

MEETING AGENDA – EXECUTIVE MEETING

MEETING INFORMATION

Date: June 21, 2019

Time: 10:00 am

Attendees:

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting May 25th, 2019

ACTION ITEMS FROM PREVIOUS MEETING

1. Review policy on distribution of Executive Minutes – Policy Committee
2. Send letters to Parliamentarians thanking them for their time and letting them know the Board has decided not to proceed

REPORTS

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

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from May 3rd, and May 25th (2 sets)
3. FOIP workshop
4. Communications - Vicky
5. Letter to Elk Point Town Council and NLLS staff - Vicky
6. Committee meetings - Vicky
 - Terms of reference
 - Responsibilities
 - All correspondence cc'd to Vicky
7. Seat on Executive for City of Cold Lake
8. Motion from Karen Shaw "That Administration suspend any further work on the renovations of the NLLS facility until such time that a Business Case, including detailed cost estimates, is provided to the Board for review"
9. Closed session – Executive Director appraisal
10. Tour of Facilities (get an understanding of the operations)

NEW ACTION ITEMS

Next Executive Meeting will be held on Friday, August 2, 2019 at 9:00 a.m.

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: June 21st, 2019

Time: 10:00 am

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

Missing: Terri Hampson, Heather Elliott

Meeting called to order at 10:02 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Policy Committee – Set to meet on July 10
2. Vicky Lefebvre – Letters to parliamentarians have been sent

REPORTS

1. LMC Report
 - none
2. Chair's Report
 - see attached

Motion to accept the Chair's Report as information – Laurent Amyotte – carried

3. Executive Director's Report
 - New hires: Bibliographic Manager, Public Services Manager, 2 Public Services Consultants (starting in July and August). All the new hires have their MLIS.
 - Heather is on medical leave (she will be working from home)
 - Marigold was hit with Malware and it knocked out all their servers; NLLS needs to look at larger Cyber Security insurance
 - Air conditioning compressor board has gone – repair company has ordered the piece

Motion to accept the Executive Director's Report as information – Cyndy Heslin – carried

4. Financial Reports
 - see attached
 - was recommended for Terri to add 2 new columns: budget-to-date and allocated budget

Motion for Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget – Karen Shaw – carried

Motion to forward to Policy Committee to review "PLSB Grant Money" regarding payment to the libraries for review and clarity – Craig Lukinuk – carried

Motion to refer to Policy Committee to review the "Board Chair Honorarium" Policy – Karen Shaw – carried

Motion to accept Financial Report as information – Warren Griffin – carried

5. Building Committee Report
 - to provide an expenditure to date on the Building Committee approved budget items (ie. what was Jen-Col paid for?; what was Kennedy paid for?)

Motion to accept Arc Studio as the successor from KennedyCreate to continue as the architect for the same terms and conditions and current funding – Elaine Sorochoan – carried

Motion to proceed with Option #1, the reseal of windows – Elaine Sorochoan – carried

Motion to proceed with estimate for the swale, the insulation and the door based on engineering studies – Laurent Amyotte – carried

Motion to accept Building Committee Report as information – Larry Tiedemann – carried

6. Policy Committee Report
 - no report
 - Policy Committee meeting on July 10

AGENDA ITEMS

1. Additions to agenda

Motion to approve agenda – Jill McLuckie – carried

(there was discussion on changing the format for the agenda)

2. Approval of Minutes from May 3 and May 25, 2019

Motion to approve minutes from May 3, 2019 – Elaine Sorochan – carried

Motion to approve minutes from May 25, 2019 (set 1) – Craig Lukinuk – carried

Motion to approve minutes from May 25, 2019 (set 2) – Cyndy Heslin - carried

3. FOIP workshop

- looking to schedule a FOIP workshop for Board members and staff
- scheduling sometime in October (recommended third week in October)

