

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: February 14, 2020

Time: 9:30 am

Attendees: (via Zoom) Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Cyndy Heslin, Elaine Sorochan, Laurent Amyotte, Jill McLuckie, Justin Thompson, Larry Tiedemann, Julie Walker

Regrets: Karen Shaw

Meeting called to order at 9:38 a.m.

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from December 1, 2019

Motion to approve minutes from December 1, 2019 – Jill McLuckie – carried

Meeting held to address some immediate requests and personnel carry forward from review held last year. Progress to date, review ER Terms of Reference, Performance appraisal and directives.

Update on Nodes meeting-Julie

Discussed issues with Relais, in a nut-shell Polaris, TRAC and Relais systems cannot work together, this is a PLSB initiative and it is out of our hands. Innovative, TRAC, PLSB are all working together to try to get this to work. On February 7th, a letter by Julie was sent out to all library managers and board explaining the problems. Some interim work arounds are being considered which may create havoc (an administrative nightmare) in having a central place causing stress on staff, time, etc.

ACTION ITEM-Julie to discuss at TRAC Director's Meeting later this month. She will suggest all of us can write as a group expressing our concerns with this contract PLSB has signed and the significant impact it is having on our systems budgets with staffing and service. She will report back to us at next Executive meeting and if need be Chair will write letter with c/c to MLA's-**Pending**
It does create problems with ILL inter library loans.

PLSB is also making changes with the courier and we will be required to add a vehicle and do more runs. Currently our ILL person handles about 1.5 million items and with PLSB changing courier it will add about another 350 bins a week, so we need another ILL staff member, and another driver for additional runs to cover. We will need to purchase another van. Estimated cost is \$40,000. We will not be able to sell the other as originally planned as we will need it because of these changes. The new van should be here March 2020. **ACTION ITEM**-Julie to attach report

New driver estimate \$37,000.

New ILL estimate \$37000.

We will only have to pay new driver ½ year as we are hoping to utilize summer students.

ACTION ITEM-Terri need new budget items showing increase in staff and changes for van purchase, costs gas etc.

Note regular reports will be ready for 2/29/20 meeting

Budget –Julie/Vicky-Covered under Nodes

Note final adjustments for year-end not fully completed

This will be done for our February 29, 2020 meeting when Financial Statements are to be presented and they are scheduled to present at 9am.

Financials year to date FYI

Request for additional staffing-Julie-Covered under Nodes report 1 driver 1 ILL Estimate \$37,000 each.

Request for another van-Julie Covered under Nodes 40M

Referral to policy – request to communication library manager-NLLS staff –Vicky. Warren will take care of this and have at next policy meeting Feb 21, 2020
Julie can provide examples of what has happened at a branch in closed session if required N/A
Terms of Reference Executive Director-reviewed all OK with, just need to add reports from staff, management should reflect this will all be confidential. Elaine pointed it out this should be reflected.
Warren taking this to policy meeting on Feb 21, 2020

Performance Review Executive Director-again Warren taking this to policy. These documents are all public and will be shared with our whole board for transparency. (Not the completed ED appraisal)

Action Plan review:

Discussed future Professional development offered by Michelle Devlin. Vicky/Julie discussed moving forward with Fostering Respectful Workplaces Step 2 in conjunction with OHS policies to be developed by Michelle Devlin Company, as well as Step 3 Conflict Management. For these workshops we are trying to set up for some time during the first two weeks of April. These can be open for our board members and library managers. The policies drawn up by Michelle can be used by our libraries as well, as it is imperative our libraries are also following the OHS closely because of new laws. Everyone will benefit and this still falls within our budget. Michelle has offered a Not for Profit rate of ½ day \$2000 and \$2500.

Motion that all duties will be assigned back to the Executive director as the executive committee has fulfilled its mandate of staff review – Craig Lukinuk – carried

HR component of Review- Michelle Company is \$200 an hour. All staff policies are being sent to her to put together a cost estimate on OHS staff policies, etc.

Motion to defer HR component of review until we get the pricing quote – Jill McLuckie – carried

Once know we will have to adjust the budget accordingly. We will not be raising or changing anything just reallocating.

