

Executive Committee Meeting
September 12, 2015
Meeting notes

Present: Stephen Dafoe, Steven Schafer, Wayne Bokenfohr, Laurent Amyotte, Dianne Ross, Vicky Lefebvre (late)

Regrets: Arnold Hanson, Dallas Degenhardt, Pat Gordeyko, Greg Barr

1. Meeting called to order at 8:30 am. There was no quorum at the meeting.
2. Agenda
3. Minutes – No quorum to vote on minutes
4. For information
 - a. 2016 budget
 - Costs regarding the two dismissals and lawyers fees is around \$200,000. Salaries for the staff that have left is \$330,000.00 which works out to \$27,500.00 per month. In five months NLLS has recouped \$137,500.00. If the positions are not filled before January 1st, NLLS will not have a deficit regarding the staffing.
 - Public Library Services Branch organizational review of NLLS will be released at the board meeting. The Executive will not see it in advance.
 - Training for staff is a priority
 - The budget will be a transitional budget. All of the departments within NLLS have been asked what is needed and where cuts could be made.
 - The budget will be discussed at the board meeting and then the Budget committee will meet to discuss.
 - b. Interim Directors Report
 - Summer village of West Baptiste has made a motion to join the system. The interim Director will be visiting the Village of Andrew in October. The Town of Legal is showing interest in joining.
 - Specs for the new van will be passed on to Wayne B. Joanne has found a Ford model that should work for NLLS needs.
 - Toni May will be coming in October to start helping out in the Finance Department
 - The lock box is now here and is on the wall. Need to program the numbers.
 - HR and payroll separation is in the works. The files have been purchased, just need to separate the information.
 - NLLS policies are non-existent – will need to create a committee (governance).
 - A second fridge is needed. Check the financial policy to see what the Director has for spending before board approval.
 - With the move to virtual servers, there is 8 or 9 courses for the Network Admins that will need to be taken over the next two years. The server is on NLLS property and will start the installation on September 28th. It will take approximately 5 days to install. There is also an upgrade to Polaris 5.0 and Leap (which is a cloud ILS)

- NLLS conference, registration numbers are up compared to last year. 148 people will be attending the anniversary celebrations with 135 people attending the second day. Scott Cyr – MLA for Bonnyville region will be present at the conference.
- NLLS Staff do not need to have WHIMIS or harassment training. It was purchased for the past two years but will be discontinued in 2016.
- NLLS would like to offer training in place of the conference every other year. Topics for training include: FOIP, VDX, Polaris, Harassment in the Workplace.
- Initiatives – NLLS meeting rooms are under-utilized, so would like to rent out the meeting rooms so groups can take advantage of video conferencing.
- Cenovus has given NLLS a grant of \$3500.00 for the winter reading program. Hopefully this will become a yearly donation for the program. Enbridge has given a grant for the servers. Would like to see if there is something else they can sponsor.
- IT Network Analysts are looking at off setting their hours. This could possibly take place on the Tuesday, Wednesday and Thursday.
- There are two computer labs. One consists of 10 laptops and one consists of 5 laptops. Both labs are used extensively and are starting to get old and will need to be replaced.
- Sue, Tracy and Patty have registered for online training through Pryor seminars.
- Julie, Wei and Patty will be registering in 2016 for Online HR courses through Fenshaw.
- Wayne asked if there is a budget line for snow removal of the parking lot.

c. Chairman's report

- At the November AGM with the election for the executive, would like to see one of three things happen. 1. Go with one year terms in November, 2. Extend the executive term to April/June to allow transition, 3. Ask that the term be extended for another year.
- With the budget passed in November, could the elections be held in June?
- The budget will be shown electronically at the board meeting. The budget is based on the model from Marigold.
- Regarding budget – discussion at the board level, the Budget committee meet at the conference and make revisions. The budget gets sent out prior to the November board meeting to give board members time to discuss the budget.
- Adjourned at 9:40 am