations – Debra McQuinn – carried

Laurent Amyotte declared as General member

1. Larry Tiedemann – Zone 1
2. Lorna Storoschuk – Zone 2
3. Al Harvey – Zone 3
4. Justin Thompson – Zone 4
5. Laurent Amyotte – General

Policy Committee

- First call for nominations for General member
Craig Lukinuk nominates – Warren Griffin – Warren accepts
David Berry nominates Bernie Marko – Bernie accepts
Darlene Beniuk nominates Elaine SoroChan – Elaine accepts
- Second call for nominations
- Third call for nominations

2019/05/25-17 Motion to cease nominations – Larry Tiedemann – carried

Warren Griffin declared as General member

1. Barbara Smith – Zone 1
2. Debra McQuinn – Zone 2
3. Karen Shaw – Zone 3
4. Will Oudshoorn – Zone 4
5. Warren Griffin – General

Advocacy Committee

- First call for nominations for General member
Lorna Storoschuk nominates Dianne Saskiw – Dianne accepts
- Second call for nominations
- Third call for nominations

2019/05/25-18 Motion to cease nominations – Bernie Marko – carried

Dianne Saskiw declared as General member

1. Larry Tiedemann – Zone 1
2. Elaine SoroChan – Zone 2
3. Cyndy Heslin – Zone 3
4. Justin Thompson – Zone 4
5. Dianne Saskiw - General

Grievance Committee

1. Barbara Smith; alternate Melody Morton – Zone 1
2. Darlene Beniuk; alternate Lorna Storoschuk – Zone 2
3. Stephen Dafoe; alternate Bernie Marko – Zone 3
4. Mary Arnold; alternate Daryl Frank – Zone 4

Building Committee

- First call for nominations for General member
Justin Thompson nominates Dave Berry – Dave accepts
- Second call for nominations
- Third call for nominations

2019/05/25-19 Motion to cease nominations – Les Dorosh – carried

Dave Berry declared as General member

1. Craig Lukinuk – Zone 1
2. Laurent Amyotte – Zone 2
3. Karen Shaw – Zone 3
4. Jill McLuckie – Zone 4
5. Dave Berry – General

10. Adjournment at 12:36 p.m.

Next regular Board Meeting

Approved By: _____

Date: _____

**Northern Lights Library System
Board Meeting
September 21, 2019
Meeting Minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene - Lac La Biche County
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Dafoe, Stephen - Town of Morinville
Filipchuk, Richard - Thorhild County
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Jubenville, Marc (alt.) - M.D. of Bonnyville
Kuzio, Tara - County of Minburn
Lefebvre, Vicky - City of Cold Lake
Lupul, Sheila - Village of Andrew
May, Tanya - Town of Bon Accord
McRae, David (alt.) - Town of Redwater
Murray, Clinton - County of Vermilion River
Oudshoorn, Will - Village of Innisfree
Saskiw, Dianne - County of Two Hills
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Thompson, Justin - Town of Vermilion

Arnold, Mary - Village of Paradise Valley
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Bruce, Barry - Beaver County
Comeau, Neal (alt.) - Sturgeon County
Diduck, David - Lamont County
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Lawrence, Tara - Village of Marwayne
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McQuinn, Debra - Town of Elk Point
Millante, Jaycinth - Town of Gibbons
Noel, Norm - Town of St. Paul
Rudolf, Donna - Village of Myrnam
Schueler, Judy (alt.) - Town of Bruderheim
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Valleau, Phil - M.D. of Wainwright

Regrets

Frank, Daryl - Village of Kitscoty
Romanko, Don - Village of Vilna

McLuckie, Jill - Village of Mannville
Sabo, Lillian - Town of Mundare

Absent

- Town of Viking
Binder, Duncan - S.V. of Island Lake
Hursin, Amelia (Myn) - S.V. of West Baptiste
Krahulec, Julie - Village of Waskatenau
Reid, Tom - Village of Edgerton
Tiedemann, Larry - S.V. of Mewatha Beach

