

# MEETING AGENDA – EXECUTIVE MEETING

## MEETING INFORMATION

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***Date: September 8, 2018***

***Time: 8 am***

***Attendees:***

## PREPARATION FOR MEETING

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***Please Read: Minutes of the Executive Meeting, July 30<sup>th</sup>, 2018 (Attached)***

## ACTION ITEMS FROM PREVIOUS MEETING

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1. Chair-create a committee and plan to move forward with advocacy
2. Chair-send letters to Mayor/CAO's of municipalities of Board members who have missed 3 or more consecutively
3. Policy Committee-Breach Code of Ethics-disciplinary measures
4. Policy Committee-Communication Policy for Staff, Board Members and Library Managers
5. Lac La Biche follow up - Larry

## REPORTS

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1. LMC Report
2. Chair's Report
3. Director's Report
4. Financial Report
5. Policy Report

## AGENDA ITEMS

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1. Additions to agenda
2. Approval of Minutes from July 30, 2018
3. Board Code of Ethics
4. Policy Committee
  - a. Revised Policies for approval to General Board meeting (added to previous list)
  - b. New Policies for approval to General Board meeting
5. MLIS letter to government

## NEW ACTION ITEMS

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1. Wayne Bokenfohr to send his regional contract with Global to Chair

Next Executive Meeting will be held on

# MEETING MINUTES – EXECUTIVE MEETING

## MEETING INFORMATION

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*Date: September 8<sup>th</sup>, 2018*

*Time: 8:00 am*

*Attendees: Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Justin Thompson, Susan Evans, Cyndy Heslin, Jodi Dahlgren, Julie Walker, Lois Quail, Terri Hampson, Heather Elliott, Larry Tiedemann, Tracy Paradis,*

*Missing: Kelly McGrath*

Meeting called to order at 8:00 a.m.

## ACTION ITEMS FROM PREVIOUS MEETING

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1. Chair-create a committee and plan to move forward with advocacy
  - Bring to the Board creation of an Advocacy Committee.
  - Create a document of job requirement for this committee.
  - Members will voted to the committee at the November meeting.
2. Chair-send letters to Mayor/CAO's of municipalities of Board members who have missed 3 or more consecutively
  - A list has been compiled of members who have missed 3 meetings; they will be sent out after today's Board meeting.
3. Policy Committee-Breach Code of Ethics-disciplinary measures
  - It was proposed that if there is any Breach, the Executive will ask for a new member to represent their council on the Board.Proposed Policy:
4. Policy Committee-Communication Policy for Staff, Board Members and Library Managers
  - A new policy has been created and will be brought for approval to the general board later today.
5. Lac La Biche follow up – Larry
  - Larry and Julie went to the Lac La Biche County Library Board meeting and had a follow-up discussion to their letter.

## REPORTS

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1. LMC Report
  - At the last LMC, the discussion centered around collection codes and government courier.
  - As well, it was discussed to do a trial run for no log-in for patrons at certain libraries.
  - Next meeting is scheduled for Thursday, September 20, the morning of the Conference.

**Motion to accept the LMC report as presented – Jill McLuckie – Carried.**

2. Chair's Report
  - See attached

**Motion to accept the Chair's report as presented – Cyndy Heslin – Carried.**

3. Executive Director's Report
  - TRAC meeting last week – looking at a plan for the next 5 years. TRAC will have to replace their servers in the next few years and we are looking at options of off-site hosted solutions.
  - Innovative Interface (our ILS) are wanting to partner with TRAC to be an adopter of their new discovery Layer, NextGen. Because we would be early trials the cost is \$0 the first year; ½ price the second year; and regular price starts the 3<sup>rd</sup> year.

- Julie and Larry are scheduling fall visits to councils.
- NLLS Annual Conference is September 20 & 21, please register if you haven't already.
- Jasper rooms are now available for booking for the ALC2019, please email Tracy with your request. [tparadis@nlls.ab.ca](mailto:tparadis@nlls.ab.ca)
- Julie will be attending AUMA as a vendor with the 7 systems. The prize is a donation to the library of your choice.
- Write to Read-Aboriginal Literacy (a grassroots movement in BC) in conjunction with the Rotary Club of BC. They have created 17 libraries on reserves in BC. They are looking at expanding into Alberta and we will be hosting a meeting on September 25, with people and Chiefs from the First Nations and Metis Communities in the area. PLSB is not in agreement with this and doesn't feel it is appropriate.
- \*It was suggested by the Executive, for NLLS not to host this gathering, instead to attend only as fact gatherers. The meeting needs to be held somewhere else, not at NLLS.
- Lois will look at a change of venue.
- Requests from the Board members, about meetings not being able to hear or see the screens. We gathered a couple of quotes and for 84" screens and a sound system, looking at approx. \$17,000. Craig mentioned that his council has set up a new sound system for themselves and the cost was lower. He will send the information to Julie.