4. Communications – Vicky Lefebvre

- emails shared among committees need to be considered confidential
- imperative that confidential information is not shared with staff

Motion for Policy Committee to develop Terms of Reference for Board committees – Elaine Sorochan – carried

Motion for Policy Committee to review confidentiality of communication on committees – Warren Griffin – carried

5. Letter to Elk Point Town Council and Staff

6. Committee meetings, terms of reference, responsibilities

- ensure that the Chair is cc'd on all correspondence and emails

7. Seat on Executive Committee for Cold Lake

- Vicky will still be the Representative for Cold Lake as well as the Chair

8. Motion from Karen Shaw

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 – Karen Shaw – carried

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 – Karen Shaw – carried) – Warren Griffin – carried

9. Closed Session – Executive Director Review

Motion to go into closed session at 12:25 p.m. – Laurent Amyotte – carried

Motion to come out of closed session at 1:30 p.m. – Cyndy Heslin – carried

Motion to accept the contract of Executive Director with amendment as discussed in closed according to Section 17.2(e) of FOIP – Craig Lukinuk – carried

Motion for the above discussion to remain confidential according to FOIP – Karen Shaw - carried

NEW ACTION ITEMS

1. Julie to send out information to libraries regarding cyber security insurance and a reminder for libraries to back up, as well inquire to AUMA for the cyber security insurance at NLLS
2. Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget.
3. Executive Committee to select 3rd person for Executive Director Appraisal Committee and to revamp the performance appraisal and process

Motion to adjourn 1:35 p.m. – Jill McLuckie – carried

Next Executive meeting Friday, August 2, 2019 at 9:00 a.m.

Approved By: _____

Date: _____

CHAIR'S REPORT

Well thank you again for the privilege of being your Chair.

It has been a pleasure so far to work in this position.

Since our last meeting I was invited with Julie to attend an ICE (Irma, Chauvin and Edgerton) Villages Committee meeting in Irma. The meeting went well and they were happy we attended and pleased with the information we shared showing what the value of service they received from NLLS in 2018. It was great to meet their councils.

As the new chair an email was sent again to all boards and councils that we would be happy to meet with them upon request.

We will be meeting with Bonnyville town council on June 25th.

I was invited to the Building Committee meeting on the 17th and was able to meet with them and our general contractors as well as our architect. We had some great discussions and information is being brought forward to the executive. We received a proposal for discussion that had unfortunately been shared and created a flurry of misinformation and worry both on the staffing side and the Town of Elk Point. I sent an email to staff, and a letter to the Town to ease their concerns and I have spoken to their Mayor and CAO. I appreciated that they have agreed to have an in-camera discussion on the information they received. I cannot stress the importance of emails etc. shared are CONFIDENTIAL. This is important both for staff and board members. We need to, as a group, be confident that we have can discussions and questions that will not make it to the public without context. Due to the nature and size of our Executive and Committees we need to be able to use email. I also do not want to beat a dead horse. The information was out, and I felt I needed to deal with it, you have been copied on it all. We need to move forward.

I have asked that all Committees copy me with their emails. Please know I am an email gillesvicky74@gmail.com , or vlfebvre@coldlake.com or phone call away 780-573-1926. I have included my personal email, as I do not always get to my city phone quickly.

Vicky

**Building Committee Organizational Meeting
June 17, 2019
Meeting Minutes**

Present: Laurent Amyotte, Jill McLuckie, Dave Berry, Vicky Lefebvre, Julie Walker, Tracy Paradis

Missing: Craig Lukinuk, Karen Shaw

Call to order at 9:03 a.m.