Barr, Lori - S.V. Island Lake South
DeSousa, Jordan - PLSB
Irving, Dennis - S.V. of Whispering Hills
Lawson, Marjorie - Village of Irma

Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
McGrath, Kelly – I.T. Manager
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Paradis, Tracy - Administrative Assistant/Recording Secretary

1. Call to order – Meeting called to order at 10:14 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
- Vicky Lefebvre

4. Adoption of Agenda

APPENDIX I

2019/09/21-01 Motion to accept the agenda – Bernie Marko – carried

5. Minutes of May 25, 2019

APPENDIX II

2019/09/21-02 Motion to approve the minutes of May 25, 2019 – Cyndy Heslin – carried

6. For information

1. PLSB Report
 - no report

APPENDIX III

2. LMC Report – Jodi Dahlgren

APPENDIX IV

- see attached
- next LMC meeting is October 2
- PLSB session – Red Tape Reduction – being hosted at Wainwright Library on October 7 at 12:30 p.m.

2019/09/21-03 Motion to accept the LMC report as information – Debra McQuinn – carried

3. ALTA Report – Jennifer Anheliger

APPENDIX V

- see attached
- had the website redone; September 3 launch
- easier to navigate
- www.librarytrustees.ab.ca
- Trustee forum – November launch
- TAL creating a briefing book

2019/09/21-04 Motion to accept the ALTA report as information – Lorna Storoschuk – carried

4. Financial Report

- have received 50% Indigenous grant, 50% Operating grant, 50% Board of Record
- 13 library boards still need to pay their levy fees

2019/09/21-05 Motion to accept the Financial Report as information – Barb Smith – carried

Budget

- recommendation of 2% levy increase for 2020

2019/09/21-06 Motion to accept the draft budget – Will Oudshoorn – carried

5. Executive Director – Julie Walker

APPENDIX VI

- we have a full complement of MLIS employees:
 - Amy Knifton – Bibliographic Services Manager
 - Jake Marion – Public Services Manager
 - Greg Morgan – Public Services Consultant
 - Vicky Zhang – Public Services Consultant
- attended the IFLA conference in Greece
- e-book/audiobook – concerns from U.S. embargos on titles
- Marketing – social media advocacy, talk to your councils
- I.T. – Cyber-Security – investigating securing our system; implement procedures in our security; consulting firm to come in and investigate our strengths and weaknesses
- Bib. Services – we will be replacing the 2010 Chevy for van run
- Public Services – consultants have been visiting libraries
- Indigenous – Frog Lake is building their own library building and looking at possibly becoming a member of the Northern Lights System

2019/09/21-07 Motion to accept the Executive Director’s report as information – David McRae – carried

6. Chairman's Report – Vicky Lefebvre **APPENDIX VII**
- see attached
- along with Warren, visited the MLA from Barrhead/Westlock; meeting went very well
2019/09/21-08 Motion to accept the Chairman's report as information – Stephen Dafoe – carried

7. Resolution – Warren Griffin **APPENDIX VIII**
- see attached

8. Building Committee **APPENDIX IX**
- re-sealing of windows has started
- the door into the garage has been put on hold
- looking a more local companies to do the work
- swale – will do more maintenance in the spring to remove snow from north side door and east side door/garage
2019/09/21-09 Motion to accept Building Committee Report as information – Marc Jubinville – carried

9. Advocacy Committee **APPENDIX X**
- see attached
- have only had one meeting, have set the Terms of Reference
2019/09/21-10 Motion to accept Advocacy Committee Report as information – Tara Lawrence – carried

