



Northern Lights Library System

**Executive Committee Agenda
February 27, 2016
8:30 am**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from February 22, 2016
4. Executive Director's report
 - S.V. of West Baptiste
 - Village of Andrew
 - Personal cell phones
 - Committee Members
5. Chairman's Report
6. Adjournment

Next meeting will be held:

April 4, 2016 at 5:00 pm

**Executive Committee Meeting
February 27, 2016
Meeting Minutes**

Present: Arnold Hanson, Vicky Lefebvre, Laurent Amyotte, Stephen Dafoe, Wayne Bokenfohr, Jim Cheverie, Steven Schafer, Dianne Ross, Pat Gordeyko

Guest: Maureen Penn

Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hutz, Tracy Jamieson

1. Meeting called to order at 8:39 am
2. Additions to Agenda - 3a. Insurance for Board members, 3b. Management letter from Barb McCarthy - **Motion to approve the agenda as amended – Jim Cheverie – carried.**
3. Minutes of February 22 – **Motion to approve the minutes of February 22, 2016 as presented – Stephen Dafoe – carried.**
 - 3a. Insurance for Board members - some municipalities don't cover the Executive members for accident/life insurance when coming to Executive meetings. Each member will look into their coverage and bring it back to the next meeting for discussion.
 - 3b. Management letter from Barb McCarthy - **Motion to accept management letter recommendations to initial all minute pages - Vicky Lefebvre - carried.**
Motion to direct administration to look into the RRSP concern as indicated in the management letter - Vicky Lefebvre - carried.
4. Executive Director's Report
 - Summer Village of West Baptiste has signed on.
 - Village of Lamont - joined at the beginning of 2015
 - They felt they didn't get the service for March and April.
 - Arnold and Julie went to see them February 1 - offers were made to assist them with their collection and the Library Board said they didn't require any assistance.
 - To appease them we've credited back their levy to the Library Board.
 - Town of Lamont doesn't want to pay the levy for this year, since the Library Board didn't have to pay their levy.
 - Arnold and Julie will need to have a meeting with the Town of Lamont and the Library Board
 - Village of Andrew - has signed on, they need to send in paperwork to the Minister. Village of Andrew has chosen a representative for the Board (Brent Matiaszow); he will be at the Board Meeting on Saturday.
 - Personal Cell Phones
 - NLLS driver is using personal cell phone.
 - It was suggested that driver and consultants should have company cell phones.
 - Discussions of NLLS paying a portion of the personal cell phones was explained that it becomes a taxable income to the employee.
 - Terri will look into the price of getting new cell phones (the current ones we have are flip phones).

- Committee Members

- Remove Greg Barr from all committees.
- The rest of committees will be chosen at a later date.

- Financials

- \$500,000 operating costs; \$500,000 Long-term investment; 3 separate investments of \$100,000 each at 3, 2 and 1 year due dates. Money remaining for library services and upgrades \$300,000.
- Recommendation to purchase a tablet for each library and put LEAP (an ILS system) on the tablet. Helps the librarians be mobile in the library while doing checkouts, acquisitions, circulation, etc. Total cost approximately \$40,000 for all libraries.
- As well, to purchase new databases for the libraries: Tumble Books is a K-5 early literacy reading program; these books are also available in French. Cost is approximately \$44,000 for a 3 years. Cypress Resume is a resume writer database, the approximate cost for this is \$1,400/year U.S.
- Also, looking to upgrade all staff computers in libraries to Office 365. This program offers continual updates. The approximate cost for this is \$4,000/year.
- NLLS headquarters is also looking to replace all staff computers as they are off warranty and over 5 years old. The approximate cost for this is \$21,000. As well, looking at putting Office 365 on all staff computers; the cost of this is \$600/year (the migration costs are unknown at this time). Also, looking to install Malware Bytes system wide.
- NLLS headquarters is having issues with their current antiquated phone system (dropped calls, lost in transfer calls, etc.) The quote for a new and up-to-date phone system (VOIP) is approximately \$21,000.
- NLLS is also looking at a new vehicle for consultant visits.

Motion to recommend the above programs to the Board at a cost not to exceed \$160,000 - Stephen Dafoe - carried.

- Re: Barb McCarthy - in camera 9:31 am
- Back in session 9:55 am

Motion for Administration to review all contracts and services for NLLS - Wayne Bokenfohr - carried.

5. Chairman's Report

- Honorariums to be discussed at next meeting.

6. **Motion to adjourn at 9:56 am – Arnold Hanson – carried.**