**Motion to refer sound system back to Administration for investigation – Susan Evans – Carried.**

- PLSB requires 6 MLIS positions in each system; temporary job posting for MLIS position.

**Motion that Administration advertise for 6<sup>th</sup> MLIS position for a 3-month period up to \$22,000 – Susan Evans – Carried.**

- Building Committee is meeting Tuesday, September 11 at NLLS.

**Motion to accept Executive Director's report as presented – Laurent Amyotte - Carried.**

4. Financial Report

- See attached

**Motion to accept Financial Report as presented – Elaine Sorochan – Carried.**

5. Policy Report

- no report

**AGENDA ITEMS**

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1. Additions to agenda – 6. Letter from Lac La Biche County Mayor to the Mayors of municipalities; 7. Investments

**Motion to accept agenda with amendments – Warren Griffin – Carried.**

2. Approval of Minutes from July 30, 2018

**Motion to approve Minutes from July 30, 2018 – Craig Lukinuk – Carried.**

3. Board Code of Ethics

4. Policy Committee

- All policies in yellow are a name or wording change.
- Make all one motion for the ones in yellow at the Board Meeting

**Motion for Policies to be sent to Board for approval – Staff Orientation, Staff Expenses & Reimbursement, Staff Reduction & Termination, Overtime, Statutory & General Holidays, Benefits, Leaves, Sick Days & Short-Term Disability, Staff Long Service, Performance Management, Inclement Weather, Workplace Impairment, Gym Usage, Library Property, Political Activity, Internet & Computer Usage, Spyware & Spam Control, Social Media, Email Usage, Outside Computers, Contractors & Technicians, Privacy Issues, Policy Statements, Governance Style of the Board, Loan of Resources, Confidentiality of User Records – Jill McLuckie – Carried.**

**Motion to approve and send to Board for approval "NLLS Cell Phone" – Cyndy Heslin – Carried.**

**Motion to approve and send to Board for approval "Employee Conduct & Disciplinary Action" – Elaine Sorochan – Carried.**

**Motion to approve and send to Board for approval "Workplace Violence & Harassment" – Susan Evans – Carried.**

**Motion to approve and send to Board for approval "NLLS Substance Abuse" – Warren Griffin – Carried.**

**Motion to approve and send to Board for approval "Governance" – Laurent Amyotte – Carried.**

**Motion to approve and send to Board for approval "Role of Board Chair" – Elaine Sorochan – Carried.**

**Motion to approve and send to Board for approval "Annual Agenda" – Jill McLuckie – Carried.**

**Motion to approve and send to Board for approval "Board Honoraria & Expenses – Warren Griffin – Carried.**

**Motion to approve and send to Board for approval "Board Member Orientation PD" – Cyndy Heslin – Carried.**

**Motion to approve and send to Board for approval "Signing Authority" – Elaine Sorochan – Carried.**

5. MLIS letter to government
  - Tabled, this is a discussion for the Advocacy Committee.
6. Letter from Lac La Biche County Mayor to the Mayors of municipalities
  - Councilors were left blind-sided by this letter as they were unaware of the context.
  - They felt this letter was inappropriate and should have been dealt with at the Board level.
  - Will be discussed at the Board meeting later today.
7. Investments
  - 3 investments are coming due on Monday – 1 at \$200,000 and 2 at \$100,000 each. Options are redeemable at 1.8% or non-redeemable at 2.1%

**Motion to put the \$200,000 and the 2-\$100,000 investments back into a redeemable investment at 1.8% - Cyndy Heslin – Carried.**

#### **NEW ACTION ITEMS**

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Chair – letter to municipalities, regarding Board members missing meetings.

Next Executive meeting Saturday, November 3, 2018 at 8:00 a.m.

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

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