10. Policies

- Sec. 1, 1E Probationary Period
2019/09/21-11 Motion to approve Probationary Period Policy – David McRae – carried
- Sec. 1, 1C Staff Expenses and Reimbursements
2019/09/21-12 Motion to approve Staff Expenses and Reimbursements Policy – Stephen Dafoe – carried
- Sec. 1, 1D Continuing Education
2019/09/21-13 Motion to approve Continuing Education Policy – Jaycinth Millante – carried
- Sec. 1, 1G Hours of Work
2019/09/21-14 Motion to approve Hours of Work Policy – Norm Noel – carried
- Sec. 1, 1H Overtime
2019/09/21-15 Motion to approve Overtime Policy – Dianne Saskiw – carried
- Sec. 1, 1K Benefits
2019/09/21-16 Motion to approve Benefits Policy – Marc Jubinville – carried
- Sec. 1, 1L Leaves
2019/09/21-17 Motion to approve Leaves Policy – Sheila Lupul – carried
- Sec. 1, 1M Sick Days and Short-Term Disability
2019/09/21-18 Motion to approve Sick Days and Short-Term Disability Policy, with amendment to format – Jaycinth Millante – carried
- Sec. 1, 1P Performance Management – Revision
2019/09/21-19 Motion to approve Performance Management Policy – Tara Lawrence – carried
- Sec. 1, 3Q Grievances – NEW form created
2019/09/21-20 Motion to approve Grievances Policy – Lorna Storoschuk – carried
- Sec. 2, 1H Committees of the Board
2019/09/21-21 Motion to approve Committees of the Board Policy – Sheila Lupul – carried

- Sec. 3, 1M PLSB Grant Money

2019/09/21-22 Motion to approve PLSB Grant Money Policy – Will Oudshoorn – carried (3 opposed)

- Sec. 2, 1I Board Honoraria and Expenses

2019/09/21-23 Motion to approve Board Honoraria and Expenses Policy – Stephen Dafoe – carried

Terms of Reference

- Policy Committee

2019/09/21-24 Motion to approve Policy Committee Terms of Reference – Cyndy Heslin – carried

- Budget Committee

2019/09/21-25 Motion to approve Budget Committee Terms of Reference – Stephen Dafoe – carried

11. Adjournment

- Adjournment at 12:49 p.m.

Next regular Board Meeting November 23, 2019 at 10:00 a.m.

Approved By: _____

Date: _____

**Northern Lights Library System
Board Meeting
November 23, 2019
Meeting Minutes**

Present

Acres, Judy – Town of Viking
 Anheliger, Jennifer & Dafoe, Stephen (alt.) - Town of Morinville
 Beniuk, Darlene - Lac La Biche County
 Brown, Cathy - Town of Tofield
 Cherniwchan, Tannia - Town of Athabasca
 Diduck, David - Lamont County
 Foley, Bob - Town of Wainwright
 Gramlich, Val - Village of Chauvin
 Harvey, Al - Town of Lamont
 Jubinville, Marc - M.D. of Bonnyville
 Krahulec, Julie - Village of Waskatenau
 Lawrence, Tara - Village of Marwayne
 Lukinuk, Craig - Smoky Lake County
 Marko, Bernie - Village of Holden
 McLuckie, Jill - Village of Mannville
 Millante, Jaycynth & Berry, Loraine - Town of Gibbons
 Olechow, Wayne - Town of Bruderheim
 Sabo, Lillian - Town of Mundare
 Shaw, Karen - Sturgeon County
 Sorochan, Elaine - Town of Two Hills
 Storoschuk, Lorna - Town of Bonnyville
 Valteau, Phil - M.D. of Wainwright

