



**Executive Committee Agenda  
September 9, 2017  
8:00 a.m.**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from August 14, 2017
4. LMC Report
5. Executive Director's report
6. Chairman's Report  
- Policies
7. Adjournment

**Next meeting will be held:**

**Executive Committee Meeting  
September 9, 2017  
Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Joan Green, Arnold Hanson, Jim Cheverie, Craig Lukinuk

Guest: Maureen Penn

Missing: Ferd Caron, Linda Russnak, Colette Poitras, Heather Elliott

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

1. Meeting called to order at 8:04 a.m.
2. Additions – 7. In-Camera (Personnel/HR)  
**Motion to approve agenda – Arnold Hanson – Carried.**
3. Approval of Minutes of August 14, 2017  
**Motion to approve the Executive minutes of August 14, 2017 – Laurent Amyotte – Carried.**
4. LMC Report  
- deferred to Board Meeting  
**Motion to accept LMC Report – Warren Griffin – Carried.**
5. Executive Director's Report
  - Finances/Investments
    - renew the 3 certificates
    - \$500,000 into a 90-day notice certificate
    - Terri will into interest rates of electronic banks
  - Auditors
    - 3-year contract (put out RFP)
    - JMD Group (St. Paul) - \$10,000 (first); \$10,500 (second); \$11,000 (third)
    - Wilde & Co. (Vegreville) - \$14,000 (first); \$14,600 (second); \$15,200 (third)
    - Hawkings & Dumont Ltd. (Edmonton) - \$12,700 (first); \$13,000 (second); \$13,200 (third)
  - Budget
    - couple of changes
    - needed to take money out of reserves to put into Hoopla
  - Building Update
    - we contacted a few municipalities and they referred us to the government planning department; unfortunately, because we are not a public entity we are required to go back to PLSB and ask them for assistance.
    - Barr Engineering, out of Lloydminster, came and did a walk-through of the building; will send us a quote for assessment
    - Jen-Col, out of Stony Plain, will come out in a couple of weeks, to do the initial walk-through

- Hoopla
  - Julie and Maureen drafted letters to the libraries explaining the circumstances of cost for Hoopla
  - PLSB is no longer providing the \$25,000 in funding for Hoopla
  - the libraries can pick up Hoopla on their own if they would like
  - in August, there were 2,564 checkouts at \$4.99 each
  - 4 of the 7 systems are also having funding issues with Hoopla
    - Marigold is down to 2 checkouts per month
    - Yellowhead is down to 5 checkouts per month
    - Parkland is down to 3 checkouts per month
    - Peace is down to 5 checkouts per month
    - EPL is down to 5 checkouts per month
    - Calgary has opted out entirely
- Insurance
  - guests are allowed to be with staff in vehicles
  - renting the rooms in our building won't affect the premiums
- County of St. Paul Library Board
  - they asked for Laurent Amyotte's ALC fee to be paid for by us (we paid)
  - now they want us to pay for the room rate as well
  - Laurent will look into this
- Lighting
  - we have changed some of the office from standard lighting to LED lighting; has made a huge difference.
  - would like to replace all lighting in Bib. Services to LED lighting
  - \$6,700 is the cost for replacing lights in Bib Services; we will receive rebates from the government on lights (31% rebate)
    - MCCAC gives grants for retrofits if upgrading to energy efficient lighting

**Motion to take \$7,000 out of building reserves for lighting replacement in Bib. Services to take advantage of the current government rebate program– Jim Cheverie – Carried.**
- Collaborations
  - Library Archives of Canada/National Film Board of Canada
    - series of dialogues for Truth & Reconciliation
    - indigenous actors and directors for movies
  - Toronto Public Library, Edmonton Public Library, University of Alberta
    - indigenous studies
  - Marigold, Peace, Northern Lights
    - creating curriculum on advocacy and training
    - for Board members, libraries
    - advocating for funding, mla's, etc.

