

**Northern Lights Library System
Board Meeting
February 11, 2017
Meeting Minutes**

Present

Amyotte, Laurent - County of St. Paul
Austin, Wanda - Lac La Biche County
Brown, Cathy - Town of Tofield
Ferd, Caron - Sturgeon County
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Grabski, Cheri - Village of Boyle
Hanson, Arnold - Beaver County
Krahulec, Julie - Village of Waskatenau
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McMann, Debbie - Village of Innisfree
Parkyn, Roger - Village of Marwayne
Ross, Dianne - Town of Smoky Lake
Rusznak, Linda - Village of Chauvin
Sinclair, Don - M. D. of Bonnyville
Svenson, Lavonne - Village of Ryley
Valleau, Phil - M.D. of Wainwright
Yaceyko, Richard (alternate) - Town of Vermilion

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Capjack, Bernice - Town of Elk Point
Cheverie, Jim - Town of Bonnyville
Degenhardt, Dallas - Village of Edgerton
Foley, Bob - Town of Wainwright
Gordeyko, Pat - County of Two Hills
Griffin, Warren - County of Athabasca
Hryciuk, Stacey - County of Vermilion River
Lefebvre, Vicky - City of Cold Lake
Malica, Robert - Lamont County
Matiaszow, Brent - Village of Andrew
Padlesky, Don - Town of St. Paul
Pocock, Lorna - Town of Bon Accord
Rudolf, Donna - Village of Myrnam
Schueler, Judy (alternate) - Town of Bruderheim
Smith, Ina - S.V. of Pelican Narrows
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep
Woodger, Jean - Town of Gibbons

Regrets

Clarke, Donna - Town of Mundare
Kuzio, Tara - County of Minburn

Green, Joan - Village of Irma
Romanko, Don - Village of Vilna

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Hartl, Travis - Town of Viking
Saskiw, Gerren - Town of Two Hills
Sisson, Larry - Thorhild County
Tyska-Evans, Tanu - Town of Athabasca

Boe, Vanessa - Village of Mannville
Hursin, Amelia (Myn) - S.V. of West Baptiste
Sharun, Steven - Town of Lamont
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Yontz, Bob - S.V. of Island Lake

Guests

Feser, Ken - Library Branch Rep

Penn, Maureen - LMC

Staff

Elliott, Heather - Bibliographic Consultant/Manager
Hampson, Terri - Finance Officer
Paradis, Tracy - Recording Secretary
Walker, Julie - Executive Director

Fontaine, Tanya - Indigenous Serv. Library Liaison
McGrath, Kelly - I.T. Consultant/Supervisor
Poitras, Colette - Public Services

1. Call to order – Meeting called to order at 10:05 am.

Acknowledge of Treaty 6 and Land of the Metis - Colette

2. Introductions

3. Adoption of Agenda

APPENDIX I

2017/02/11-01 Motion to approve the agenda - Les Dorosh – carried

4. Minutes of November 5, 2016

APPENDIX II

2017/02/11-02 Motion to approve the minutes of November 5, 2016 - Bernie Marko – carried

5. For information

1. NLLS Audit – Barb McCarthy – JMD Group **APPENDIX III**
- bank account balance \$1,197,538 ending December 2016 compared to \$1,841,029 ending December 2015; due to \$1,002,387 moved to short-term investments
- total assets \$2,344,240; total liabilities \$405,739

2017/02/11-03 Motion to accept the Audit as information – Dallas Degenhardt, seconded Laurent Amyotte – carried

2. Libraries Branch Report/NLLS Plan of Service – Ken Feser **APPENDIX IV**
- February
- Minister’s Awards for Libraries & Systems – nominations accepted
- Symposium – 3-day workshop in-service for Indigenous communities Feb.22-24
- the best way to deliver service to these communities
- New Alberta E-books collection from Alberta authors

Plan of Service – 2018-2020

- purpose – it’s legally required; establish a strategic plan going forward for providing services
- Governance and Advocacy; infrastructure, succession planning

3. Annual Reports – NLLS, Myrnam, Edmonton Garrison **APPENDIX V**

2017/02/11-04 Motion to accept the NLLS Annual Report as presented – Dallas Degenhardt – seconded Warren Griffin – carried

2017/02/11-05 Motion to accept the Edmonton Garrison Annual Report as presented – Lavonne Svenson – seconded Dallas Degenhardt – carried