Amyotte, Laurent & Fodness, Maxine (alt.) - County of St. Paul
 Belik, Wendy (alt.) – Village of Edgerton
 Berry, David - Town of Vegreville
 Bruce, Barry - Beaver County
 Coubrough, Doug – Village of Irma
 Dorosh, Les & McRae, David (alt.) - Town of Redwater
 Frank, Daryl - Village of Kitscoty
 Griffin, Warren - Athabasca County
 Heslin, Cyndy - Village of Ryley
 Kaban, Melody (alt.) - Town of Smoky Lake
 Kuzio, Tara - County of Minburn
 Lefebvre, Vicky - City of Cold Lake
 Lupul, Sheila - Village of Andrew
 May, Tanya - Town of Bon Accord
 McQuinn, Debra - Town of Elk Point
 Noel, Norm & Maureen, Miller (alt.) - Town of St. Paul
 Oudshoorn, Will - Village of Innisfree
 Saskiw, Dianne - County of Two Hills
 Smith, Barbara - Village of Boyle
 Stelmaschuk, Jason - County of Vermilion River
 Tiedemann, Larry - S.V. of Mewatha Beach

Regrets

Romanko, Don - Village of Vilna
 Thompson, Justin - Town of Vermilion

Smith, Ina - S.V. of Pelican Narrows

Absent

Arnold, Mary - Village of Paradise Valley
 Filipchuk, Richard - Thorhild County
 Irving, Dennis - S.V. of Whispering Hills
 Tarrant, Thomas - S.V. Island Lake South

Binder, Duncan - S.V. of Island Lake
 Hursin, Amelia (Myn) - S.V. of West Baptiste
 Rudolf, Donna - Village of Myrnam
 Tomaszky, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.

Dahlgren, Jodi - LMC

Staff

Elliott, Heather - Marketing & Communications Manager
 Knifton, Amy – Bibliographic Manager
 Paradis, Tracy - Administrative Assistant/Recording Secretary
 Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
 McGrath, Kelly – I.T. Manager
 Scott, Anna – Public Services Manager

1. Call to order – Meeting called to order at 10:06 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
 - Vicky Lefebvre
4. Adoption of Agenda
 - 6.11 Committees Attendance

APPENDIX I

2019/11/23-01 Motion to accept the agenda – Bernie Marko – carried

5. Minutes of September 21, 2019

APPENDIX II

2019/11/23-02 Motion to approve the minutes of September 21, 2019 – Cyndy Heslin – carried

6. For information

1. PLSB Report
- no report

APPENDIX III

2. LMC Report – Jodi Dahlgren

APPENDIX IV

- see attached
- LMC meeting held on October 2 – 35 library managers attended
- libraries are finding more usage of their facilities due to poor weather, poor economy and increase foot traffic

2019/11/23-03 Motion to accept the LMC report as information – Barb Smith – carried

3. ALTA Report – Jennifer Anheliger

APPENDIX V

- ALTA trustee forum has launched
- ALTA website is live
- Board for ALTA is open for nominations
- ALTA awards are open for nominations
- Advocacy briefing book should be completed by the New Year

2019/11/23-04 Motion to accept the ALTA report as information – Debra McQuinn – carried

4. Financial Report

- still waiting for the remaining 50% of grant monies

2019/11/23-05 Motion to accept the Financial Report as information – Lorna Storoschuk – carried

Budget

- reviewed and discussed

2019/11/23-06 Motion to accept a 1.5% levy increase – Karen Shaw – carried

2019/11/23-07 Motion for Board to reconsider and discuss Budget 2020 – Dave Berry – carried

2019/11/23-08 Motion to approve amended 2020 Budget as of October 16, 2019 – Norm Noel – carried

5. Executive Director – Julie Walker

APPENDIX VI

- October 9 NLLS hosted a FOIP workshop
- November 25 will be a P.D. day for all NLLS staff
- ILL system Relais – PLSB won't cover costs to connect; this will be an extra cost to NLLS

2019/11/23-09 Motion to accept the Executive Director report as information – Les Dorosh – carried

6. Chair's Report – Vicky Lefebvre

APPENDIX VII

- reviewed and discussed

2019/11/23-10 Motion that Board is supplied with reports from Executive Director, of attended conference and professional development days by the next Board meeting – Darlene Beniuk – carried

