

MEETING AGENDA – EXECUTIVE MEETING

MEETING INFORMATION

Date: December 13th, 2018

Time: 10 am

Attendees:

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting, November 3^d, 2018 (Attached)

ACTION ITEMS FROM PREVIOUS MEETING

REPORTS

1. Chair's Report
2. Director's Report
3. Financial Report

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from November 3, 2018
3. Building Committee
4. Cyndy presenting letter

NEW ACTION ITEMS

Next Executive Meeting will be held on Monday, February 25th, 2019 at 10:00 a.m.

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: December 13th, 2018

Time: 10:00 am

Attendees: Larry Tiedemann, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Justin Thompson, Karen Shaw, Cyndy Heslin, Julie Walker, Tracy Paradis, Jodi Dahlgren

Missing: Elaine Sorochan, Terri Hampson, Heather Elliott, Kelly McGrath

Meeting called to order at 10:01 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

none

REPORTS

1. Chair’s Report
 - see attached
 - correction to Lac La Biche Library and Bonnyville Library; they do not serve more than 10,000 people
 - Grande Cache is no longer a town, therefore the library is no longer a part of Yellowhead Library System, they are part of Peace Library System due to the county taking them over.
 - presentation to Village of Ryley council went very well.

Motion to approve the Chair’s report as presented – Laurent Amyotte – carried

2. Executive Director’s Report
 - operations grant is in the bank
 - new van run seems ready to go; will be rolled out the week of January 14
 - policy handbooks are completed for staff; there will be a staff meeting January 11
 - to date 14 municipalities have approved the levy increase
 - annual reports – letter to PLSB to ask for an extension due to PLSB deadline in February, but our board meeting is not scheduled until March
 - with the new election the operation grant will be delayed again next year

Motion to approve Executive Director’s report as presented – Cyndy Heslin – carried

3. Financial Report
 - no report

4. Policy Committee

Motion to forward to Policy Committee “Vacations, Flex/Lieu Time” for review – Craig Lukinuk – carried

AGENDA ITEMS

1. Additions to agenda
 5. Appraisal Committee – In-Camera-Executive Director
 6. Athabasca County Request

Motion to approve amended agenda – Jill McLuckie – carried

2. Approval of Minutes from November 3, 2018

Motion to approve amended Minutes from November 3, 2018 – Laurent Amyotte – carried

3. Building Committee

- met with Jen-Col on November 16 and November 30
- Jen-Col facilitated meeting on November 30 with the Design team (Kennedy)
- started working on designs with staff
- discussed energy efficient concepts
- working on grant projects – more environmentally sustainable
- verify January 7 teleconference meeting with Kennedy, Julie and Tracy
- next Building Committee meeting January 25 at 10:00a.m.
- send December 8, 2017 proposal from Jen-Col to Executive Committee

Motion to approve Building Committee Report as presented – Justin Thompson – carried

4. Cyndy Presenting Letter

- there was a discussion with the Ryley Library Board members regarding the Lac La Biche letter
- Ryley Library Board concerns: Why was the letter not responded to until 3 months after it was received? (Chair stated he responded within 48 hours after receiving letter and asked to have a meeting with Lac La Biche County Library Board); Why was information from the Executive Director and Vice-Chair not included in Chair's response? (Information was used during meeting between Lac La Biche County Library Board, Chair and Executive Director); NLLS is tainted in representation and lacking appropriate leadership. (Chair disagrees); The Chair was not diligent in responding to letter. (The time frame never allowed for discussion with Board. Lac La Biche County sent out letter before we were able to respond to initial letter)
- (Chair response in red)
- it was also noted, by the Director, that the Town of Bonnyville has contacted her asking if there is a reply to their letter of support for the Lac La Biche letter, as well to address their own concerns
- at the last Executive meeting it was decided that all correspondence to and from the Chair is to be shared with the Executive Committee. Communication is to be open and given to everyone.
- Ryley Library Board still has concerns about Cowboys and Indians magazine subscription being discontinued. Cyndy addressed and explained to her board that it wasn't censorship, but it was due to poor circulation stats. Suggestion to send another letter from the Chair and Executive Director, to Ryley Library Board addressing this concern.

