



Northern Lights Library System

**Executive Committee Agenda
March 10, 2018
Immediately following Board Meeting**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from February 26, 2017
4. Chairman's Report
 - Signing Authority
 - Elect Vice-Chair
 - ALTA rep.
5. Adjournment

Next meeting will be held:

**Executive Committee Meeting
March 10, 2018
Meeting Minutes**

Present: Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Cyndy Heslin, Larry Tiedemann, Justin Thompson, Susan Evans

Guest: Maureen Penn

Staff: Julie Walker, Terri Hampson, Kelly McGrath, Heather Elliott, Lois Quail

1. Meeting called to order at 1:12 p.m.
2. Additions – 5. Policy Recommendations: elections, transparency for motions made throughout the year and communication.
Motion to approve amended agenda – Cyndy Heslin – Carried.
3. Approval of Minutes of February 26, 2018
Motion to approve the Executive minutes of February 26, 2018 – Laurent Amyotte – Carried.
4. Chairman's Report
 - Signing Authority
 - currently, Vicky Lefebvre has signing authority
 - members do not have to come NLLS to sign. Forms will be sent to nearest library to member via van run (this is a very cost-effective measure)
 - Motion to add Larry Tiedemann and Cyndy Heslin to the ATB bank account for signing authority, Vicky Lefebvre to remain and Stephen Dafoe will be removed – Craig Lukinuk – Carried.**
 - Elect Vice-Chair
 - Nominations:
 - Warren Griffin nominates Vicky Lefebvre, Vicky accepts
 - Elaine Sorochan nominates Cyndy Heslin, Cyndy accepts
 - Motion for nominations to cease – Laurent Amyotte – Carried.**
 - Vice-Chair – Vicky Lefebvre
 - ALTA Rep.
 - new rep. is Jennifer Anheliger
 - Policy committee will create job description
 - will not be paid honorarium
 - ALTA rep. will report monthly to Executive and to Board meetings
 - Jasper is not in the budget for this year
 - Motion that ALC conference is not in the budget for the ALTA representative for 2018 – Jill McLuckie – Carried.**

5. Policy Committee Recommendations

- Elections

- currently no information available ahead of time regarding prospective Board Chairs
- look into the Policy regarding timing of nominations, have nominations available ahead of election day enable Board members to inform themselves on the nominees' backgrounds, qualifications and platforms
- for AGM recommend sending out position descriptions, length of term; to be sent out beforehand for general Board's consideration
- voting ballots should reflect not only the Zone rep, but also the committee rep. of each Zone, so, all positions for each Zone can be decided at one time

- Transparency

- create a list of completed and in progress Board Motions (action items); recommended that Board Chair completes this task
- action items to be added into minutes with who is responsible and if they have been actioned
- recommendation for Administration to send out an email with existing positions, what positions need to be filled, and the terms and requirements of positions

- Communication

- communication protocols need to be observed when addressing concerns; concerns need to follow the right channels to be addressed by Administration
- NLLS will bring LMC list to next Executive Meeting; changes will be shared with LMC

Recommendation that new Executive Members review NLLS Policies. Reminder that Policies are on the Jump Drive given to members.

6. Adjournment

- 2:07 p.m.

**Next meetings will be held: April 5, 2018 at 10:00 a.m.
May 5, 2018 at 8:00 a.m.**

Approved By: _____ **Date:** _____