



**Executive Committee Agenda**  
**May 9, 2016**  
**4:00 pm**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from February 27, 2016
4. Executive Director's report
  - Bank and credit cards
5. Chairman's Report
  - In-Camera
  - Report other committee meetings
  - Financials
  - Auditors RFP
  - Honorariums
  - Stephen Schafer
  - ALTA Alternate
6. Adjournment

**Next meeting will be held:**

**June 11, 2016 at 8:00 am**

**Executive Committee Meeting  
May 9, 2016  
Meeting Minutes**

Present: Arnold Hanson, Laurent Amyotte, Stephen Dafoe, Jim Cheverie, Dianne Ross, Wayne Bokenfohr (teleconference)

Guest: Maureen Penn

Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hutz, Tracy Jamieson, Kayla Lorenzen, Robyn Gray

1. Meeting called to order at 4:45 pm
2. Additions to Agenda – **Motion to approve the agenda – Dianne Ross – Carried.**
3. Minutes of February 27 – **Motion to approve the minutes of February 27, 2016 as presented – Jim Cheverie – Carried.**
4. Executive Director's Report
  - New Staff: Kayla Lorenzen - Public Services Consultant; Robyn Gray - Public Services Consultant; Heather Elliott - 6 month contract, Alexis Bristow & Dayna Wallington - summer students
  - Rhonda Cusack will start as the VDX/ILL Assistant
  - Susan is on 6 month leave
  - Patty is away until July 25
  - Lamont - Julie had a meeting with them and had a good discussion
    - The town will pay - they are happy with everything
  - Andrew - Colette, Julie & Kelly are going tomorrow to have discussions
    - Recon will be done over summer
    - They should be up and running by September
  - Paradise Valley is moving to a new building this summer
  - Ashmont is planning to move into a new building
  - Glendon wants to join - but they need to finance it
  - Training
    - I.T. Server training - Jodi & Kelly are almost done their courses
    - May 20 P.D. Day - Kathryn Hotte
    - May 16 & 17 - FOIP Training for librarians and board members
  - New Projects - First Nations Pilot Project
    - Frog Lake was mistakenly placed with Yellowhead - they will change this.
    - There will be no charge for memberships
    - The grant will cover the memberships and lost books, etc.
    - Strategic planning meetings will be held in the future
  - Alberta Library is getting rid of OCLC subscription; will be going to the Z39
  - TAL Online
    - Is charging \$100,000 for something we already have (the Z39)
    - Next year getting rid of VDX/ILL, different solution - In-Reach
    - There is a pilot project of a certain amount of libraries and universities

- There is a cost associated with joining the project, but it's a lower cost now than later.
- This is not just for Canada, it goes through-out the world who has In-Reach
- Linked Data - with google will give the nearest library for available item
- Cypress Resume and Tumble Books is now up and running. There has been positive feedback.
- At LMAC in May all the libraries will get their new I-Pads
- Van - the dealership didn't do the release forms so it will be another 2 months before we receive the van. They gave a \$5,000 discount on the price due to the inconvenience. Still waiting on a part.
- Axia will be upgrading us and 5 other libraries
  - Fortigate can't handle the upgrade therefore, need to upgrade fortigate at approx. \$30,000 each.
  - For each of the other libraries it will be \$1,500/unit

**Motion to accept Director's Report as information - Stephen Dafoe - Carried.**

- Bank & Credit Cards
  - Having problems using credit card - sometimes it works and other times it doesn't
  - Looking into different bank options - TD is very expensive; ATB not too bad
  - Service for all banks is you get what you pay for
  - Servus still hasn't given new credit cards for the new staff and still has Brigitte as the contact therefore unable to get any information. Terri has requested numerous times and has had meetings with Servus and still it's not being done.

**Motion to accept the recommendation to change to ATB as information - Wayne Bokenfohr - Carried.**

Discussion on banking

**Motion to switch all accounts and credit cards to ATB from Servus Credit - Arnold Hanson - Carried.**

## 5. Chairman's Report

- Report from Other Committees
  - Policy Committee - today worked on governance, proportional make-up of Executive Committee.
  - The Chair is elected from the general membership; Cold Lake and Sturgeon County automatically receives a seat due to population size; 1 from each of the 4 zones (the votes will be from each zone).
  - Elections will be 2 year terms
  - Looking at changing the election to a March date instead, so the next vote would be 2017, 2019, 2021, etc.

- Financials - to the end of March, 2016 - running on track

**Motion to accept the financials as information - Stephen Dafoe - Carried.**

- Auditors RFP
  - Joly, McCarthy & Dion - 2 years left on contract
  - There is no cancellation policy in contract

- Honorariums
  - Each meeting should be paid even if there are 2 meetings a day.

**Motion for members of the Executive to get paid for all meetings and any committee meetings they're members of, including Executive meetings on the same day as Board meetings - Jim Cheverie**

Discussion and confirmation in policy handbook

**Amendment to motion: motion to make recommendation to the Board on June 11 to change policy on per diem for Executive - Wayne Bokenfohr - Carried.**

- LMAC Representative - must be put into policy handbook for LMAC representative to attend Executive meetings as well be paid per diem.

- Steven Shafer

**Motion to accept Steven Shafer's resignation (as per email) - Arnold Hanson - Carried.**

- ALTA Rep. Alternate

- Larry Tiedemann is the ALTA Rep. for our Board until 2018. He has not attended 80% of the meetings. We need to have an alternate in place to attend these meetings.

- Next Board meeting agenda item to vote an Alternate for ALTA.

LMAC - nothing to report

LAA is approaching all organizations ALTA, TAL, school-house libraries, Systems for discussions about being an umbrella for all these organizations - infancy stage.

- An example is OLA is an umbrella for all their organizations.

**Motion to go into camera at 6:25 pm - Laurent Amyotte - Carried.**

**Wayne Bokenfohr acknowledged them going into camera.**

**Motion to come out of camera at 6:34 pm - Arnold Hanson - Carried.**

6. **Motion to adjourn at 6:34 pm – Stephen Dafoe – carried.**