**Motion to accept Executive Director's Report as information – Joan Green – Carried.**

**Motion to put \$500,000 in a 90-day notice demand account at 1.75% - Arnold Hanson – Carried. (rates are as per today)**

**Motion to rollover 3 certificates into a 1-year GIC cashable original principle only at 1.70% - Arnold Hanson – Carried. (rates are as per today)**

**Motion to accept Hawkings & Dumont Ltd. As our auditors for the next 3 years – Arnold Hanson – Carried.**

**Motion to have Board ratify the appointment of auditors – Craig Lukinuk – Carried.**

6. Chairman's Report

- Policies

- good work done by committee and staff
- deferred to Board Meeting

**Motion to accept Chairman's Report as information – Joan Green – Carried.**

7. In-Camera – Personnel/HR

**Motion to go into camera 9:43 a.m. – Warren Griffin – Carried.**

**Motion to come out of camera 9:58 a.m. – Vicky Lefebvre – Carried.**

8. Adjournment

**Motion to adjourn at 9:59 a.m. – Arnold Hanson – Carried.**

Bibliographic Services continues to strive for efficiencies; by regularly reviewing and updating documents and managing workflow in the department

- Bibliographic Services Operational Policy has been updated to reflect changes that has occurred within the department
  - LMC voted and approved Outside Purchase change going from 40% to 100%
  - The change in Outside Purchase started July 1<sup>st</sup> and the department will continue to monitor the possible changes to workflow
- Bib. Services continues to strive to have current information available on NLLS website for member libraries.

#### Website Documentation:

- Updated version of the Bibliographic Services Operational Policy
- Acquisitions continues to be a valuable resource for libraries by assisting with large orders for member libraries' collections
- Volume control tip sheet and manual have been added to the website
- Guide on how to fill out Cataloguing Sheets has been added to the website
  - ✓ Continue to add documents relevant and necessary to aid managers in completing forms
  - ✓ Forms and sheets filled out correctly eliminates the break (stopping to call or email the library for clarification) in workflow; which translate into faster delivery of material to libraries.
- Creation of Standard Operating Procedure for Bibliographic Services
- Updated Service Package for the department
- Ongoing Bibliographic Services Project – Individual library profile and streamlining of shelf locations
- Creation of an ILL (interlibrary loan) one-page poster to promote awareness and the necessity of proper packing procedure of library materials – cross over with Public Services

# *Do's & Don'ts*

of

## Preparing Interlibrary Loans for Shipping

recommendations for time saving & damage preventative measures

### DO



- ✓ securely wrap materials
- ✓ protect AV material with bubble wrap or other protective cases
- ✓ use a modest amount of tape or elastic bands to secure bubble wrap or protective cases
- ✓ pack AV material separately from book material
- ✓ use 'FRAGILE' indicator when necessary for AV material and remove when not necessary for book materials
- ✓ clearly label with proper address labels if using Government courier

### DONT



- ✗ unsecurely wrap material
- ✗ ship AV material loosely with no bubble wrap or other protective cases
- ✗ use packing tape, excessive amounts of tape or elastics
- ✗ pack AV material and book material together
- ✗ leave 'FRAGILE' label indicator for a bag containing book material only
- ✗ use incorrect labels

## **Board Meeting September 2017**

### **Information Technology Report**

#### **Polaris**

Polaris upgrade went forth as planned, most everyone upgraded successfully. We did have a few computers that were too old to handle the upgrade.

We are looking at upgrading Polaris again in November, the latest update will do a lot to make Leap more versatile.

#### **Library Moves**

Newbrook Library has its new building in place, we are just waiting on utilities to finish the move.

#### **Internet and Supernet**

We are looking into the cost of upgrading our internet bandwidth, this involves looking at pricing and options offered. In addition, to be able to handle the internet upgrade, we will be looking into the cost of upgrading our Supernet bandwidth.

#### **Websites**

We currently have a new template for the libraries and they are picking the finishing touches.

#### **Computer Purchase**

We just finished purchasing two lots of computers as per library requests, one lot had 19 computers and the other lot had 15. The last of these computers are being prepared to go to the requesting libraries.

#### **New Technology**

I.T. has recently bought a new technology that we will be showcasing during the NLLS Conference, please come by and take a look.

# **Public Services Report**

**Written October 18, 2017**

## **Summer Reading Program:**

The summer reading program has come to an end! The entertainer tour has ended, and Safire and Mandi the Clown were both well received. They thoroughly enjoyed their performances at the NLLS libraries! A big thank you to Alexis, the Public Services Summer Student, for giving a great Summer Reading Program presentation in May for all participating NLLS summer library programmers.

## **Winter Reading Program:**

Planning for the 2017 Winter Reading Program has begun! This year's theme is Snow is Falling, Books are Calling. The WRP manuals will be sent out to the libraries in November. Stay tuned for more details. The WRP will start on January 1 and go until February 28<sup>th</sup>.

## **Author Tour:**

Nancy M. Bell will be presenting an Author Tour at 20 NLLS libraries in the beginning of October. She is a Romance and Young Adult author from Alberta and several of her novels are already available within TRAC!