2. Introductions

3. Additions to agenda – none

4.a. Nominations for Chair

First call for nominations

Laurent Amyotte nominates Jill McLuckie – Jill accepts

Second call for nominations

Third call for nominations

Motion to cease nominations – Dave Berry – carried

Jill McLuckie acclaimed as Chair

4.b. Nominations for Vice-Chair

First call for nominations

Dave Berry nominates Craig Lukinuk – Craig accepts

Second call for nominations

Third call for nominations

Motion to cease nominations – Laurent Amyotte – carried

Craig Lukinuk acclaimed as Vice-Chair

4.c. Nominations for Secretary

Administrative Assistant will continue to take minutes

5. Discuss emails and proposals

Motion to go into closed session 9:12 a.m. – Dave Berry – carried

Motion to come out of closed session 9:42 a.m. – Laurent Amyotte – carried

Motion for the Chair to send a letter to Elk Point Town Council and NLLS staff to address their concerns – Laurent Amyotte – carried

6. Building Committee update

- continue with required maintenance as per Board approval.

7. Next meeting

- TBA

8. Adjournment

Motion to adjourn 9:46 a.m. – Laurent Amyotte - carried

**Building Committee Meeting
June 17, 2019
Meeting Minutes**

Present: Laurent Amyotte, Jill McLuckie, Dave Berry, Vicky Lefebvre, Julie Walker, Tracy Paradis, Sean Karst (Jen-Col), Bryce Knutson (Jen-Col), Stephen Boyd (Arc Studio), Janick Biron (Arc Studio)

Missing: Craig Lukinuk, Karen Shaw

Call to order at 10:04 a.m.

2. Introductions

3. Additions to agenda – change item 7 to item 4

4. Presentation – Stephen Boyd

- Brad Kennedy (owner of Kennedy Create), passed away 4 weeks ago; his wife has shut the firm down
- Stephen has taken 18 employees and created Arc Studio (he has also taken a few contracts with him). His new contact information is sboyd@arcstudio.ca
- Documents will be released from Kennedy Create to us, as soon as any outstanding invoices are paid
- Controller, Greg Podlosky with Kennedy is the contact. Laurent will contact and find out if there are any outstanding invoices and ask for the documents and drawings. (greg.p@kennedycreeate.com)

Motion to recommend to Executive Committee to move from Kennedy Create to Arc Studio, the successor firm for the Architecture, based on current funding – Laurent Amyotte – carried

As a side note, Jen-Col has no concerns with Arc Studio moving forward.

5. Jen-Col update on inspections, results and recommendations

- An inspection was done on the windows at the beginning of May
- Specialty Glazing then came out in June and did an inspection of the windows as to what needed to be done.
- There were 3 suggestions: 1. Replace only the seals; 2. Remove the glass, glaze and reseal everything; 3. Redo entire windows
- The swale will require a consultant and civil engineer to determine the grading and reworking of land to move the water away from the building.

6. Pricing

- Jen-Col will provide more information and pricing for the Executive Meeting on Friday, June 21st

7. Recap of how we arrived here

8. Where to go from here

- Continue to address the 3 main issues/repairs required

Motion to receive the Vegreville relocation proposal as information – Laurent Amyotte – carried

Note: Dave Berry will recuse himself on any decision made on the Vegreville relocation proposal

9. Next meeting

- Friday, June 21st at 8:30 a.m.

8. Adjournment

Motion to adjourn 12:30 p.m. – Dave Berry - carried

DRAFT

GENERAL

- Sealed Envelope for Vicky
- Terms of Reference for Committees - Attached to this report

FINANCIALS

- Signing Authority Changes – Larry Removed, Warren Added. See paperwork
- I would like Exec Committee to discuss and advise for the highlighted portion of the expense claim submission for Larry Tiedeman for \$100.00 (Pg 2)
- Operating Balance if we don't get our Gov't of AB grant for 2019 we MAY need to look at cashing in our 90 day investment to help assist.
- Or are we happy to run low balance on the bank account and not receive the best interest rate as possible.

