

**Northern Lights Library System
Executive Committee Meeting
December 9, 2015
Meeting Agenda**

1. Call to order
2. Minutes of November 7, 2015
3. Financial Report
4. Chairman's report
5. Executive Directors report
 - a. Committees
 - b. Professional Development
 - c. NLLS Organizational Chart
6. Adjournment – next meeting date February 8, 2016

**Executive committee Meeting
December 9, 2015
Meeting Minutes**

Present: Stephen Dafoe, Laurent Amyotte, Jim Cheverie, Vicky Lefebvre, Wayne Bokenfohr,
Greg Barr

Regrets: Arnold Hanson, Steven Schafer, Dianne Ross

Guest: Mauren Penn

Staff: Patty Mathiot, Julie Walker, Wei Xuan

1. Meeting called to order at 5:10 pm
2. Agenda – additions 5.c in camera, 7. LMAC report – **motion to approve the agenda as amended moved by Wayne Bokenfohr – carried**
3. Minutes of November 7 – there were no changes. **Motion to approve the minutes of November 7, 2015 moved by Laurent Amyotte – carried**
4. Financial Report – Patty provided a copy of the 2014 Trial Balance and the 2015 trial balance for comparison from last year to this year. Also a comparison to the 2015 budget showed that some lines were over budget and there are many lines that are under budget. Favorable comments were received in Morinville regarding the 2016 budget. **Motion to approve the financial report as presented moved by Greg Barr, 2nd Wayne Bokenfohr – carried**
5. Chairman's report – Arnold sends his regrets and there was no report forwarded.
6. Directors report –
 - Julie talked about the ministers awards. The libraries should have received a copy of the award application as well.
 - Would like to received blurbs and photos of Executive Committee members, LMAC Executive, Library Managers and NLLS board.
 - FOIP – Joan Dunlop does a FOIP specific program for libraries. Session can hold up to 30 people at a cost of \$5000.00 which will be held at NLLS for a full day session. The executive would like to see someone at NLLS take the training and then hold the sessions instead of having to hire someone. Julie will be attending a 3 day training session. New hires at NLLS will need the introduction training. This will be put on the agenda for LMAC. Create a manual after the session for ongoing training.
 - Budget approval – letters received have been in favor of the 2016 budget. Will have to do a county presentation at Sturgeon County.
 - TAL online will be discontinued in 2016. There is a motion to temporarily suspend TAL policy. TAL members wished to continue with the databases but OCLC and VDX was not looked upon favourably as an ILL discovery tool and as a result TAL members decided that a committee should be struck to source different alternatives.
 - Credit Cards – The current limit on the credit cards is \$20,000.00, Julie has sourced out various credit cards for points or cash back. The one with the most benefits is the RBC Avion out of Lloyd with up to a \$50,000.00 limit with an option to get cash back once a

year. The cost is \$120.00 for the first card and \$50.00 for each additional card. Will need approximately 5 cards.

- Village of Andrew – the library board is doing a presentation to council to join NLLS.
Motion to accept the Director's report moved by Pat Gordeyko, 2nd Laurent Amyotte – carried

Motion to move credit cards to the RBC Avion card with a limit of \$50,000.00. With a fee of \$120.00 for the first card and \$50.00 for each additional card up to a limit of 5 cards in total. Moved by Greg Barr –carried. Audit report to see how the points are accumulated and redeemed. Certain value accumulated, put into budget for next year redemption or cash payout. Will this need to be reflected in policy.

- Lamont – three employees went to Lamont for training and consultation. Arnold and Julie will be going in 2016. Julie spoke to the one board member so everyone is on page. Recommend a reduction in fees for 2016.
- Wei is leaving NLLS to become an academic librarian.
- April 4th there is a conference through PLA with sessions that pertain to the Director and would benefit the position. The Executive would like to see a Directors report in her absence or a designate at the meeting.

a. Committees – governance

- There are 7 members signed up with PLSB staff. Julie would like to split the group in to 2. One group to work on HR policies and the other group to work on Admin policies.
- Need to establish terms of reference – Roberts Rules of Order
- Look at what NLLS has for policies and what is missing
- Ask Bonnie what they see as needed policies
- Look at other board policies in Alberta (Julie has from Marigold)
- Create a mailing list for the Committee (Jan/Feb) – become acquainted with policies, recommend to compare policies.

b. Professional Development

- Have PD time at all NLLS board meetings. Quick 30 minute training about libraries
- Examples – how is NLLS financed. Pick a topic and have Admin determine if it can be done in house or if it needs to be sourced out.
- Motion to endeavour to have PD at every board meeting with the Director to determine who and how it can be done moved by Greg Barr – carried
- Ask from the floor topics for next PD to give time to bring questions for a more rounded discussion.
- Have the board prioritize topics
- Budget for the Director for professional development – The Director will need to talk to the Board Chairman – The Executive would like to know what is being done. There is a budget line for PD for the Director.
- Would like to have staff and board members come back with feedback about their PD and what was learned.

c. In camera – **motion to go into camera at 6:15 pm – moved by Wayne Bokenfohr – carried. Motion to come out of camera at 6:37 moved by Pat Gordeyko - carried**

7. LMAC – an issue was brought forward that there are concerns that the LMAC issues were not brought forward to the NLLS Board meeting. A NLLS board member stated that the issues were not brought to Executive or board level. There was a report presented for LMAC with attachments at the NLLS board meeting on November 7th. Have the Chairman acknowledge that the issues are there and they are aware of them and send a letter to LMAC
Motion to have the Chairman draft a letter with the Director that NLLS is aware of the Public Services issues moved by Greg Barr, 2nd Jim Cheverie – carried.

Motion to adjourn at 6:53 pm moved by Wayne Bokenfohr – carried.

Approved By: _____

Date: _____