



**Executive Committee Agenda
September 17, 2016
8:00 am**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from June 11, 2016
4. Executive Director's report
 - Update on financials (bank account update)
5. Chairman's Report
 -
6. Adjournment

Next meeting will be held:

October 3, 2016 at 5:00 pm

**Executive Committee Meeting
September 17, 2016
Meeting Minutes**

Present: Arnold Hanson, Laurent Amyotte, Stephen Dafoe, Dianne Ross, Jim Cheverie, Vicky Lefebvre
Regrets: Wayne Bokenfohr, Pat Gordeyko
Guest: Jodi Dahlgren
Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hampson, Heather Elliott, Tracy Jamieson

1. Meeting called to order at 8:04 am
2. Additions to Agenda – 4a. Policy, 4b. Budget, 5a. In-Camera (RRSP) – **Motion to approve the agenda as amended – Jim Cheverie – Carried.**
3. Minutes of June 11 – **Motion to approve the minutes of June 11, 2016 as presented – Laurent Amyotte – Carried.**
4. Executive Director's Report
 - New Bibliographic Services Consultant is Heather Elliott
 - Patty Mathiot gave her resignation
 - TRAC meeting in April – there was a presentation with Innovative and Polaris
 - In-Reach will take on the component of VDX
 - Link Data is able to search the nearest available library for the specified item
 - Negotiations with In-Reach for our system to be the first to roll it out in Canada
 - January 1 implementation – this is a partnership; we need to promote this
 - P.D. day – today at the Board Meeting Colette and Bailey will be doing a presentation on “Cultural Sensitivity”
 - November board meeting – Ken Allan will be doing a presentation on Board Basics
 - Create a committee for New Board Orientation
 - Would like to suggest for the staff to have a gym/gym equipment in office
 - Waivers would be signed
 - Bring a business plan for the equipment required back to January meeting.
 - Consultant vehicle
 - Needs to be good in winter (suv/all-wheel)
 - Look into a lease option
 - Bring 3 quotes to the next meeting for leasing vs. buying
 - In-Camera
 - Financials
 - we don't budget for grants, therefore with the aboriginal grant the percentage is high for this year.
 - changed garbage collection companies went from \$450/month to \$80/month
 - investments with ATB – 30, 90, 120 day investments total of \$400,000 invested so far.
 - intending to invest more, but want to see what the return is
 - will re-evaluate next month

Motion to accept the Financial Report as presented as information – Jim Cheverie – Carried.

- a. Policy Committee Update
- Compensation
 - Level = based on experience, education and job classification
 - Step = based on tenure
 - NLLS employees will be entitled to time off from Christmas to New Year's based on one full year of employment.
 - Grievance Committee (5 members)
 - Consists of 1st Vice Chair and 1 from each zone
 - Workplace Violence & Harassment
 - How to be an Effective Board Member
 - will serve on committees as required
 - Committees of NLLS:
 - Executive Committee – up to 10 members
 - HR Committee – AdHoc – 5 members
 - Financial & Audit Committee – 5 members
 - Building & Equipment Committee – 5 members
 - Policy Committee – 5 members
 - Policies need to be continually looked at and adjusted on a regular basis. This is a working, living document.

- b. Budget Committee Update
- Fortigates need to be replaced in all our libraries
 - The firewalls in the library computers are starting to fail
 - Will cost approximately \$100,000 to replace them in all of our libraries
 - \$100,000 will catch up the libraries this year for their firewalls. The proposed budget to take care of the next 3-5 years.

Motion to take to the Board the request for taking out up to \$60,000 out of reserves for the replacement of the fortigates in our libraries – Stephen Dafoe – Carried.

5. Chairman's Report

- a. In-Camera – 9:24 am

Motion to move into camera – Laurent Amyotte – Carried.

Out of Camera – 9:45 am

Motion to come out of camera – Stephen Dafoe – Carried.

Motion to present to the Board a letter in the HR file of a re-instated employee – Carried.

In-Camera – 9:46 am

Motion to move into camera – Jim Cheverie – Carried.