2017/02/11-06 Motion to accept the Myrnam Annual Report as presented – Les Dorosh – seconded Larry Tiedemann – carried

4. LMC Report – Maureen Penn **APPENDIX VI**
- PNLA in Post Falls, ID August 2-4
- Renew and Reimagine – Academic & Special Libraries, Public Libraries and Trustees
- March 1 – LMC meeting Regular and AGM
- Changing the October meeting to coincide with NLLS Conference in September

2017/02/11-07 Motion to accept LMC Report as presented – Craig Lukinuk – carried

5. ALTA Report – Larry Tiedemann **APPENDIX VII**
- evaluating different proposals for educating the public
- preparing for ALC
- how to add to the membership list
- change how the President is elected

2017/02/11-08 Motion to accept the ALTA Report as presented - Diane Ross – carried

6. PLSB Report (see 5.2)

7. Director’s Report – Julie Walker **APPENDIX VIII**
- New Minister of Municipal Affairs – Shaye Anderson
- New Staff – Tanya Fontaine, Indigenous Services Library Liaison

- Master's in Education, fluent in Cree
- she will provide services and connections to reserves and Indigenous communities
- she will also be recording stories of the Indigenous people (oral histories)
- Plan of Service is due – 2018-2020
- Updating library websites - websites aren't functional, and not attractive to patrons
 - Clinton from Townlife is working on some mock ups of different sites
- Digitization project for records retention
- Digitization equipment
 - required for record retention
 - digitizing histories and pictures from settlements and reserves
 - libraries will also
 - approx. \$30,000 - \$12,000 from Indigenous Grant; \$18,000 from Capital Reserves
- 2nd van run has been accepted well – PLSB asked us to reduce courier service, therefore the 2nd van was implemented
- 2 new computer labs have been created
- fortigates and anti-virus is being installed at all libraries
- Edgerton is up and running as of Thursday
- ALC 2017 – we still have rooms available, but we need confirmation ASAP because Jasper Park Lodge would like the unused rooms back
- NLLS Conference September 14 & 15
 - LMC meeting in the morning of September 14, and pre-conference sessions will be in the afternoon; the full day of sessions on September 15

2017/02/11-09 Motion to accept the Executive Director's Report as information – Warren Griffin – carried

8. Chairman's Report – Stephen Dafoe **APPENDIX IX**
- Plan of Service Committee – Lavonne Svenson, Stacey Hryciuk, Bernie Marko and Cathy Brown.

2017/02/11-10 Motion to purchase Digitizing equipment for \$30,000; taking \$12,000 from Indigenous Grant and \$18,000 from Capital Reserves – Jim Cheverie – carried

2017/02/11-11 Motion to accept the Chairman's Report as information – Warren Griffin – carried

Next Board Meeting May 6, 2017 at 10:00 a.m.

2017/02/11-12 Motion to adjourn at 11:45 am – Bernie Marko – carried

Approved By: _____

Date: _____

**Northern Lights Library System
Board Meeting
May 13, 2017
Meeting Minutes**

Present

Amyotte, Laurent - County of St. Paul
Austin, Wanda - Lac La Biche County
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Ferd, Caron - Sturgeon County
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
Olechow, Wayne - Town of Bruderheim
Pocock, Lorna - Town of Bon Accord
Rudolf, Donna - Village of Myrnam
Saskiw, Gerren - Town of Two Hills
Svenson, Lavonne - Village of Ryley
Tyska-Evans, Tanu - Town of Athabasca
Woodger, Jean - Town of Gibbons

Arnold, Mary - Village of Paradise Valley
Barr, Greg - Town of Vermilion
Boe, Vanessa - Village of Mannville
Cheverie, Jim - Town of Bonnyville
Dafoe, Stephen - Town of Morinville
Foley, Bob - Town of Wainwright
Griffin, Warren - County of Athabasca
Hartl, Travis - Town of Viking
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
Parkyn, Roger - Village of Marwayne
Ross, Dianne - Town of Smoky Lake
Russnak, Linda - Village of Chauvin
Sinclair, Don - M. D. of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep
Valleau, Phil - M.D. of Wainwright

Regrets

Dorosh, Les - Town of Redwater
Matiaszow, Brent - Village of Andrew
Sisson, Larry - Thorhild County
Yontz, Bob - S.V. of Island Lake

