

NLLS Executive Meeting  
Index of Motions  
2019

February 25, 2019

1. Motion to do 3 main repairs, water (flooding issues), windows and garage doors including the inside passage door to garage at a cost not to exceed \$150,000
2. Motion to accept Building Committee report
3. Motion to approve the LMC report as presented
4. Motion to approve Chair report as presented
5. Motion to approve Executive Director report as presented
6. Motion to approve Financial report as presented
7. Motion to go into camera at 12:35 p.m. re: staff policies
8. Motion to come out of camera at 1:14 p.m.
9. Motion for the policies that did not contain comments should be deferred to Executive Committee meeting of March 2 and that all other remaining policies be sent back to the Policy Committee for further review and consultation
10. Motion to approve amended agenda
11. Motion to approve minutes from December 13, 2018
12. Motion to adjourn at 1:37 p.m.

March 2, 2019

1. Motion to accept Auditor report as presented
2. Motion to accept Northern Lights Library system annual report as presented
3. Motion to accept Edmonton Garrison annual report as presented
4. Motion to accept Myrnam annual report as presented
5. Motion to approve agenda
6. Motion to approve minutes from February 25, 2019
7. Motion to approve and send to Board for approval "NLLS Company Vehicles & Equipment"
8. Motion to approve and send to Board for approval "Working Alone"
9. Motion to approve and send to Board for approval "Personal Cell Phone"
10. Motion to approve and send to Board for approval "Communication Protocol-Staff"
11. Motion to approve and send to Board for approval "Communication Protocol-Library Managers"
12. Motion to approve and send to Board for approval "Role of the Executive Committee"
13. Motion to approve and send to Board for approval "Committees of the Board"
14. Motion to approve and send to Board for approval "Borrowing Bylaw"
15. Motion to approve and send to Board for approval "Finance Fund Account"
16. Motion to approve and send to Board for approval "PLSB Grant Money"
17. Motion to approve and send to Board for approval "NLLS Funding"
18. Motion to approve and send to Board for approval "Purpose & Goals" (changed to "Collection Development")
19. Motion to go in-camera at 12:30 p.m. re: personnel
20. Motion to come out of camera at 12:45 p.m.
21. Motion for the Chair to discuss with Executive Director the cost implications on what was discussed in-camera and bring back for further discussion
22. Motion to adjourn at 2:42 p.m.

May 3, 2019

1. Motion to accept LMC report as information
2. Motion to go into closed session at 10:34 a.m. regarding personnel
3. Motion to come out of closed session at 11:03 a.m.
4. Motion for Jodi, as LMC Chair, to send written contact to Library Manager in Viking, asking her to identify specific concerns she has with NLLS, in writing, and for Jodi to bring those concerns in writing to the Executive Committee
5. Motion to accept the Chair report as information
6. Motion for Julie to investigate costs of different websites
7. Motion to accept the Executive Director report as information
8. Motion waive 5 months interest for Mundare Public Library in the amount of \$431.96
9. Amended motion to waive, as a one-time forgiveness only of accumulated interest from October 1/18 to February 28/19 in the amount of \$431.96
10. Motion to accept Financial report as information
11. Motion to approve amended agenda
12. Motion to approve minutes from March 2, 2019
13. Motion to accept cancellation charge of one night for the Vermilion Board member
14. Motion for NLLS to payment conference fees and hotel for 2 board members, 2 library managers and the Chair for ALC conference in Jasper
15. Motion for Building Committee to bring forward to the Executive Committee the request for approval and to provide copies of contracts
16. Motion to go in closed session at 1:00 p.m. regarding personnel
17. Motion to come out of closed session at 1:53 p.m.
18. Motion for Personnel Committee to continue negotiations as directed in closed session
19. Motion for Julie to get costs for a parliamentarian
20. Motion to adjourn at 3:15 p.m.

June 21, 2019

1. Motion to accept the Chair report as information
2. Motion to accept the Executive Director report as information
3. Motion for Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget
4. Motion to forward to Policy Committee to review "PLSB Grant Money" regarding payment to the libraries for review and clarity
5. Motion to refer to Policy Committee to review the "Board Chair Honorarium" policy
6. Motion to accept Financial report as information
7. Motion to accept Arc Studio as the successor from Kennedy Create to continue as the architect for the same terms and conditions and current funding
8. Motion to proceed with Option #1, the reseal of windows
9. Motion to proceed with estimate for the swale, the insulation and the door based on engineering studies
10. Motion to accept Building Committee report as information
11. Motion to approve agenda
12. Motion to approve minutes from May 3, 2019
13. Motion to approve minutes from May 25, 2019 (set 1)
14. Motion to approve minutes from May 25, 2019 (set 2)
15. Motion for Policy Committee to develop Terms of Reference for Board committees

16. Motion for Policy Committee to review confidentiality of communication on committees
17. Motion for no further work on the renovations and relocation of the NLLS facility, until such time that a business case, including detailed cost estimates, is provided to the Board for review
18. Motion that NLLS respond to Vegreville proposal based on previous motion above (Motion for no further work on the renovations and relocation of the NLLS facility, until such time that a business case, including detailed cost estimates, is provided to the Board for review)
19. Motion to go into closed session at 12:25 p.m.
20. Motion to come out of closed session at 1:30 p.m.
21. Motion to accept the contract of Executive Director with amendment as discussed in closed session according to Section 17.2(e) of FOIP
22. Motion for the above discussion to remain confidential according to FOIP
23. Motion to adjourn at 1:35 p.m.