2019/11/23-11 Motion to accept the Chair report as information – Jay Millante – carried

7. Building Committee Report

APPENDIX VIII

- window sealing complete
- Jen-Col's been notified that NLLS is not continuing with further renovations

2019/11/23-12 Motion to accept the Building Committee report as information – Dave Berry – carried

8. Communications

APPENDIX IX

- there are communication channels for librarians, staff, trustees, board reps, board, etc. which are all covered in our policies
- policies are all on the NLLS website with committee members listed as well
- when in doubt who to contact, email the Chair (do not share anything confidential)

9. Policy Committee

APPENDIX X

- Sec. 1, 1B Compensation

2019/11/23-13 Motion to approve Compensation Policy – Tara Lawrence – carried

- Sec. 1, 1F Staff Reduction & Termination

2019/11/23-14 Motion to approve Staff Reduction & Termination Policy – Tara Lawrence – carried

- Sec. 1, 1J Vacation

2019/11/23-15 Motion to approve Vacation Policy – Debra McQuinn – carried

- Sec. 1, 1Q Retirement

2019/11/23-16 Motion to approve Retirement Policy – Judy Acres – carried

- Sec. 1, 1T Inclement Weather

2019/11/23-17 Motion to approve Inclement Weather Policy – Laurent Amyotte – carried

- Sec. 1, 2A Workplace Impairment

2019/11/23-18 Motion to approve Workplace Impairment Policy – Barb Smith – carried

- Sec. 1, 2C Gym Usage

2019/11/23-19 Motion to approve Gym Usage Policy – Dianne Saskiw – carried

- Sec. 1, 3A Code of Ethics

2019/11/23-20 Motion to approve Code of Ethics Policy – Tannia Cherniwchan – carried

- Sec. 1, 3C Whistleblower

2019/11/23-21 Motion to approve Whistleblower Policy – Debra McQuinn – carried

- Sec. 1, 3O Contractors & Technicians

2019/11/23-22 Motion to approve Contractors & Technicians Policy – Marc Jubinville – carried

- Sec. 1, 3X Executive Director Evaluation

2019/11/23-23 Motion to approve Executive Director Evaluation Policy – Lorna Storoschuk – carried

- Sec. 2, 1H Committees of the Board

2019/11/23-24 Motion to approve Committees of the Board Policy – Les Dorosh – carried

- Sec. 3, 1G Budget

2019/11/23-25 Motion to approve Budget Policy – Al Harvey – carried

- Sec. 3, 1H Finance Funds Accounts

2019/11/23-26 Motion to approve Finance Funds Accounts Policy – Will Oudshoorn – carried

- Sec. 3, 1J Grant Applications

2019/11/23-27 Motion to approve Grant Applications Policy – Julie Krahulec – carried

Terms of Reference

- b. Budget Committee

2019/11/23-28 Motion to approve Budget Committee terms of reference – Phil Valteau – carried

- c. Policy Committee

2019/11/23-29 Motion to approve Policy Committee terms of reference – Barb Smith – carried

- d. Plan of Service Committee

2019/11/23-30 Motion to approve Plan of Service Committee terms of reference – Lillian Sabo – carried

10. Closed Session – Personnel

APPENDIX XI

2019/11/23-31 Motion to go into closed session at 11:40 a.m. – Karen Shaw – carried

2019/11/23-32 Motion to come out of closed session at 11:54 a.m. – Will Oudshoorn – carried

11. Committees Attendance

- to go to Policy Committee, if 2 meetings are missed of any committee meeting another rep. to be elected to committee

**Side note all new board reps. are to let Tracy know their email address and we will send them a board orientation package on a flashdrive with updated policies, etc.

12. Adjournment

2019/11/23-33 Motion to adjourn at 1:35 p.m. – Marc Jubinville – carried

Next regular Board Meeting February 29, 2020 at 10:00 a.m.

Approved By: _____

Date: _____