Hryciuk, Stacey - County of Vermilion River
McMann, Debbie - Village of Innisfree
Smith, Ina - S.V. of Pelican Narrows

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Capjack, Bernice - Town of Elk Point
Gordeyko, Pat - County of Two Hills
Hursin, Amelia (Myn) - S.V. of West Baptiste
Malica, Robert - Lamont County
Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Belik, Wendy - Village of Edgerton
Frank, Daryl - Village of Kitscoty
Grabski, Cheri - Village of Boyle
Krahulec, Julie - Village of Waskatenau
Padlesky, Don - Town of St. Paul
Sharun, Steven - Town of Lamont

Guests

Penn, Maureen - LMC

Staff

Elliott, Heather - Bibliographic Consultant/Manager
McGrath, Kelly - I.T. Consultant/Supervisor
Poitras, Colette - Public Services

Hampson, Terri - Finance Officer
Paradis, Tracy - Recording Secretary
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 10:02 a.m.
2. Introductions
3. Adoption of Agenda

APPENDIX I

Additions to agenda 5.5.1 – UNDRIP; 5.5.2 – purchase of vehicle
2017/05/13-01 Motion to approve the amended agenda – Greg Barr – carried

Acknowledge of Treaty 6 and Land of the Metis – Colette

4. Minutes of February 11, 2017

APPENDIX II

2017/05/13-02 Motion to approve the minutes of February 11, 2017 – Laurent Amyotte – carried

5. For information

1. Library Managers Council Report-Maureen Penn

APPENDIX III

- next meeting scheduled for Wednesday, May 17 at NLLS
- on June 22, there will be a face-to-face with all Alberta Library committees to produce one provincial voice to take to the national level

2017/05/13-03 Motion to accept the Library Managers Council Report as information – Bernie Marko – carried

2. ALTA Report-Larry Tiedemann

APPENDIX IV

- their retreat will be held in June
- meeting to bring all committee under one umbrella
- library managers need to provide names and emails of people wishing to receive ALTA information
- LAA has proposed to bring all associations under one umbrella

2017/05/13-04 Motion to accept the ALTA Report as presented – Arnold Hanson – carried

3. Director's Report-Julie Walker

APPENDIX V

Financial Report – comparison of YTD to 2016

- Revenue – 2016 - \$959,115.01; 2017 - \$1,008,434.19
- Expenses – 2016 - \$858,399.87; 2017 - \$934,705.12
- Net Income – 2016 - \$100,715.14; 2017 - \$73,729.07

2017/05/13-05 Motion to accept Financial Report as presented – Linda Russnak; seconded – Jean Woodger – carried

Projected reserves going forward (see attached)

PLSB noted that 6 systems have received infrastructure money for renovations or new buildings.

NLLS won't get any money this year; we received funding in 2006 for renovations on this building.

Money not used from the other 6 systems should be returned to PLSB and get pooled together.

We have an electrical program in place, in which he will come out on a regular basis and look after any electrical requirements, etc. that needs tending to.

Board room lights have been changed and the lights above the garages outside have been replaced.

Book Allotment

- NLLS is proposing that 100% of book allotment be available to the libraries to use.

2017/05/13-06 Motion to place 100% of book allotment funds in the libraries hands – Linda Russnak – carried

Websites

- TownLife will be presenting 2 mock-ups to libraries at the LMC meeting on Wednesday
- expenditures of \$40,000 needs to be taken from reserves for upgrades for websites, before September.

2017/05/13-07 Motion to authorize the expenditure of up to \$40,000 for websites – Tanu Evans – carried

2017/05/13-08 Amendment to motion to send back to Executive Committee for final approval – Tanu Evans – carried

Hoopla

- need to stabilize the amount being paid for Hoopla
- will put before the LMC meeting on Wednesday some other options
- Linda.com – database training
 - business resources, animation, photography
 - sign on and use it anywhere

Awards & Recognition

- Maureen Penn & Lac La Biche County received 2 Minister Awards at ALC in Jasper
- Robyn Gray (Public Services Consultant) had her article published in Public Library Quarterly
- Colette Poitras (Public Services Manager) received the ALA Movers & Shakers Award and a Minister Award at ALC in Jasper

2017/05/13-09 Motion to accept the Executive Directors report as presented – Warren Griffin – carried

4. Chairman's Report-Stephen Dafoe

APPENDIX VI

- spoke with a couple of new board members at ALC; some are unsure what's required of them.
- Organizational Review – Stuart Pauls, Manager from the Vermilion Public Library, sent a letter of thank you to the Board for working on the recommendations set forth by PLSB.

