

Northern Lights Library System

**Executive Committee Agenda
November 5, 2016
8:00 am**

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

Next meeting will be held:

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

Present: Arnold Hanson, Stephen Dafoe, Vicky Lefebvre, Dianne Ross, Jim Cheverie, Laurent Amyotte

Regrets: Ferd Caron, Pat Gordeyko

Guest: Maureen Penn

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

1. Meeting called to order at 8:06 a.m.
2. Additions to Agenda – 5b. In-Camera – **Motion to approve the agenda as amended – Dianne Ross – Carried.**
3. Minutes of October 3 – **Motion to approve the minutes of October 3, 2016 as presented – Laurent Amyotte – Carried.**
4. Executive Director's Report
 - a. Vehicles
 - new van has arrived and is out on deliveries
 - purchased a Dodge Journey for consultants
 - purchased a Jeep Patriot for Indigenous services
 - had Blue Quills College translate "Northern Lights Library Service" into Cree to put on Jeep
 - b. Training
 - September 8 – Homelessness Webinar
 - October 3 – Safe & Sound PD day at HQ – 22 people attended
 - October 19 – Blue Quills/LMC PD day – 78 people attended
 - November 19 – In-Service for all Board members and Library Staff

Courier

- Julie and Arnold attended the PLSB Nodes and System meeting was discussed that PLSB did a survey on courier in 2011. Out of 180+ libraries there were 36 that were worst offenders (13 of those included libraries in our system).
- PLSB has stopped courier between libraries and all materials need to go to systems for distribution, therefore the increased workload is seeing a need for a second van run
- the second van will require a need for another garage bay
- will need to set up a building committee to prepare a proposal for renovation to extend the garage at the back and present it to PLSB or apply for a matching grant
- Efficiencies with libraries
 - the van run to wandering river has been discontinued due to the small amount of items being sent out weekly
 - all packages will be sent through Canada Post, therefore Wandering River patrons will receive their items for often
 - there are approximately 90 people that are serviced in that area
 - the savings would be at least \$100/month

- Building Agreement
 - between NLLS/County of St. Paul/Town of Elk Point
 - 2006 condo agreement was signed
 - April 18, 2015 the back portion of the building was sold to County of St. Paul/Town of Elk Point
 - the party wall partition agreement hasn't been signed

Motion to investigate by legal opinion if the Executive Director has the authority to sell an asset belonging to NLLS, as well as determine if we have clear title to the building – Stephen Dafoe – Carried.

- Colette has been nominated to sit on the Board of Truth & Reconciliation
- Finance comparison - October 2015 Liabilities & Equities \$4,886,142 to October 2016 Liabilities & Equities \$5,456,614
 - because of the savings asking to give staff gift cards for Xmas, a Xmas meal, as well as a 3% COLA increase (to be dealt with in-camera)
- Staff meeting Tuesday:
 - Susan is back is training to take over the second van run
 - new appraisals have been created – they are to be completed by staff by then end of November
 - RRSP contributions – staff was informed of the RRSP contribution of what needed to be done to fulfil the obligation. They need to provide a T4A at the end of the year.
 - Paul Kosa has been with NLLS for 6 years; Dolores Zacharuk has been with NLLS for 19 years
 - NLLS Christmas party will be held December 9
- Wayne Bokenfohr passes on thank you to the Executive Committee, they were a great team to work with.

5. Chairman's Report

a. Policy Committee Update

- nothing to report

b. In-Camera (COLA, gift cards)

Motion to go into camera 9:00 a.m. – Laurent Amyotte

Motion to come out of camera 9:30 a.m. – Dianne Ross

Motion to give staff a 1.5% COLA – Vicky Lefebvre – Carried.

Motion to give \$150 gift card for Christmas – Stephen Dafoe – Carried. (2 opposed)

Motion to send the comparison list of 2014 to 2015 to all councils with the levy and all items of what we have done – Stephen Dafoe – Carried.

6. **Motion to adjourn at 9:40 a.m. – Vicky Lefebvre – Carried.**

The first few months in the position has been exciting with learning new tasks & responsibilities.

- re-evaluating work flow and on the lookout for efficiencies
 - shipping department
 - van run - prompted from the review regarding government courier
 - determined the need for a second run for 13 of NLLS Libraries
- Sue Frisby returned to work November 1, 2016
- Creating a method of delivery statistics to the libraries