Savings Accounts

[Edit Account Names](#)

Account Name	Account Number	Currency	Balance	Available Balance
US Savings Account	798-00617486800	USD	\$5,740.11	\$5,740.11
Notice Amount 60 days	798-00679211100	CAD	\$626,940.52	\$0.00
Notice Amount 90 days	798-00871903900	CAD	\$515,247.87	\$0.00
Totals		USD	\$5,740.11	\$5,740.11
		CAD	\$1,142,188.39	\$0.00

Investments

[Edit Account Names](#)

Account Name	Account Number	Currency	Balance	Maturity Date
Accelerate GIC	798-34511446200	CAD	\$100,000.00	13/09/2019
Accelerate GIC	798-34511511600	CAD	\$100,000.00	13/09/2019
Accelerate GIC	798-34511719400	CAD	\$200,000.00	13/09/2019
Totals		CAD	\$400,000.00	

- I have already had some libraries inquire to when the Board of Record Payments will be will issued. I forwarded our current policy below. I will invoice the libraries and send Board of Record in August.

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	Mar 2, 2019
Chapter:	General	Page(s):	1
Subject:	PLSB Grant Money	Revised Date:	
	(Operational & Rural Services)		Sec 3, 1M
		Review Date:	Mar 2 2019

PLSB GRANT MONEY

NLLS will administer the distribution of funds each year to those libraries without a library board.

Each year the County and M.D.'s will give NLLS direction on percentage of disbursement to those with multiple libraries.

Administration fee of 1% to be removed upon receipt of the Rural Services Grant from Public Libraries Services Branch (PLSB) to compensate for the management of funds.

Review of this administration fee to be done on an annual basis.

NLLS to release Board of Record funds (Rural Services Grant) and disburse to libraries no later than August 31 of each year providing funds are available.

From: caspterti@telus.net

To: Terri Hampson

Subject: expense claim

Date: May 20, 2019 10:05:48 PM

Hi

I am claiming the following expenses:

Apr 9 St Paul County presentation. Tofield to St Paul (159 km) + \$100.

Apr 9 meeting with Julie

Apr 9 Viking Library Board presentation: St Paul to Viking (130 km) + \$100; Viking to Tofield (69 km)

Apr 15 Holden presentation: Tofield to Holden, return (68 km) + \$100

Apr 16 meeting with Julie Tofield to Vermilion (157 km)

Apr 16 mannville presentation Vermilion to Mannville (24 km) +\$100; Mannville to Tofield (133 km)

Apr 18 appraisal committee meeting in Elk Point Tofield to Elk Point, return (362 km) +\$100

Apr 25 Jasper conference: travel to Jasper Tofield to Jasper (434 km)

Apr 26 Jasper conference: several meetings with chairs of other systems \$100

Apr 27 Jasper conference: Systems and Nodes meeting \$100

Apr 28 Jasper conference return to Tofield (434 kms)

May 3: exec meeting in Elk Point: already claimed

May 14 Two Hills presentation: Tofield to Two Hills, return (206 km) +\$100

May 14 meeting with Julie

May 15 Bruderheim presentation: Tofield to Bruderheim, return (124 km) +100

May 23: Smoky Lake County presentation: Tofield to Smoky Lake, return (226 km) +100

I have not included my cost to attend the Alberta Library Conference, as I am waiting for a replacement receipt.

Thank you. Should you have any questions, please call me.

Larry

Terms of Reference website -

<https://www.mycommittee.com/BestPractice/Committees/Startingacommittee/TermsofReference/tabid/251/Default.aspx>

Developing Terms of Reference

Each committee should have a Terms of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee. The purpose of the committee is the most important section of this document and unless you have a very good reason, you should not proceed to create a committee without a clearly defined purpose.

Typically the ToR is a written road map for the committee and contains clear and specific information on how the committee is organized, what the committee is trying to achieve, who the members are, and when and they meet. A clear and understandable ToR is the first step to a successful committee!