2017/05/13-10 Motion to accept the Chairman's report as presented – Roger Parkyn – carried

5. Policies

APPENDIX VII

Executive Director Evaluation Committee

2017/05/13-11 Motion to amend policy – Executive Director to be evaluated by Library Managers – Stephen Dafoe – carried

Company Credit Cards

2017/05/13-12 Motion to approve the Company Credit Card policy – David Berry – carried

Continuing Education

2017/05/13-13 Motion to approve the new form as Appendix C – Lavonne Svenson – carried

Timesheet/Payroll Policies

2017/05/13-14 Motion to approve the Timesheet/Payroll policy – Greg Barr – carried

Maternity/Parental Leave and Compassionate Leave

2017/05/13-15 Motion to approve the Maternity/Parental Leave and Compassionate Leave Appendix – Bernie Marko – carried

Staff Long-Service

2017/05/13-16 Motion to approve the Staff Long-Service as amended – Lorna Pocock – carried

NLLS Vehicle Usage & Equipment Replacement

2017/05/13-17 Motion to amend NLLS Vehicle Usage policy to include email vehicle request – David Berry – carried (7 opposed)

2017/05/13-18 Motion to approve the NLLS Vehicle Usage policy – Vicky Lefebvre – carried

2017/05/13-19 Motion to change the Fleet Replacement Chart to an Appendix – David Berry – carried
2017/05/13-20 Motion to change the Equipment Replacement Chart to an Appendix – Larry Tiedemann – carried

Gym Usage

2017/05/13-21 Motion to approve the Gym Usage policy – Greg Barr – carried

Whistleblower Policy

2017/05/13-22 Motion to approve the Whistleblower policy – Warren Griffin – carried

Voting

2017/05/13-23 Motion to accept policy change of Two Hills being moved to Zone 2 – Dianne Ross – carried

2017/05/13-24 Motion to accept policy change of the removal of Chairman – Lavonne Svenson – carried

2017/05/13-25 Motion to change the elections from March to May – Greg Barr – carried

2017/05/13-26 Motion to approve the Committee Chair remuneration to \$150/meeting – Linda Russnak – carried

Recognition

2017/05/13-27 Motion to remove the line “the Board may from time to time give an honorarium to any Board member” – Greg Barr – carried

Awards and Honorariums

2017/05/13-28 Motion to approve the honorarium of \$100/month to Chairman, paid at the end of the year at the AGM – Arnold Hanson – carried (5 opposed)

Budget Process Timeline

2017/05/13-29 Motion to approve the amended Budget Process Timeline policy – Greg Barr – carried

Service Points

2017/05/13-30 Motion to approve the Service Points policy – Greg Barr – carried

Bibliographic Services Operational Policy

2017/05/13-31 Motion to accept the Bibliographic Services Operational Policy as information – Larry Tiedemann – carried

5.1 UNDRIP – Colette

APPENDIX VIII

- the United Nations is asking organizations to adopt this document

2017/05/13-32 Motion to accept UNDRIP – Travis Hartl – carried

5.2 Vehicle Purchase

APPENDIX IX

- looking at replacing “Monster Van”, it’s over 300,000 kms

- to be used for second van run and passenger vehicle

- approximate cost \$42,000

2017/05/13-33 Motion to spend up to \$45,000 on a passenger van – Phil Valteau – carried

6. Elections

APPENDIX X

- Chairman

Dianne Ross nominates Stephen Dafoe

Stephen accepts nomination

1st call for nominations to cease

2nd call for nominations to cease

3rd call for nominations to cease

Stephen Dafoe elected by acclamation

- Zone 1 – Craig Lukinuk (Town of Smoky Lake)

- Zone 3 – Arnold Hanson (Town of Viking) acclaimed

2017/05/13-34 Motion to destroy the ballots from Zone #1 – Tanu Evans – carried

2017/05/13-35 Motion to accept the Public Services, Bibliographic Services and I.T. Services report as information – Greg Barr – carried

7. Plan of Service

APPENDIX XI

Next Board Meeting September 9, 2017 at 10:00 a.m.