Motion to accept Cyndy's report as information – Jill McLuckie – carried

Motion to call break at 11:27 a.m. – Larry Tiedemann – carried

Motion to re-adourn at 11:30 a.m. – Larry Tiedemann – carried

5. Appraisal Committee – Executive Director appraisal

Motion to go in-camera at 11:35 a.m. re: Executive Director review – Cyndy Heslin – carried

Motion to come out of camera at 12:55 p.m. – Karen Shaw – carried

Motion to extend Julie's contract by 90 days for further review – Karen Shaw – carried

6. Athabasca County Request

- Athabasca County is asking the Executive Committee and General Board to lobby the government for changes to the Libraries Act and Regulations.
- with the impending election coming up it was decided to wait until later in the new year.
- this is a discussion that needs to be started, was suggested to bring up at the next Board meeting for all the members to discuss.

Motion to bring Athabasca County request to lobby government for changes to the Libraries Act and Regulations to next General Board meeting for information and discussion – Warren Griffin – carried

NEW ACTION ITEMS

1. Send to Executive Committee December 8, 2017 proposal from Jen-Col – Tracy Paradis
2. Building Committee to present update to Executive Committee after January 25 meeting – Laurent Amyotte
3. Letter to be sent to Ryley Library Board to address the Cowboys and Indians magazine subscription – Chairman and Executive Director

Motion to adjourn 1:48 p.m. – Cyndy Heslin – carried

Next Executive meeting Monday, February 25th, 2019 at 10:00 a.m.

Approved By: _____

Date: _____

Larry Tiedemann

December 2018 Chair Report

As you have heard, Julie and I were to attend a Nodes meeting (Dec 6th) and a Systems meeting (Dec 7). The Nodes meeting was all about feedback to PLSB, about what was working, and some of the issues out there. While this was interesting, it was more in Julie's area than mine. In the evening, the System directors had a retirement supper for the Director for Yellowhead. The Chairs were able to have supper together, to get to know each other, so we can work together better. There are only 3 chairs who have been chair before.

On Dec 7, the meeting was with the Systems alone. We spent a lot of time going through the Libraries Act, and the Regulations. First, the MLIS requirement. A system must have a MLIS for each 25,000 people; a Library must have 1 MLIS for each 10,000 people. When a Library has an MLIS, the System can subtract their population from our population, before we make the calculation. With the Lac La Biche Library, and the Bonnyville Library, they serve more than 10,000 people, but NLLS can't subtract their population because neither one has to have a MLIS. For example, when the Bonnyville Library files their report, it is for the people who live in the town, the rural population is filed under a separate report (by NLLS). Bottom line, we have to have 6 MLIS, or PLSB can withhold the operations grant.

Secondly, the board appointments. PLSB is aware the System does not have any say in who is appointed to our Board. PLSB is making it a requirement for the Systems to monitor the appointments for them; it is our responsibility to ensure the 3 year term, and the max of 9 years is followed. Getting the terms changed to the 4 year term will require opening the Library Act, and there is no desire to do this.

Third, the System Boards are unusual, in that alternates are allowed. However, the alternate may only come to 2 consecutive meetings. As well, the meetings the regular member misses count toward the 3 missed total, regardless if the alternate attends instead.

Basically, the PLSP was serving notice, the Government of Alberta will be following the Acts exactly.

Larry

Building committee update for Executive meeting of Dec. 13th

We had a very productive meeting on Nov. 30th. Jen-Col facilitated the event by introducing us to the design team.

Stephen Boyd {architect} and Abe Salloum Architect(tech} from Kennedycreate

Colby Thompson Protostatic structural engineer

Ammar Omar Omar's Engineering electrical engineer

Tom Jackinsky Smith+Andersen mechanical engineer

We also had the privilege of meeting Paul Miranda the grant writer from the County of Smoky Lake.

We discussed many differing ideas, some of them intriguing I might add, such as getting electric vehicles for van runs, putting in electric charging stations. Paul is to work with the architects and the building committee to come up with grant strategies that will "fit into" our project. We assured him that we are an open-minded group and would entertain looking into anything that is feasible and practical.

