



**Executive Committee Agenda**  
**June 26, 2017**  
**3:00 p.m.**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from Last Meeting
4. In-Camera
5. Executive Director's
  - TAL
  - Building Update
  - Hoopla Update
  - Lab training Centre
  - ALC system reception
  - Polaris Upgrade
6. Chairman's Report
  - Plan of Service
7. Adjournment

**Next meeting will be held:**

**Executive Committee Meeting**  
**June 26, 2017**  
**Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Jim Cheverie, Laurent Amyotte, Ferd Caron, Warren Griffin,

Staff: Julie Walker, Heather Elliott, Tracy Paradis, Colette Poitras

1. Meeting called to order at 3:01 p.m.
2. Additions  
**Motion to approve agenda – Laurent Amyotte – Carried.**
3. Approval of Minutes of May 13 – carried over to September meeting
4. In-Camera  
**Motion to go in camera – Ferd Caron – Carried**  
In camera 3:03 p.m.  
**Motion to come out of camera – Ferd Caron – Carried**  
Out of camera 4:03 p.m.
5. Executive Director's Report
  - ALC System Reception
    - system Directors were asked what the purpose of the reception at the Outlook Cabin in Jasper was for; it was for the systems board to meet with the municipalities in previous years to network. But now that's not required as much.
    - TRAC Directors have decided not to do the reception anymore
    - Outlook Cabin has been released back to Jasper Park Lodge
    - should NLLS consider booking the cabin for the next year
      - there are 6 double rooms in the cabin (that can be used for staff and board members)
    - everyone agreed that would be a good idea as we are always looking for double rooms at the ALC.
  - TAL
    - was fined \$375,000 for not paying taxes on membership fees; TAL went to court and won the judgement.
    - CRA unfortunately went back on TAL for them charging for extra services to their patrons; they are now being charged over one million dollars for taxes.
    - TAL is set to have conversations on Wednesday
  - Building Update
    - Phoenix Engineering out of Wainwright has agreed to do our building assessment for renovations
      - they will do a cost analysis for the renovations as well as a building assessment
      - should have some quotes by next week
  - Hoopla
    - PLSB no longer putting money into Hoopla going forward
    - due to this NLLS will be close to \$80,000 over budget at the end for this service
    - Calgary Library has dropped Hoopla
    - systems have reduced number of checkouts per patron
    - we are looking at going to 6 checkouts or drop the price per item down

- Lab Training Centre
  - at our last staff meeting we decided to designate 4 laptops and 4 sets of headphones strictly for staff training purposes
  - this is so staff will not be interrupted when taking an on-line course or a webinar
  
- Polaris Update
  - upgrading Polaris today from 5.1 to 5.2
  - the next upgrade will be 5.5
  
- Kelly and Jodi are off to Montreal tomorrow for an IT Symposium for the rest of the week; this trip was paid for by a vendor which included airfare and accommodations

**Motion to accept the Executive Director's report as information – Warren Griffin – Carried**

6. Chairman's Report

- Plan of Service
  - is going very well
  - consultations from Municipalities have been very good
  - had 2 sessions in Vegreville
  - these statistics will be compiled into a document, then a face to face meeting in August to discuss the last stages; then hopefully presented to the Board in September
  - Service is the big key – we exist to serve our libraries; if libraries are happy then the municipalities are happy
- ALTA – Larry Tiedemann has stepped down as our representative
  - Stephen is unable to commit the time required for this, therefore will send an email to request a member to represent us

**Motion to accept Chairman's Report as information – Laurent Amyotte – Carried**

7. Adjournment

**Motion to adjourn at 4:33 p.m. – Vicky Lefebvre – Carried**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_