2017/05/13-36 Motion to adjourn at 1:35 p.m. – David Berry – carried

Approved By: _____

Date: _____

**Northern Lights Library System
Board Meeting
September 9, 2017
Meeting Minutes**

Present

Amyotte, Laurent - County of St. Paul
Austin, Wanda - Lac La Biche County
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Cheverie, Jim - Town of Bonnyville
Dafoe, Stephen - Town of Morinville
Foley, Bob - Town of Wainwright
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Krahulec, Julie - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
Olechow, Wayne - Town of Bruderheim
Parkyn, Roger - Village of Marwayne
Rudolf, Donna - Village of Myrnam
Sharun, Steven - Town of Lamont
Svenson, Lavonne - Village of Ryley
Tyska-Evans, Tanu - Town of Athabasca
Walker, Arlene (alternate) - Village of Boyle

Barr, Greg - Town of Vermilion
Boe, Vanessa - Village of Mannville
Capjack, Bernice – Town of Elk Point
Clarke, Donna - Town of Mundare
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Griffin, Warren - County of Athabasca
Hryciuk, Stacey - County of Vermilion River
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
McMann, Debbie - Village of Innisfree
Padlesky, Don & Wiebe, Dwight - Town of St. Paul
Pocock, Lorna - Town of Bon Accord
Saskiw, Gerren - Town of Two Hills
Smith, Ina – S.V. of Pelican Narrows
Tiedemann, Larry - S.V. of Mewatha Beach
Valleau, Phil - M.D. of Wainwright
Woodger, Jean - Town of Gibbons

Regrets

Arnold, Mary - Village of Paradise Valley
Matiaszow, Brent - Village of Andrew

Caron, Ferd - Sturgeon County

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Gordeyko, Pat - County of Two Hills
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna
Russnak, Linda - Village of Chauvin
Sisson, Larry - Thorhild County
Yontz, Bob - S.V. of Island Lake

Belik, Wendy - Village of Edgerton
Hartl, Travis - Town of Viking
Malica, Robert - Lamont County
Ross, Dianne - Town of Smoky Lake
Sinclair, Don - M. D. of Bonnyville
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Allan, Ken – PLSB

Penn, Maureen - LMC

Staff

Hampson, Terri - Finance Officer
Paradis, Tracy - Recording Secretary

McGrath, Kelly - I.T. Consultant/Supervisor
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 10:10 a.m.
2. Introductions
3. Adoption of Agenda

APPENDIX I

Additions to agenda 5.7 – PLSB

2017/09/09-01 Motion to approve the amended agenda – Greg Barr – carried

Acknowledge of Treaty 6 and Land of the Metis – Stephen Dafoe

4. Minutes of May 13, 2017

APPENDIX II

2017/09/09-02 Motion to approve the minutes of May 13, 2017 – Bernie Marko – carried

5. For information

1. Library Managers Council Report-Maureen Penn

APPENDIX III

- PNLA Conference – for all states and provinces; 2020 Conference will be held in Alaska
- next meeting scheduled for Thursday, September 14 at NLLS (before pre-conference)
- AGM is scheduled for February 28, 2018
- second vice-chair resigned, there will be 2 positions open
- LAA – united libraries working group
- 6 groups to come under an umbrella association
- 2 questions being asked: 1. What would your dream organization look like? 2. What is your organization looking for?

2017/09/09-03 Motion to accept the Library Managers Council Report as information – Les Dorosh – carried

2. ALTA Report

APPENDIX IV

- no report

3. Director's Report-Julie Walker

APPENDIX V

- PLSB grants based on 2016 population
- please present this budget to your council and any questions are to be directed to Julie Walker
- budget to be passed at November meeting
- no levy increase for 2018
- possible levy increase in 2019

Budget 2018 (draft)

- Revenue Budget 2018 - \$3,124,133.32
- Total Operating Expenses Budget - \$3,123,974.45
 - Administration Budget - \$117,200.00
 - Bibliographic Budget - \$523,638.45
 - Board Budget - \$48,100.00
 - I.T. Budget - \$209,000.00
 - Public Services Budget - \$221,300.00
 - Contracts & Vendors Budget - \$143,500.00
 - Staff Salaries/Benefits - \$1,268,830.00
- Reserve Total Budget - \$146,100.00

2017/09/09-04 Motion to accept Draft Budget as information – Don Padlesky – carried