Out of Camera – 9:56 am

Motion to inquire of specific legal opinion of a tax lawyer in regards to employee RRSP's – Stephen Dafoe – Carried.

6. **Motion to adjourn at 10:00 am – Stephen Dafoe – Carried.**

Northern Lights Library System

Comparative Income Statement

		Jan 1- Aug 31 2016 YTD	Jan 1- Dec 31 2016 YTD	% Left	% USED
		Actual 01/01/2016 to 04/30/2016	Budget 01/01/2016 to 12/31/2016		
REVENUE					
1	Levies - Municipalities	1,133,643.29	1,132,871.00	0%	100%
2	Levies - Library Boards	651,902.29	651,262.00	0%	100%
3	Prov. Operating Grant	833,559.10	826,965.00	-1%	101%
4	Prov. Rural Sevices Grant	261,837.90	263,602.00	1%	99%
5	Prov. Establishment Grant	4,426.00	0.00	0%	
6	Deferred Allotment	-244,343.52	38,000.00	743%	-643%
7	Travel Grants	2,224.08	3,000.00	26%	74%
8	Non Resident Fees	700.00	5,450.00	87%	13%
9	Other Grants / Library Programs	158,911.00	3,500.00	-4440%	4540%
10	Sales - Misc.	6,760.47	14,300.00	53%	47%
11	Sales Office Supplies-Resale	45,990.38	50,000.00	8%	92%
12	Service Administrative	5,211.37	0.00	0%	
13	Sales-SRP	2,676.56	0.00	0%	
14	Annual Conference	3,021.65	0.00	0%	
15	Interest earned	8,365.14	16,500.00	49%	51%
16	Myrnarn Revenue	6,377.09	17,434.00	63%	37%
17	TOTAL REVENUE	2,881,262.80	3,022,884.00	5%	95%
EXPENSE					
20	Staff Expenses			0%	
21	Staff Salaries	644,965.54	1,176,449.00	45%	55%
22	EI Expense	14,286.36	0.00	0%	
23	C.P.P. Expense	28,038.43	0.00	0%	
24	Extended Health Expense	9,635.17	235,693.00	96%	4%
25	Dental Expense	8,375.39	0.00	0%	
26	W.C.B. Expense	1,547.76	0.00	0%	
	TOTAL - GENERAL PAYROLL EXPENSES	706,848.65	1,412,142.00	50%	
Other Staff Costs					
27	Bibs Services Training/Conference	6,111.42	12,500.00	51%	49%
28	Bibs Services Travel	1,367.23	0.00	0%	
29	IT/PS Training/Conference	14,677.02	28,620.00	49%	51%
30	IT/PS Travel / Site Visits	9,608.85	6,900.00	-39%	139%
31	Admin Training/Conference	8,446.16	17,650.00	52%	48%
32	Admin Travel	4,804.01	5,500.00	13%	87%
33	Staff Recruitment	153.84	9,000.00	98%	2%
34	Contract Fees	719.04	0.00	0%	
35	Human Resource Tools	984.44	1,500.00	34%	66%
36	Resource Trans. Training/Conference	1,599.45	2,100.00	24%	76%
37	Total Other Staff Costs	48,471.46	83,770.00	42%	58%
Book Allotment					
38	Total Collection Development	225,849.85	416,292.00	46%	54%
Library Services					
40	System Collections	7,000.00	27,670.00	75%	25%
41	Aboriginal Project	3,125.25	0.00	0%	
42	EXTRA FUNDS 2016	100,993.53	0.00	0%	
43	International Collection	-2.21	0.00	0%	

