

NLLS Executive Meeting Minutes of April 29, 2020

AGENDA

ATTENDANCE via Zoom:

CALL TO ORDER

Approval of Previous Meeting Minutes Mar 30, 2020

- 1- May AGM
 - a. Zoom
 - b. approval of extending election
- 2- Cost reductions letters from Municipalities
- 3- What is happening with libraries (Jodi & Julie)
 - a. where do they need help
 - b. what are we doing
- 4- Professional development
 - a. poor turnout libraries and Michelle Devlin
- 5- Conference
- 6- Budget/Financials (Terri)
 - a. increase online resources or change up on book allotment to utilize more(discussion)Julie
 - b. Executive member pay for on line PD with Michelle
 - c. Income Statement
 - i. Items for discussion
 - d. Manulife
 - i. 10% Health and 50% Dental
 - ii. Approx \$3000.00 gain on overall budget
 - e. Operating and Board of Record Grants from Gov't
 - i. They are using 2016 population
 - ii. Approx \$4000.00 gain on overall budget
 - f. 10% Wage Subsidy
 - i. April has been completed at \$5924.55 (will have to report as income next year)
 - g. Municipal Levys – Outstanding
 - i. There are Two for a total of \$22,645.90 Justin and Larry to assist.
- 7- Follow up LLB letter (Julie)
 - a. what is procedure on pilots being done
 - b. communication protocol
 - c. was blue bag(bag less) change over a big stressful event as mentioned?
 - d. has there been a lot of problems with Relais work around
 - e. Jodi was not invited to meeting called on Feb 14th, 2020 as was only on employees in camera
 - f. have we removed TAL link and additional link from electronic resources page
 - g. have we implemented a Windows 10 Outlook session? Is it ready for roll out or has it been done?
- 8- Plan of Service

9- OHS policies

10- Policy

a. March submission package

11- Communication protocol

Next Meeting:

ADJOURNMENT

Approved NLLS Executive Meeting Minutes of April 29, 2020

AGENDA APPROVAL - Laurent Amyotte motions to approval the agenda as presented. All in favor, motions carried.

ATTENDANCE via Zoom: Vicki Lefebvre, Jodi Dahlgren, Warren Griffin, Jill McLuckie, Laurent Amyotte, Larry Tiedemann, Cyndy Heslin, Elaine Sorochan, Julie Walker, Terri Hampson, Kelly McGrath, Heather Elliott, Amy Knifton and Anna Scott.

ABSENT: Craig Lukinuk, Justin Thompson and Karen Shaw

CALL TO ORDER: 1:10pm

Approval of Previous Meeting Minutes Mar 30, 2020 – Jill McLuckie motions to approve the meeting minutes of Mar 30, 2020. All in favor, motion carried.

- 1- May AGM
 - a. Zoom
 - b. approval of extending election
Julie or Kelly to investigate voting options for the Aug Board Meeting will need protocol set up
- 2- Cost reductions letters from Municipalities
 - a. What is happening with the cost savings if any from NLLS during this pandemic
 - b. Items to send back to the budget/policy committee
 - i. Zoom Mtg remuneration
 - ii. Virtual vs In Person meeting
 - iii. 2021 Cost savings
 - iv. We will continue to invoice the libraries the levy's in June and waive any penalties and extend payment to Oct 2020.
- 3- What is happening with libraries (Jodi & Julie), where do they need help? what are we doing?
 - a. Staff reduction in hours and layoffs throughout the system
 - b. LMC Meeting via Zoom or move to Sept? Awaiting feedback from Library Managers
 - c. Virtual programming is becoming the new normal for some
 - d. Most questions to date have been about "Inventory"
- 4- Professional development
 - a. poor turnout libraries and Michelle Devlin
 - b. they related back to NLLS policies and the breakout rooms were very informational and interactive.
 - c. Amount of webinar and on-line meetings are increasing. Prioritizing and giving as much notice as possible a requirement now
- 5- Conference
 - a. Looking a presenting what we can virtually as a TRAC wide conference with other systems
 - b. Some presentations will be done by tutorial and posted up on the website: IE: Book repair
- 6- Budget/Financials (Terri)

- a. increase online resources or change up on book allotment to utilize more(discussion)Julie – suggesting a portion of book allotment to be used for e-resources.
 - b. **Cyndy Heslin motions to reallocate up to \$25,000 from various budget lines to e-resources budget lines. All in favor, motion carried.**
 - c. Is there Executive members remuneration for the on-line PD with Michelle? It was only mandatory for staff not others.
 - i. **Laurent Amyotte motions to remunerate the Board members whom attended the Apr 7, 2020 on-line webinar provided by Creating People Power Inc via NLLS. All in favor, motion carried.**
 - d. Income Statement
 - i. Items for discussion
 - ii. **Laurent Amyotte motions to accept the financials as presented. All in favor, motion carried.**
 - e. Manulife
 - i. 10% Health and 50% Dental
 - ii. Approx. \$3000.00 gain on overall budget
 - f. Operating and Board of Record Grants from Gov't
 - i. They are using 2016 population
 - ii. Approx. \$4000.00 gain on overall budget
 - g. 10% Wage Subsidy
 - i. April has been completed at \$5924.55 (will have to report as income next year)
 - h. Municipal Levy's – Outstanding
 - i. There are Two for a total of \$22,645.90 Justin and Larry to assist.
- 7- Follow up LLB letter (Julie)
- a. what is procedure on pilots being done
 - i. 3 steps to it, template has been completed
 - b. communication protocol
 - i. policy to be re-presented to LM's
 - c. was blue bag (bag less) change over a big stressful event as mentioned? Was a learning experience with presentation being a bit long and members leaving so libraries did not get that it was going to be about a 10-week process, which caused the stress.
 - d. has there been a lot of problems with Relias work around? Covid-19 started hard to determine
 - e. Jodi was not invited to meeting called on Feb 14th, 2020 as was only on employees in camera
 - f. have we removed TAL link and additional link from electronic resources page? Done
 - g. have we implemented a Windows 10 Outlook session? Is it ready for roll out or has it been done?
 - i. Training versus basic knowledge and who provides the training
 - ii. Library managers are hired by the Library Board
- 8- Plan of Service
- a. Will need to meet virtually
 - b. Date for submission has been extended by PLSB

- c. Ensure recognition of diversity is included
- 9- OHS policies Vicky and others who have can send to Terri so they do not have to reinvent the wheel
- 10- Policy
 - a. March submission package
 - b. Reviewed and returned some to committee others sent to reps
- 11- Communication protocol

CLOSED SESSION

Actions— Vicky to send communication to both PLSB and to ALLB

Next Meeting: May 20, 2020

ADJOURNMENT: 5:38 pm