Department Reports

- Hoopla – PLSB will no longer be providing \$25,000 for funding of Hoopla
- LMC reduced the number of checkouts from 10 to 8 per month (this made no difference)
- they were then reduced to 5 checkouts per month (still very expensive); letter was drafted by Julie and Maureen explaining the situation to the libraries
- TAL was fined \$374,000 for not remitting GST to the CRA; they went to court and TAL won the judgement; the CRA is now charging TAL \$1.1 million for charging GST on resources to patrons.
- new position being created: Marketing/Communications
- Conference 2017 – September 14 & 15 (keynote John Chrastka)

2017/09/09-05 Motion to accept the Executive Director's report as information – Ina Smith – carried

4. Chairman's Report-Stephen Dafoe

APPENDIX VI

- to those of you running for council again good luck; for those of you who are not it has been a pleasure to work with you
- a reminder that you do not need to be member of council to sit on this Board, your council is able to appoint a member they choose to represent them

2017/09/09-06 Motion to accept the Chairman's report as presented – Larry Tiedemann – carried

- lighting in Bib. Services needs to be replaced
- to take advantage of the government grant rebates we are requesting \$7,000 to be taken out of reserves to replace the lighting

2017/09/09-07 Motion to take \$7,000 out of reserves to replace lighting in Bib. Services – Phil Valleau – carried

Auditors – RFP's were sent out

- Based on a 3-year contract

JMD Group (St. Paul) - \$10,000 (first); \$10,500 (second); \$11,000 (third) - (2 visits/year)

Wilde & Co. (Vegreville) - \$14,000 (first); \$14,600 (second); \$15,200 (third) - (2 visits/year)

Hawkings & Dumont Ltd. (Edmonton) - \$12,700 (first); \$13,000 (second); \$13,200 (third) - (2 visits/year)

- an additional \$866/year for 3 years with Hawkings

2017/09/09-08 Motion to ratify the Executive Committee motion – Greg Barr – carried (4 opposed)

5. Policies

APPENDIX VII

Continuing Education

2017/09/09-09 Motion to approve \$800 per course within each department's budget – Laurent Amyotte – carried

2017/09/09-10 Motion to approve staff member to submit a written report on subject matter and course overview – Cathy Brown – carried

2017/09/09-11 Motion to approve Appendix C – Tanu Tyska-Evans – carried

2017/09/09-12 Motion to approve staff member to submit a written report on highlights of sessions attended from conferences – Bernice Capjack – carried

Absenteeism

2017/09/09-13 Motion to approve a.) employees are expected to attend work and be punctual – Lavonne Svenson – carried

2017/09/09-14 Motion to approve b.) employees subject to disciplinary policy of absent or late without authorization for 3 occurrences – Dwight Wiebe – carried

c. deferred back to Policy Committee

Bereavement Leave

2017/09/09-15 Motion to approve the definition of immediate family – Roger Parkin – carried

Sick Days

2017/09/09-16 Motion to approve the doctor's note request – Les Dorosh – carried

Short-Term Disability/Sick Pay Benefits

2017/09/09-17 Motion to approve the Short-Term Disability and Sick Pay Benefits – Warren Griffin – carried

Retirement

2017/09/09-18 Motion to approve Retirement conditions – David Berry – carried (1 opposed)

Company Vehicles - Overview

**2017/09/09-19 Motion to approve a.; c.; e.; and f. – Daryl Frank – carried
b.; and d. deferred back to Policy Committee**

Company Vehicles – Usage

2017/09/09-20 Motion to approve e.) safe operation of vehicles in accordance to the local laws and regulations – Greg Barr – carried

2017/09/09-21 Motion to approve fleet replacement – Craig Lukinuk – carried

2017/09/09-22 Motion to approve sale of vehicles by public tender – Wayne Griffin – carried

2017/09/09-23 Motion to approve Appendix S – Driver’s Abstract Consent Form – Lavonne Svenson – carried

Financial Matters

2017/09/09-24 Motion to approve Fraud policy – Craig Lukinuk – carried

Privacy Issues

2017/09/09-25 Motion to approve policy #3. – Arnold Hanson – carried

Request for Purchase

2017/09/09-26 Motion to approve the Request for Purchase policy – Larry Tiedemann – carried