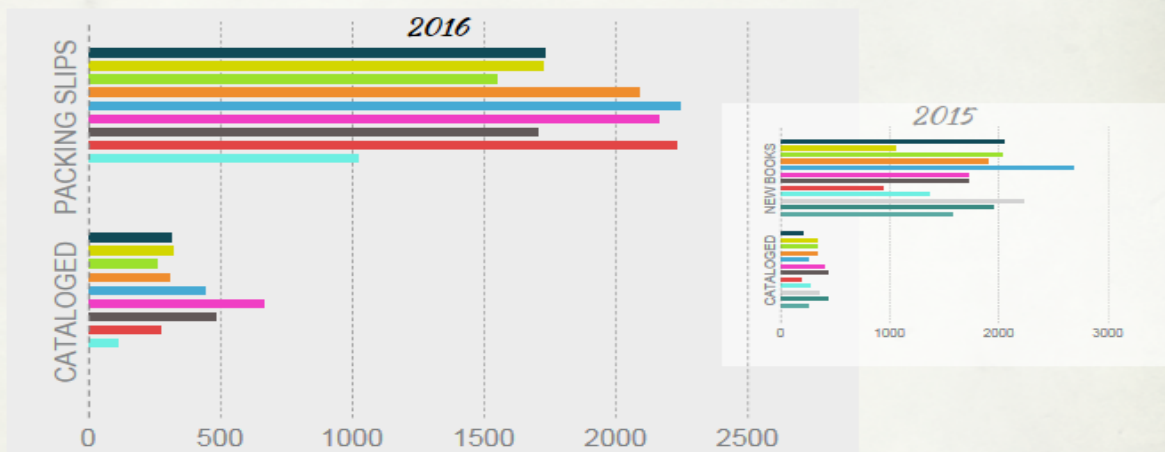
Acquisitions/Receiving :: Cataloging :: Processing

Library Managers Council Report

October 12, 2016

Written by: Heather Elliott

Bibliographic Department

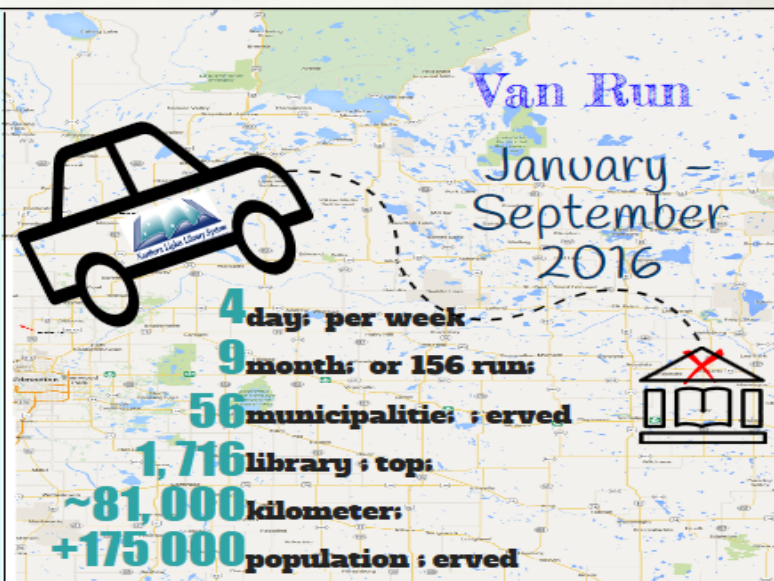


The chart flows top to bottom indicating January to December in both sections.

Being the newest member of the Bibliographic Team...

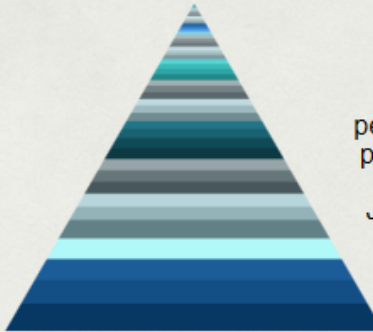
It has been a pleasure learning the ropes from such an immensely knowledgeable team and not to mention the crack management team.

My first month in the position has been exciting with learning many new tasks & responsibilities and had the opportunity to experience my first NLLS Conference! The Bibliographic Services have spent some time re-evaluating work flow and on the lookout for efficiencies in the shipping department and van run which was prompted from the review regarding government courier. Currently evaluating the van run and have determined the need for a second run for 13 of NLLS Libraries; details to come.



Breakdown of bibliographic services workflow per library!

Time Distribution per Library



This chart displays the percentage of items from the packing slips per libraries in the time frame of: January - September 2016

Upcoming Dates

Also, would like to mention the Take-Away in Edmonton is happening on October 18th and 19th –be sure to mark it on your calendar! Keep an eye out for the Winter Hotlist; should be out mid-October with the ordering deadline of mid-November. Quickly approaching is the Christmas Holidays --- this is the time to start ordering this seasonal material. For other seasonal material, January is the time to start thinking about items for Valentine's Day, Groundhog Day, St. Patrick's Day, Easter and Mother's Day. The cut-off date will be in December, please be sure to check your funds and spend it! Contact Diane if you have questions or concerns. The roll over date will be also be in December; exact date to come. Currently, we are slightly over a 2 weeks turn around in the cataloguing department.

Reminders

NLLS can assist libraries with regular ordering of Bestsellers and Series. Did you know that Diane will also set you up with a subscription for materials in juvenile fiction, easy readers, YA material, comics, and graphic novels. This is an on-going service that you can sign up for, pick & choose and can be changed at any time.

It is important to send in your signed packing slips.

Sue Frisby has been on an extended leave and will be returning to Northern Lights Library System at the first of November and we are looking forward to her return.

The Bib. Services team is a help-desk (help@nlls.ab.ca) ticket away if you have any questions or concerns that arise.

FUN FACTS

891 Purchased Order have been created...so far this year

3254 VDX Request so far this year

Bib. Services 2016

- https://magic.piktochart.com/output/17113278-nlls_stats-conflict-copy - for an Interactive report