Below are typical sections of a ToR document. Each section needs to be customized to the unique needs of your committee. More formal committees usually need more formal information and instructions

Committee Name

Official name of the committee or group

Type

Can be standing, ad hoc (special project) or advisory (related to another board, committee or project)

Purpose

Describe the purpose of the committee (what the committee will do, why it was created)

Scope

Clearly describe what is in and out of scope for the committee

Authority

Describe the decision making authority of the committee (decides, approves, recommends, etc.)

Membership

Type and number of members, how members are appointed, how the chair and co-chair are appointed and a list of members (Name and functional role)

Meeting arrangements

Meeting frequency and location, meeting procedures (if applicable), quorum, details about agendas and minutes (how these will be distributed, available online, who prepares them, etc.), communication between meetings.

Reporting

Describe whom the committee will report to, in what format, how often

Resources and budget

Describe the available resources (people, rooms, equipment, etc.) available to the committee, Describe the funds available to the committee

Deliverables

Describe the requested/required committee output

Review

State the ToR review frequency and next review date

Northern Lights Library System

Balance Sheet As at 06/19/2019

ASSET

CURRENT ASSETS

Petty Cash	210.00	
USD Exchange Acct	5,344.72	
ATB Chequing Account	981,728.35	
ATB US Chequing Account	4,040.96	
ATB Investment Acct	<u>1,542,188.39</u>	
CASH TOTAL		2,533,512.42
Advances Receivable	8,300.00	
A/R - General	26,592.34	
A/R - Yearend	2,150.14	
A/R - GST Rebate	-13,936.50	
Allowance for Doubtful Accounts	<u>-777.31</u>	
AR Total		22,328.67
Prepaid Expenses and Deposits	<u>85,488.01</u>	
Total Prepaid		<u>85,488.01</u>
Total Current Assets		<u>2,641,329.10</u>

FIXED ASSETS:

Vehicles	201,133.93	
Accum Amort - Vehicles	-119,842.33	
Computer Equipment	233,187.74	
Accum Amort - Computer Equipment	-204,811.00	
Furniture & Equipment	83,109.39	
Accum Amort - Furniture and Fix	-44,925.06	
Parking Lot	81,000.00	
Accum Amort - Parking Lot	-21,600.00	
Building	2,894,640.88	
Accum Amort - Building	-731,502.03	
Land	<u>50,000.00</u>	
Total Fixed Assets		<u>2,420,391.52</u>
Total Fixed Assets		<u>2,420,391.52</u>
TOTAL ASSET		<u>5,061,720.62</u>

LIABILITY

Current Liabilities

ATB Credit Card	1,947.65	
Year Accounts Payable	12,500.00	
Accounts Payable	25,636.62	
Vacation Payable	34,477.76	
Vacation Payable Link	1,607.25	
EI Payable	1,753.62	
CPP Payable	2,884.48	
Federal Income Tax Payable	<u>-4,698.50</u>	
Rec Gen Payable: Total		-60.40

R.R.S.P. Payable	-362.36	
Extended Health	-251.60	
Dental	-625.00	
LTD	-1,158.45	
STD	-877.93	
Other Deductions Payable	<u>-753.02</u>	
Deduction Payables Total		-4,028.36
WCB Payable		742.36
GST Charged On Operating Sales	2,261.71	
GST Paid On Operating Purchases	-31,406.19	
GST Paid - Exempt Purchases	<u>-13,064.57</u>	
GST Total		-42,209.05
Library Acquisition Accounts		9,720.64
Deferred Grant Contributions		155,409.14
Deferred Contributions		<u>1,247,080.45</u>
TOTAL CURRENT LIABILITIES		<u>1,442,824.06</u>
Libraries Collection Development		
Collection Development		<u>407,877.83</u>
TOTAL - UNUSED COLLECTION DEVELOPME		<u>407,877.83</u>
TOTAL LIABILITY		<u>1,850,701.89</u>
EQUITY		
Retained Earnings		
Current Earnings		-327,351.15
Opening Retained Earnings		2,365,058.81
Capital surplus		<u>1,173,311.07</u>
Total Retained Earnings		<u>3,211,018.73</u>
TOTAL EQUITY		<u>3,211,018.73</u>
LIABILITIES AND EQUITY		<u>5,061,720.62</u>