Vacation

2017/09/09-27 Motion to accept vacation addition – Greg Barr – carried

6. Plan of Service

APPENDIX X

- Bernie Marko was Chairman of this Committee
- Heather Nickel provided excellent guidance through this process
- meetings were held in 5 big centers
- the following pamphlet was put together with all the contributions from the Board members and Librarians

2017/09/09-28 Motion to approve Plan of Service for the next 3 years – Gerren Saskiw – carried

2017/09/09-29 Motion to dissolve the Plan of Service Committee – David Berry – carried

7. PLSB Report

APPENDIX XI

- Board Basics Workshops
 - September and October on Saturdays – full day workshops
 - September 30 – Morinville
 - October 21 – NLLS
- Electronic Resources – some of the resources are expiring this year; RFP’s will be sent out to potential resource companies
- PLSB will be presenting sessions at the NLLS conference on Thursday and Friday

2017/09/09-30 Motion to accept PLSB Report as information – Lorna Pocock – carried

8. Adjournment

2017/09/09-31 Motion to adjourn at 1:30 p.m. – Les Dorosh – carried

**Northern Lights Library System
Board Meeting
December 9, 2017
Meeting Minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene & Borgun, Colette - Lac La Biche County
Brown, Cathy - Town of Tofield
Dorosh, Les & McRae, David - Town of Redwater
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Kuzio, Tara - County of Minburn
Lawson, Marjorie - Village of Irma
Lukinuk, Craig - Smoky Lake County
May, Tanya - Town of Bon Accord
McMann, Debbie - Village of Innisfree
Millante, Jaycynth - Town of Gibbons
Murray, Clinton - County of Vermilion River
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Smith, Barbara - Village of Boyle
Storoschuk, Lorna & McEvoy, Brian - Town of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Cherniwchan, Tannia - Town of Athabasca
Evans, Susan - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Lawrence, Tara - Village of Marwayne
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Morton, Melody - Town of Smoky Lake
Pederson, Dale - Beaver County
Rudolf, Donna - Village of Myrnam
Skarsen, Darcy - M. D. of Bonnyville
Sorochan, Elaine - Town of Two Hills
Thompson, Justin - Town of Vermilion
Valleau, Phil - M.D. of Wainwright

Regrets

Binder, Duncan - S.V. of Island Lake
Dafoe, Stephen - Town of Morinville
Diduck, David - Lamont County
Lupul, Sheila - Village of Andrew

Clarke, Donna - Town of Mundare
DeMoissac, Tyson - Town of St. Paul
Huibers, Maynard - Town of Viking
Smith, Ina – S.V. of Pelican Narrows

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Filipchuk, Richard - Thorhild County
Krahulec, Julie - Village of Waskatenau
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Bottorff, Garry - Town of Bruderheim
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna

Guests

Allan, Ken – PLSB

Penn, Maureen - LMC

Staff

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

Hampson, Terri - Finance Officer
Paradis, Tracy - Administrative Assistant/Recording Secretary
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 11:12 a.m.

Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre

2. Introductions
3. Adoption of Agenda

APPENDIX I

Additions to agenda 5.8 – Voting for Zone 2, 3 & 4; 5.9 PLSB update

2017/12/09-01 Motion to approve the amended agenda – Warren Griffin – carried

4. Minutes of September 9, 2017

APPENDIX II

2017/12/09-02 Motion to approve the minutes of September 9, 2017 – David Berry – carried

5. For information

1. Library Managers Council Report-Maureen Penn

APPENDIX III

- AGM is scheduled for February 28, 2018 - there is 1 vacancy to be filled at the AGM
- LAA – united libraries working group
- 6 groups to come under an umbrella association or a partnership
- consortium type model – but work together for cross training and have a voice at the national level

2017/12/09-03 Motion to accept the Library Managers Council Report as information – Barbara Smith – carried

2. ALTA Report

APPENDIX IV

- no report
- 1. We require a representative from our Board – to represent our libraries in our area; advocacy and education to teach trustees in the province; partner will LAA to host Jasper Conference
 - telephone meetings once a month
 - face to face meeting 1 or 2 times per year (Red Deer area)
 - ALC Conference
 - ALTA does cover mileage

2017/12/09-04 Motion to defer ALTA item to Executive Committee to provide position description for membership to consider – Al Harvey – carried