July 22, 2019

1. Motion to approve agenda as amended
2. Motion to approve minutes from June 21, 2019
3. Motion to change the wording in Plan of Service as to who attends the presentations to councils vs. library boards
4. Motion to accept Chair report as information
5. Motion to accept Executive Director report as information
6. Motion to provide 50% of Rural Services Grant to our Board of Records member boards, with the remainder to be disbursed when the final provincial budget is passed and/or received, based on last year's per capita
7. Motion to accept Financial report as information
8. Motion to forward Sec.1, 1E Probationary Period to general board for approval
9. Motion to forward Sec.1, 1B Compensation to general board for approval
10. Motion to rescind previous motion
11. Motion to send to Policy Committee for review
12. Motion to forward Sec.1, 1D Continuing Education to general board for approval
13. Motion to forward Sec.1, 1G Hours of Work to general board for approval
14. Motion to forward Sec.1, 1H Overtime to general board for approval
15. Motion to send Sec.1, 1J Vacation to Policy Committee for review
16. Motion to forward Sec.1, 1K Benefits to general board for approval
17. Motion to forward Sec.1, 1L Leaves to general board for approval
18. Motion to forward Sec.1, 1M Sick Days & Short-Term Disability to general board for approval
19. Motion to forward Sec.1, 1P Performance Management to general board for approval
20. Motion to forward Sec.1, 3Q Grievances to general board for approval
21. Motion to forward Sec.2, 1H Committees of the Board to general board for approval
22. Motion to send Sec.3, 1M PLSB Grant Money to Policy Committee for review
23. Motion to forward Sec.2, 1I Board Honoraria & Expenses to general board for approval
24. Motion to send "Draft Minutes Distribution" policy to Policy Committee for review
25. Motion to send quotation back to Building Committee for review
26. Motion to go in closed session at 4:25 p.m.
27. Motion to come out of closed session at 4:42 p.m.
28. Motion to accept Executive Director's contract as discussed and presented in closed session according to Section 17.2(e) of FOIP
29. Motion to adjourn at 4:43 p.m.

September 21, 2019

1. Motion to approve agenda
2. Motion to approve minutes from July 22, 2019
3. Motion to accept LMC report as information
4. Motion to accept Chair report as information
5. Motion for Julie to provide cost comparison between IFLA, ALA, and ALC conferences
6. Motion to accept Executive Director report as information
7. Motion to defer Indigenous Grant to next meeting
8. Motion to defer Lamont Library Board request until more information is obtained
9. Motion for Jodi to bring to LMC for discussion of book allotment funds carry over
10. Motion to accept Financial report as information
11. Motion for Executive to recommend to general board a 2% levy increase
12. Motion to accept Building Committee report as information
13. Motion to accept Advocacy Committee report as information
14. Motion to go in closed session at 9:56 a.m.
15. Motion to come out closed session at 10:08 a.m.
16. Motion for Policy Committee to review "Grievance Policy"
17. Motion to adjourn at 10:08 a.m.

October 21, 2019

1. Motion to approve agenda
2. Motion to approve minutes from September 21, 2019
3. Motion to go into closed session at 10:01 a.m.
4. Motion to come out closed session at 11:06 a.m.
5. Motion for Chair to proceed with legal matter as discussed in closed session, per FOIP section 27(1) Privileged Information
6. Motion to accept Board Chair report as information
7. Motion to approve \$10,000 for initial inspection on IT system walk through from earmarked funds
8. Motion for Policy Committee to review replacement criteria on the vehicles. Ex. cargo vs. passenger van
9. Motion to order the RAM ProMaster for \$34,907.51 + gst, take from earmarked funds and this year's budget and in the meantime use the Caravan
10. Motion to accept the Executive Director report as information
11. Motion to accept Indigenous Grant report as information
12. Motion to add the UNDRIP document on the website
13. Motion for Grievance Committee and Whistleblower each need a separate email that are direct to the position not the person
14. Motion to invite PLSB to provide P.D. day on the Roles of Trustees and Code of Conduct as a delegation
15. Motion to accept the Budget as amended
16. Motion to accept Policy Committee report as information
17. Motion for Jill to request further information for cost of civil engineer and bring back at the next Executive meeting
18. Motion to accept Building Committee report as information
19. Motion to Executive Committee to be compensated for the time spent on October 10, 2019 email meeting with reference to legal: members receive \$100; Chair receives \$200

20. Motion to adjourn at 3:01 p.m.

November 23, 2019

1. Motion to approve amended agenda
2. Motion to approve minutes from October 21, 2019
3. Motion to accept LMC report as information
4. Motion to accept Board Chair report as information
5. Motion that any library that is not in the process of upgrading to the Windows 10 system, by January 14, 2020; will be removed from the NLLS network
6. Motion to accept the Executive Director report as information
7. Motion to accept the Financial report as information
8. Motion to accept the 2020 budget and forward to Board for approval
9. Motion for 2% increase – defeated
10. Motion for 1.5% budget increase
11. Motion to authorize Committee Chair or their alternate to book and promise payment for expenses pertaining to their Committee meetings. Further to this, NLLS must be made aware of the meeting and Administration notified to send timesheets
12. Motion to forward Policies to Board for approval
13. Motion to accept Building Committee report as information
14. Motion to go into closed session at 9:58 a.m.
15. Motion to come out of closed session at 10:04 a.m.
16. Motion to adjourn at 2:28 p.m.