



**Executive Committee Agenda
December 5, 2016
5:00 pm**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from November 5, 2016
4. LMC Report
5. Executive Director's report
 - Wandering River
 - NLLS Board Orientation
6. Chairman's Report
7. Adjournment

**Next meeting will be held:
January 11, 2017 at 8:00 a.m.**

**Executive Committee Meeting
December 5, 2016
Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Jim Cheverie, Laurent Amyotte, Ferd Caron, Warren Griffin, Joan Green, Linda Russnak

Regrets: Arnold Hanson, Dianne Ross

Guest: Maureen Penn

Staff: Julie Walker, Kelly McGrath, Terri Hampson, Colette Poitras, Heather Elliott, Tracy Paradis

1. Meeting called to order at 5:02 p.m.
2. Additions to Agenda – 5c. Petty Cash, 6a. Evaluation of Executive Director, 6b. Confirmation of meeting dates – **Motion to approve the agenda as amended – Laurent Amyotte – Carried.**
3. Minutes of November 5 – **Motion to approve the Executive minutes of November 5, 2016 as presented – Jim Cheverie – Carried.**
Motion to approve the Organizational minutes of November 5, 2016 as presented – Warren Griffin – Carried.
4. LMC Report
 - ACL 2017 – April 27-30/16
 - 3 author talks – Joseph Boyden, Kate Beaton and Susan Juby
 - LMC next meeting March 1, 2017**Motion to accept LMC Report as information – Ferd Caron – Carried.**
5. Executive Director's Report
 - Julie and Terri will go through records retention to sort through what can be thrown out
 - Will have discussion with Clinton about the library websites in January 2017
 - The Plan of Service for NLLS is due next year
 - gives direction for the next 3 years of where NLLS would like to go
 - input is given from Municipalities, Board Members, Library Managers and Staff
 - November 19 In-Service attendance – 18 Board Members and 12 Librarians
 - a. Petty Cash
 - will be decided between Executive Director and Finance Officer
 - b. NLLS Board Orientation
 - PLSB could do a Board Orientation for all new Board Members
 - the Board needs to be informed of their responsibilities
 - history of what the Board does
 - overview of what libraries and boards do
 - Libraries Act
 - regulations
 - System of Agreement
 - Map of 7 Systems and their Chairs
 - Who is in our system (Municipalities and Libraries)
 - c. Wandering River**Motion to go into camera 5:39 p.m. – Warren Griffin – Carried.**
Motion to come out of camera 6:07 p.m. – Vicky Lefebvre – Carried.

Motion to accept Executive Director's Report – Jim Cheverie – Carried.

Motion to review Plan of Service 2014-2017 and send to Board Members and Library Managers and ask for feedback – Ferd Caron – Carried.

Motion to invite Ken Allan to do a presentation at February 11, 2017 Board Meeting for an overview of: Library Act, Library Agreement, Systems Agreement, Overview of 7 Systems, Plan of Service, NLLS Policies on Board, Overview List of Board Members and Libraries (30 minutes) – Warren Griffin – Carried.

Motion to get the agreement between NLLS and Wandering River from PLSB, for purpose of review and to send a response to Doug Kariel's letter – Vicky Lefebvre – Carried.

6. Chairman's Report

a. Evaluation of Executive Director

- Evaluation committee will consist of 3 members (Chair and 2 others)

Motion to create an Evaluation Committee consisting of Stephen Dafoe, Warren Griffin and Arnold Hanson (should Arnold decline then Laurent Amyotte will fill that space) – Jim Cheverie – Carried.

b. Confirmation of meeting dates

- General Board Meetings – February; June; September; November
- Executive Board Meetings – February 11/17; May 6/17; August 14/17 (teleconference); September 9/17

7. Motion to adjourn at 6:39 p.m. – Warren Griffin – Carried.

LMC Report – DEC 5TH

Meetings attended by LMC Executive

- PNLA Board Meeting – Nov. 12th
- Board/Staff PD Day – Nov. 19th
- Library Services to Indigenous Populations Working Group (PLSB) – Nov. 24th
- LMC & Blue Quills training Day – October 19th

General Updates

- Maureen now has swag from PNLA (Pacific Northwest Library Association) which will be distributed at ALC and other Alberta library conferences.
- The ALC (Alberta Library Conference) will be hosted in Jasper, Alberta from April 27-30th. The theme is **Libraries: More Than Ever!** With this being the 150 anniversary of Parks Canada the ALC committee has lined up high profile keynote speakers Joseph Boyden and Rick Mercer. There will be a wide range of topics with the academic libraries and trustees having at least one session in each time spot focusing specifically on their needs, as well as, numerous Indigenous library service focused presentations. There will be author talks by Joseph Boyden, Kate Beaton and Susan Juby.