3. Director's Report-Julie Walker

APPENDIX V

- Hoopla
 - videos, t.v. shows, audiobooks
 - a very expensive e-resource – looking at \$50,000 over budget if we continue
 - 10 checkouts per month was costing approx. \$6,000/month
 - dropped to 5 checkouts per month the cost is \$5,000/month
 - looking for an alternative for patrons with PLSB
- Book Allotment
 - used to be at 40% for outside purchases
 - changed this to 100% for libraries and most libraries are using their allotted amounts
- New Organizational Chart
 - Assistant Director – Lois Quail
 - Public Services will be covered by the Assistant Director
 - Marketing & Communications – Heather Elliott
 - Shipping Coordinator – Crystal Boorse
 - Cataloguing – Rhonda Cusack
 - Margaret Young is looking to retire in 2018 after 22 years of service
 - Public Service Consultant, Robyn Gray, has resigned. Kayla is now the consultant for all libraries
 - interviewing for a new Public Service Consultant (11 applicants, we have narrowed them down to 4)
- Jasper ALC 2018
 - knowledge based conference for trustees
 - NLLS has a block of rooms reserved at Jasper Park Lodge, each room includes one set of meal tickets. These are available to Library Managers and Board Members on a first come first serve basis. Please contact Julie or Tracy for information.
 - There is also a shuttle service available to Jasper Park Lodge if you prefer to stay in Jasper.
 - the last week for booking is the second week of March, unused rooms need to be released back to the Jasper Park Lodge

- Advocacy Training
 - 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
 - NLLS will pay for 8 people (trustees or library managers) to participate in this program (this will be done a first come first serve basis)
 - the cost of this program is \$350 per person
 - an on-line training program that can be done at your own pace

2017/12/09-05 Motion to accept the Executive Director’s report as information – Cyndy Heslin – carried

4. Chairman’s Report-Julie Walker on behalf of Stephen Dafoe **APPENDIX VI**
 A letter was presented by Vicky Lefebvre on Stephen Dafoe’s behalf stepping down as Chairman of the Board.

1. Budget 2018 (draft)
- no levy increase for 2018
 - Revenue Budget 2018 - \$3,124,133.32
 - Total Operating Expenses Budget - \$3,123,974.45
 - Administration Budget - \$117,200.00
 - Bibliographic Budget - \$523,638.45
 - Board Budget - \$48,100.00
 - I.T. Budget - \$209,000.00
 - Public Services Budget - \$221,300.00
 - Contracts & Vendors Budget - \$143,500.00
 - Staff Salaries/Benefits - \$1,268,830.00
 - Reserve Total Budget - \$146,100.00

2017/12/09-06 Motion to adopt the budget as presented – Al Harvey – carried

2017/12/09-07 Motion for presentation of budget to be sent back to the Budget Committee for methodology and to the Policy Committee for clarity on how to present the budget to the Board – Al Harvey – 17 carried; 19 opposed

5. Policies **APPENDIX VII**
 - nothing to report

6. Plan of Service **APPENDIX VIII**
 - has been approved and is on website
 - info packages will go out to libraries as well posters

7. Correspondence **APPENDIX IX**
 - will be sent to Executive Committee for discussion

8. Voting for Zones 2, 3 and 4 **APPENDIX X**
- Zone 2 – Executive – Elaine Sorochan
 - Zone 3 – Executive – Cyndy Heslin
 - Zone 4 – Executive – Jill McLuckie
 - Zone 2 – Policy Committee – Debra McQuinn
 - Zone 3 – Policy Committee – Bernie Marko

2017/12/09-08 Motion to destroy ballots – Les Dorosh – carried

9. PLSB Update – Ken Allan

- Annual Symposium – Feb. 23 & 24/18 – “We’re Only Human”
 - employment standards
 - policies
 - relationship between library board and their library managers
 - registration is open and filled up in less than 48 hours – there is wait list if you would like to add your name
 - were overwhelmed by the number of applicants; this far exceeded their expectations
 - PLSB still determining how to meet the need
- the funding provided to systems for the Indigenous populations will be ongoing
- Awards of Excellence nominations are open – this is for libraries, library boards, etc.

2017/12/09-09 Motion to accept PLSB Report as information – Larry Tiedemann – carried

10. Adjournment

2017/12/09-10 Motion to adjourn at 2:32 p.m. – Debbie McMann – carried

Approved By: _____ **Date:** _____