Stephen and Julie and staff are to delve deep into their souls to come up with the perfect design for NLLS HQ. This process is happening now and will continue until the end of January, we received preliminary drawings yesterday for the it dept. We are hoping that the entire design (initial) will be complete by the next building committee meeting scheduled for Jan 25th 10:00 am. There is also a conference call to happen on Jan 7th. Stay tuned for more info.

I approached the Architectural firm who completed the last renovations in 2009 to access some autocad drawings, we should receive the information in the New Year.

Thank you Jill for letting me use your notes.

Together we make better decisions than alone.

Laurent Amyotte



Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name		First name and initial(s)		Date of birth (YYYY/MM/DD)	Employee number
Address			Postal code	For non-residents only – Country of permanent residence	Social insurance number

<p>1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.</p>	12,069
<p>2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim \$2,230 for each infirm child born in 2002 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.</p>	
<p>3. Age amount – If you will be 65 or older on December 31, 2019, and your net income for the year from all sources will be \$37,790 or less, enter \$7,494. If your net income for the year will be between \$37,790 and \$87,750 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2019 Personal Tax Credits Return, and fill in the appropriate section.</p>	
<p>4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.</p>	
<p>5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>	
<p>6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,416.</p>	
<p>7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$12,069 (\$14,299 if he or she is infirm), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less and he or she is infirm, go to line 9.</p>	
<p>8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than \$12,069 (\$14,299 if he or she is infirm and you cannot claim the Canada caregiver amount for children under age 18 for this dependant), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$12,069 or more (\$14,299 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,906 or less and he or she is infirm and is age 18 or older, go to line 9.</p>	
<p>9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an infirm eligible dependant (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$23,906 or less, get Form TD1-WS and fill in the appropriate section.</p>	
<p>10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an infirm dependant age 18 or older (other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under \$14,299) whose net income for the year will be \$16,766 or less, enter \$7,140. If his or her net income for the year will be between \$16,766 and \$23,906 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.</p>	
<p>11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p>12. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition amount on his or her income tax return, enter the unused amount.</p>	
<p>13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>	

Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2019?

- Yes (Fill out the previous page.)
- No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$12,069, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$12,069), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2019, you may be able to claim the child amount on Form TD1SK, 2019 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2019, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

YYYY/MM/DD

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.
Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Alberta and every pensioner residing in Alberta can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2.

19,369

2. Age amount – If you will be 65 or older on December 31, 2019, and your net income from all sources will be \$40,179 or less, enter \$5,397. If your net income for the year will be between \$40,179 and \$76,159 and you want to calculate a partial claim, get Form TD1AB-WS, Worksheet for the 2019 Alberta Personal Tax Credits Return, and fill in the appropriate section.

3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,491, or your estimated annual pension income, whichever is less.

4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$753 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$226 for each month that you will be enrolled part time.

5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$14,940.

6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$19,369, enter the difference between \$19,369 and his or her estimated net income. If his or her net income for the year will be \$19,369 or more, you cannot claim this amount.

7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependant relative who lives with you and whose net income for the year will be less than \$19,369, enter the difference between \$19,369 and his or her estimated net income. If his or her net income for the year will be \$19,369 or more, you cannot claim this amount.

8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$17,826 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older)
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$11,212

If the dependant's net income for the year will be between \$17,826 and \$29,038 and you want to calculate a partial claim, get Form TD1AB-WS and fill in the appropriate section.

9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$7,407 or less, enter \$11,212. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$7,407 and \$18,619 and you want to calculate a partial claim, get Form TD1AB-WS and fill in the appropriate section.

10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.

11. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.

12. TOTAL CLAIM AMOUNT – Add lines 1 to 11.
Your employer or payer will use your claim amount to determine the amount of your provincial tax deductions.

Filling out Form TD1AB

Fill out this form **only** if you are an employee working in Alberta or a pensioner residing in Alberta and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1AB, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1AB for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1AB, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

Total income less than total claim amount

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.