It was felt the \$200 an hour was reasonable as originally cost would be high until all set up then would just be the utilization of their services when our staff requires it and or issues come up.

Vicky to update general board on Feb 29th, 2020 ... Complete staff review done by an outside entity. Recommendations received and acted upon by Executive committee. Some professional development has already been completed, action items on OHS policies being worked on and other professional development and been scheduled for next year. OHS policies should be able to be shared amongst all libraries. HR consultant to be hired, rather than full time or part time staff member. All staff aware and updated on results and requirements. Board update on OHS policies.

Directives given to ED and staff

Requests for professional development-Julie, request for two ½ day workshops for LMC, Board and Staff

IUG approved by Executive Committee

Action Plan request-Vicky

Agenda items –Feb 29, 2020

PD-Karen discussion on who should be developing/maintaining/etc.

Meeting dates need to be decided and booked at next Executive.

Elections for Zones need to notify 2 & 4 member at large? Warren confirmed May is when required. Should list those in the Zones 2&4? Vicky, Laurent, Justin, Jill and Elaine

Stephen info on budget discussion and motion (Note we had some discussion originally budget approved 2% levy September 2019 / 1.5% November 2019 motion approved / Discussion Barry review budget/) Warren to have ready to discuss if need be Feb 29th meeting.

HR component

Plan of Service-Julie

Wants to strike the Plan of Service Committee, and now PLSB making easier so we may only require 2 meetings.

ACTION ITEM- Julie to get on agenda for Library Managers (Feb 26, 2020) meeting what they want to see from NLLS.

Carry forward to place on Feb 29th Executive and General meeting agenda. A committee needs to be set up.

Jill - Abe has contacted us again stating they have not been paid for an invoice.

ACTION ITEM-Julie/Terri to check in to and pay if has not been paid.

Julie - Have done 3 RFP's for telephone service and so far looks like they will be recommending at company out of Bonnyville as come in at approximate 15000, just need to know what maintenance costs will be on 5 year contract....To be added to Feb 29th, Executive meeting

In Camera-Personnel*

Break 11:52-11:57 Julie left

Motion to move to closed session 11:58 am – Jill McLuckie – carried

Motion to come out of closed session 12:14 pm – Warren Griffin – carried

ACTION ITEMS FROM PREVIOUS MEETING

1. Jodi/Amy to continue getting replies regarding book allotment funds carry over – carried forward
2. Julie to put something in the hiring practices and policy – carried forward
3. For Plan of Service – mission or vision needs to include all inclusive – carried forward
4. For administration to include all inclusive statement in hiring, policies and job description – carried forward
5. Vicky recommends that the Executive complete the 4 Types of Unconscious Bias in the Workplace <http://au.hudson.com/latest-thinking/infographics/4-types-of-unconscious-bias-in-the-workplace> - carried forward
6. Heather to make posters for libraries for open invitation for board meetings
7. Administration to call for RFP's for rewiring Bib. Services
8. Anna to assist the libraries in utilizing their book allotment
9. Vicky to send letter to the Minister to ask for release of remaining grant monies
10. Vicky and Executive Director to visit the one library and council to see what can be done about their levies

NEW ACTION ITEMS

1. Julie to discuss at [TRAC Director's Meeting](#) later this month. She will suggest all of us can write as a group expressing our concerns with this contract PLSB has signed and the significant impact it is having on our systems budgets with staffing and service. She will report back to us at next Executive meeting and if need be Chair will write letter with c/c to MLA's
2. Julie to attached report, re: new driver and new ILL staff
3. Terri - need new budget items showing increase in staff and changes for van purchase, costs gas etc.
4. Board update on OHS policies
5. Julie to get on agenda for Library Managers (Feb 26, 2020) meeting what they want to see from NLLS
6. Julie/Terri to check in to invoice and pay if has not been paid.
7. Policy Committee-request to communication library manager-NLLS staff
8. Policy Committee-Performance Review Executive Director

Motion to adjourn at 12:14 p.m. – Jill McLuckie – carried

Next Executive meeting February 29, 2020 at 8:00 a.m.