## **Hoopla & Zinio:**

As of September 1<sup>st</sup>, the limit for the amount of Hoopla materials borrowed each month is 5 per patron, down from 8. The e-resource "Zinio Libraries" has been replaced by "RBDigital". Users will need to download the new app, although the website has changed over from Zinio to RBDigital automatically – the content and purpose of RBDigital is the same as Zinio. For those who enjoy using OverDrive, feel free to check out their new Libby app! This app has a bit more of a personal touch to it than the usual OverDrive one does. Perhaps investigate further in the Niche tutorial for OverDrive, from the NLLS page. Also, a reminder that the OverDrive Kids e-Reading room is now live! Contact Robyn at [rgray@nlls.ab.ca](mailto:rgray@nlls.ab.ca) if you have any questions.

## **MELibraries:**

An issue has occurred between MELibraries and Polaris. We are doing everything we can to sort out the issues with MELibraries that have unfortunately come up.

## **Public Services Group:**

Robyn has recently become the representative of NLLS in the Public Services Group, which consists of one representative of each library within the TRAC consortium. Colette was previously the NLLS representative, and attended Robyn's first meeting with her to properly introduce the group and the material.



## **Conference:**

As you all know, the Northern Lights Library System's annual conference is happening September 14<sup>th</sup> and 15<sup>th</sup>. We hope you all enjoy this year's conference, "Canada & Libraries as One"!

## **Upcoming Events:**

On October 21<sup>st</sup>, NLLS will be hosting a Board Basics workshop at headquarters. Stay tuned for details!

## **Indigenous Update:**

Library Service started at Saddle Lake Cree Nation on May 26<sup>th</sup> of 2017. There have been just over 100 patrons who have signed up for a library card since opening day.

If you haven't had a chance to yet, feel free to visit the "Indigenous" heading on the Northern Lights website. There are several tabs that provide information about initiatives in the area, as well as Cree Language. If you would like to request specific Cree lesson topics, or would like more information in general about the Indigenous initiatives taking place at NLLS, please email Tanya at [tfontaine@nlls.ab.ca](mailto:tfontaine@nlls.ab.ca).

Library services to Cold Lake First Nation, Heart Lake First Nation, and Elizabeth Metis Settlement continue. A plan to begin service to Goodfish Lake (Whitefish Lake) is in the works. Tanya is encouraged by the enthusiasm that member libraries show in responding to the Calls for Action listed in the Truth and Reconciliation Commission Report (2015).

## **Consultant Visits + Training:**

As always, the consultants in public services are happy to come to member communities and help with staff or board training. Please give us a call or ask us for a copy of our Consultant Form to fill out. If you would like to see broader training opportunities offered regionally or at the system headquarters, let us know that as well. We hope that our member library staff are directing patrons to Niche Academy (<https://my.nicheacademy.com/v2/nlls>) for their library training needs. If you would like to see any training resources added, please let us know!

Sincerely,

Robyn Gray & Kayla Lorenzen

## NLLS Policy Handbook Revisions

### I. Conditions of Employment

#### B. Compensation

9. Service Point employees – part time employee – check offer of employment. Check payroll and AB Labor law

#### D. Continuing Education

2. An employee who resigns or leaves employment of NLLS agrees to reimburse NLLS for tuition and all related expenses paid by NLLS within three years of the training completion date. NLLS is authorized to recover funds by means of payroll deduction from the employee final pay.

#### J. Vacation

1. All staff excluding Management.

*c) After ten (10) years of continued employment, the employee will gain one (1) vacation day for each additional year to a maximum of five (5) weeks paid vacation.*

#### R. Cell phone policy –

1. The purpose of this policy limiting the use of cell phones and other communication devices at work is to protect you. Inappropriate use of communication devices at work can cause injuries because it's distracting and may interfere with their proper and safe use of equipment and machinery. Devices and headphones or wireless ear pieces may also get tangled in machinery or interfere with the proper use of personal protective equipment.

2. The devices covered by this Policy include cell phones, mobile phones, text pagers, two-way radios and other wireless devices, whether owned by the Company or the individual worker (collectively referred to as "Devices").

3. This Policy applies to workers, contractors, consultants, temporary workers and other workers at the Company, including all personnel affiliated with third parties working at Company facilities.

4. The rules set out in this Policy apply to all work-related activities, including but not limited to driving to and from work and to conduct job-related activities, whether such vehicles are owned by the Company or the worker. The Policy applies to all conversations, whether personal or business-related.