44	Service Supplies		1,464.65		9,640.00	85%	15%
45	Cataloging Tools		0.00		2,700.00	100%	0%
46	Shipping & Freight		1,626.12		1,000.00	-63%	163%
47	Catalog/Process-Forms/Supplies		7,725.20		11,500.00	33%	67%
48	Assistive Technologies		66,362.23		34,685.00	-91%	191%
49	ACSI Managed Services		33,300.00		48,000.00	31%	69%
50	TRAC		97,629.00		97,276.00	0%	100%
51	TRAC Online Fees		21,148.00		41,582.00	49%	51%
52	e Resources Books on Line		3,644.18		25,000.00	85%	15%
53	NLLS Annual Conference/Workshops		59.85		19,500.00	100%	0%
54	Library Staff Training		436.58		0.00	0%	
55	Librarians Council and Workshops		13,593.54		31,500.00	57%	43%
56	Library Programming		16,530.32		28,000.00	41%	59%
57	Postage/Courier		1,144.66		1,000.00	-14%	114%
58	Coll. Dev. Shipping/ILL		483.28		2,000.00	76%	24%
59	Vehicle Expense		16,744.21		28,500.00	41%	59%
60	Online Database		45,352.44		56,800.00	20%	80%
61	Board of Record Payments		0.00		258,058.00	100%	0%
62	Myrnam-Operating expenses		5,255.42		17,434.00	70%	30%
63	Board Travel	13,334.80		20,000.00		33%	67%
64	Board Food and Beverages	2,654.06		5,000.00		47%	53%
65	Board Conference/Education	1,630.61		9,958.00		84%	16%
66	Board Special Events	87.95		3,600.00		98%	2%
67	Board Committee Meetings	5,290.86		31,000.00		83%	17%
68	Hospitality General	3,220.50		6,000.00		46%	54%
69	Board Total		26,218.78		75,558.00		
70	Office Equipment/Software	0.00		22,500.00		100%	0%
71	Photocopier (rental/maint/toners)	7,195.99		13,000.00		45%	55%
72	Brokerage Fees	142.36		0.00		0%	
73	Legal Fees	2,536.09		8,000.00		68%	32%
74	Marketing	3,249.43		9,000.00		64%	36%
75	Audit Costs	1,952.00		12,000.00		84%	16%
76	Bad Debts	17.95		0.00		0%	
77	Bank Charges	615.76		350.00		-76%	176%
78	Insurance	10,149.43		10,300.00		1%	99%
79	Subscriptions	1,726.91		1,000.00		-73%	173%
80	Memberships	10,537.55		12,230.00		14%	86%
81	Office Supplies Resale	48,737.72		50,000.00		3%	97%
82	Office Supplies	13,576.42		7,500.00		-81%	181%
83	Telecommunications	5,947.49		22,000.00		73%	27%
84	Building Maintenance	2,686.29		16,000.00		83%	17%
85	Janitorial Services	17,034.07		36,800.00		54%	46%
86	Utilities	19,114.67		32,500.00		41%	59%
	Total Expenses		615,055.16		1,070,583.00	43%	57%
	TOTAL EXPENSE		1,597,028.83		2,982,787.00	46%	54%
	NET INCOME		1,284,233.97		40,097.00		

Jan to Aug 8 months completed

Line 5 Andrew and West Baptiste

Line 9 Aboriginal Grant

Lines 29/30 No change here from previous report.
 Point 1 - These should be seperated in the budget going forward they are the two biggest dept IT and PS
 Point 2 - IT requires more budget for Travel than they do for Training

Line 41/42 Tracking purposes only

Line 48 ASCI/Hypertec/Softchoice
 This dept was not truly transparent before and the future budget will show a better picture

Line 57 No change here from previous report.

Line 58 We went from Ave \$60 a month to \$5.00 with some streamline processes and staff changes

Line 77 Bank changeover and beginning of year interest charges

Line 79 Newspapers - Audio cine

Line 82 Various items - really need to dive into this for next year budget - do we have it already but just cant find it.

Line 86 We are locked in with a group rate, we will have to wait and see how the carbon tax effects us
 We have changed garbage companies at a savings of \$400.00 a month.

Investments 1x100,000 1 yr cashable GIC acess after 90 days @ 1.47%
 1x100,000 1 yr cashable GIC acess after 180 days @ 1.47%
 1x200,000 for 1 yr @ 1.47%