Generated On: 06/19/2019

Northern Lights Library System

Income Statement 01/01/2019 to 06/19/2019

REVENUE

Levies - Municipalities	1,207,726.50
Deferred Allotment	-270,737.55
Non Resident Fees	500.00
Sales - Misc.	4,430.39
Sales Office Supplies-Resale	82,841.17
Other Revenue General	160.39
Sales-WRP/SRP	952.45
Interest earned	19,128.51
TOTAL REVENUE	1,045,001.86

EXPENSE**Staff Expenses**

Staff Salaries		493,059.25
El Expense	9,409.76	
C.P.P. Expense	23,647.93	
Extended Health Expense	11,832.52	
Dental Expense	8,764.49	
W.C.B. Expense	1,523.35	
Expenses Sub Total		55,178.05
TOTAL - GENERAL PAYROLL EXPENSES		548,237.30

Other Staff Costs

NLLS PD Training (Shared)	5,671.65	
Conference Fees (Shared)	7,536.15	
Hotel and Accommodations (Shared)	11,935.88	
Meals when Travelling (Shared)	1,701.18	
Travel Costs (Shared)	6,243.81	
Site Visits (Shared)	1,308.53	
Staff Recruitment	2,917.56	
Human Resource Tools	69.95	
Other Staff Costs		37,384.71
Total Other Staff Costs		37,384.71

Book Allotment

Coll. Development	167,310.12
Total Collection Development	167,310.12

Library Services

System Collections	-494.11
Indigenous Expenses	22,128.94
ILL Service Supplies	929.05
Bibs Service Supplies	2,540.11
Shipping & Freight	1,196.46
Waiting on Receipt	25.60
Catalog Process Forms Suppl	6,405.61
Assistive Technologies IT	8,024.90
Fortigate - Libraries IT	31,154.61
Computer Replacement Program IT	12,140.90
Web Hosting IT	17,047.00
Library Assistance Software IT	2,334.46
Computer Software IT	720.00
Emerging Technology IT	12,472.55
TRAC	104,661.00
Internet Service Fees IT	1,560.00
NLLS Annual Conference/Workshops PS	890.95
Library Managers Council PS	8,628.78
Library Programming PS	17,753.63

Postage/Courier	1,219.40
Coll. Dev. Shipping/ILL BS	341.84
Vehicle Expense BS	4,852.22
Vehicle Fuel BS	13,910.72
Online Databases PS	68,328.80
Myrnam-Operating expenses	2,852.25
Board Travel	15,145.96
Board Food and Beverages	2,622.28
Board Conference/Education	7,029.46
Special Events (Board)	4,791.00
Board Committee Meetings	9,474.48
Special Events (Admin)	756.57
NLLS Hosting	75.12
Office Equipment/Software Admin	195.25
Photocopier (Admin)	5,791.30
Professional & Legal Fees	3,157.70
Marketing	2,052.16
Audit Costs	199.50
Bad Debts - Late Fees	0.01
Bank Charges	646.00
TAL-The Alberta Library Membership	8,454.82
Insurance	10,491.67
Subscriptions (Admin)	1,911.65
NLLS Memberships (Shared)	970.49
Resale Supplies & General Rebills	92,082.54
Office Supplies (Admin)	4,954.33
Telecommunications (Shared)	7,332.83
General Maintenance/Contracts	65,200.00
Building Maintenance	5,772.47
Janitorial/Caretaking/Landscaping	14,437.62
Health & Safety	1,548.52
Utilities	12,701.48
Total Expenses	619,420.88
TOTAL EXPENSE	1,372,353.01
NET INCOME	-327,351.15

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