Highlights from the Library Manager's Council Meeting

- Next LMC Meeting is scheduled for Wednesday, March 1st, 2017

LMAC Executive

- Maureen Penn, Chair (Lac La Biche County Libraries)
- Jodi Dahlgren, 1st Vice Chair (Wainwright Public Library)
- Vacant, 2nd Vice Chair
- Stuart Pauls, Secretary (Vermilion Public Library)

Report submitted by Maureen Penn

November 28, 2016

4514 32 St
Athabasca, AB. T9S 1P1

Mr. Stephen Dafoe
Chair
Northern Lights Library System Board
Sent by e-mail

Dear Mr. Dafoe

I am writing to you and the Northern Lights Library System executive because in mid-September, NLLS stopped sending the van to the Wandering River Library with no prior notice or discussion. This resulted in almost no material moving to or from this library for over a month. I was appalled to learn of this situation and contacted Julie Walker about this as soon as I heard about it from the Library Manager, Jennifer Batiuk, at Wandering River. I understand that the Wandering River Library is the only library service point that has had its van run cut off.

We were finally able to arrange a meeting about this situation with myself, Jennifer, Heather Elliott and Julie Walker as well as the Athabasca County Library board member from Wandering River, Kathy Hogarth on October 31. During that time, almost no material went from Wandering River to NLLS. We agreed to do a 1 month trial of having material sent by Canada Post. Unfortunately, there have been many glitches with this including the fact that the labels initially provided by NLLS didn't work and were not accepted by Canada Post. At this point, I think that Jennifer has been successful in sending material a couple of times. While this may seem like a good idea, I'm not sure that it will prove to be in the long run. Canada Post has a delivery standard of up to 3 business days for expedited parcels which is the service that we are to use. Material requests will often sit until Monday of the following week after Jennifer gets them back or has the ILL request come through on Polaris. Then it would take another 3 days at least to get to NLLS. I don't see how this is faster than the van run. While it may save money, the delivery time is likely longer than it would be with having a van run.

It is my understanding from Julie Walker and Heather Elliott that it costs about \$150 a month to send the van to Wandering River and that by using Canada Post to move material between Wandering River and NLLS in Elk Point that it cost about \$50 per month. As a result of this change, our Library Manager has to spend additional time outside of her normal time in the Library to take and pick up material at the Wandering River Post Office which is open until 1:00 each day.


As Jennifer is having to spend several extra hours a month to take packages to and from the Wandering River post office, this is to request that the NLLS Board or executive provide her or the Athabasca County Library board with compensation of about \$50 per month for this additional time. If it were to be given to the Board, we would ensure that she gets it. Jennifer has told me that she has to spend about 1-2 hours a week of her time to prepare material for mailing and take them to the post office in addition to the time that she is at the Library.

As you likely know, the Wandering River Women's Institute Library is run by the Athabasca County Library Board. We have a volunteer Library Manager who runs the Library and is given a small honorarium of just over \$4,000 for doing this. The library is open about 9 hours a week when she is there and available for use by the Wandering River School students and staff at other times.

What we would really like is to reinstate the van run or have it go every other week for a few months while we work with NLLS staff to determine the best option for getting library material to and from Wandering River. The Library is a net lender of books, so delaying getting material out of Wandering River can have a negative impact on fulfilling ILL requests from patrons throughout the system.

Thank you for considering this request. I have copied Warren Griffin, Athabasca County NLLS representative for his information. I look forward to hearing from you.

Sincerely yours,



Doug Kariel

Chair

Athabasca County Library Board

2017

Fostering excellent library service in northeastern Alberta



Northern Lights Library System

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- January 1—New Years Day
- **January 19—NLLS Audit**
- **February 11—NLLS Exec/Board Meeting**
- February 20—Family Day
- March 20-22—AAMD&C
- April 14—Good Friday
- April 17—Easter Monday
- April 27-30—Alberta Library Conference
- **May 6—NLLS Exec/Board Meeting**
- May 22—Victoria Day
- July 1—Canada Day
- August 7—Heritage Day
- **August 14—Exec Meeting (teleconference)**
- September 4—Labour Day
- **September 9—NLLS Exec/Board Meeting (Draft Budget)**
- September TBA—NLLS Annual Conference
- October 9—Thanksgiving
- **November TBA—NLLS Exec/Board Meeting (Final Budget)**
- November 11—Remembrance Day
- November 14-17—AAMD&C
- November 22-24—AUMA
- December 25—Christmas Day
- December 26—Boxing Day