#### 5. Prohibited Uses

(a) General. While in the workplace during work hours, workers are expected to focus on work and may not inappropriately use any Device in the workplace for any inappropriate purposes, including but not limited to:

- (i) Engaging in personal conversations;
- (ii) Playing games;
- (iii) Surfing the internet;
- (iv) Checking e mail; and
- (v) Sending or receiving text messages.

6. Driving. While operating a vehicle, workers may not answer a communication device unless and until they pull over in a safe spot (or let a passenger answer the call). If it's urgent, workers may accept or return the call, provided that they remain parked off the roadway. They may not resume driving until their conversation is over. Workers may not make outgoing calls while driving. If workers need to place a call, they must first pull over in a safe spot.

7. Use of hands-free devices while driving is **not** permissible.

### III. Code of Ethics

#### D. Financial Matters

**6. Fraud** - All Managers and Executive Director are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury.

### V. Finance

**E. Percent for contingency funds/reserves** – refer back to Executive Committee for discussion and bring back to policy committee.

**F. Borrowing Bylaw** – **TBD**

## **G. Allotment policy**

1. As part of the regular budgeting process, the board provides a materials allotment for member libraries in accordance with the Northern Lights Library System Agreement. Following best practice, member libraries are expected to spend their allotment within the fiscal year in which the allotment is issued. If allotment funds belonging to member libraries are not spent by the end of June of the year following the year in which the funds were issued, Northern Lights Library System reserves the right to move the remaining unspent allotment from the previous fiscal year(s) from the member library's allotment account to any of the Library Materials Lines within NLLS's own budget for expenditure by Northern Lights Library System at the sole discretion of NLLS staff.

## **L. Finance Fund Accounts:**

Movement of funds to or from fund accounts must be accompanied by a motion or according to policy. The minimum and maximum levels of the fund accounts will be reviewed within the context of the budget. Northern Lights' fund accounts are secured through NLLS's current bank accounts, guaranteed investment certificates (GICs), and other investments.

### **1. Amortization Reserve:**

*Purpose: Used for the residual value of capital assets once they have been purchased and to offset the ongoing amortization expense of assets.*

*Recommended: Sufficient funds to offset the ongoing amortization of capital assets.*

*Minimum Level: None*

*Maximum Level: None*

### **2. Building Reserve:**

*Purpose: To provide for additions, replacements and repairs of a capital nature to the physical building and property of NLLS.*

*Recommended Minimum Level: \$250,000*

### **3. Contingent Liability and Consultation Reserve: (NEW BUDGET LINE NEEDED)**

*Purpose: To provide funds for possible severance or litigation payout not specifically covered by insurance and to pay for unbudgeted legal or other consulting services.*

*Recommended Minimum Level: \$50,000*

### **4. Equipment/Furnishings Reserve:**

*Purpose: To acquire or replace furniture/fixtures and equipment (other than computer equipment.)*

*Recommended Minimum Level: \$25,000*

*Recommended Maximum Level: \$50,000*

#### **5. Technology Reserve:**

*Purpose: To acquire or replace storage devices, networking devices, computer hardware, software, network servers, client loaner equipment, peripherals and other IT equipment of the sort required to maintain an automated organization.*

*Recommended Minimum Level: \$300,000*

*Recommended Maximum Level: \$500,000*

*Replacement Cost: A budgeted amount to cover current and future Computer Software, Hardware and Network Server costs shall be transferred to the Technology Reserve each year.*

#### **6. Vehicle Reserve:**

*Purpose: To replace Northern Lights Library vehicles with the life of the vehicle being based on an estimation of resale value and reliability.*

*Recommended Minimum Level: An amount to be designated each year per vehicle as part of a five year rolling vehicle acquisition and disposal plan, subject to the estimated salvage value of the retiring vehicles and the expected replacement cost.*

*Replacement Cost: A budgeted amount for future vehicle replacement shall be transferred to the Vehicle Reserve each year.*

#### **7. Unrestricted Operating Fund:**

*NLLS auditors will make fiscal year-end adjustments for the net change invested in capital assets and all other adjustments as needed from the Unrestricted Operating Fund. This fund can also be used to offset operational costs at the discretion of the Board and/or Executive Committee.*

### **M. Request for Purchases**

1. All purchases by NLLS staff authorized to purchase up to \$\_\_\_\_\_ on the basis of catalogue selection or best buy. Amounts over \$\_\_\_\_\_ should be submitted for two or more competitive quotes except in emergency cases, or in the case of automation-related purchases or where contracts exist for specified products or services.
2. When a higher priced item is selected, a written explanation shall be documented explaining the reasons for the purchase.