

MEETING AGENDA – EXECUTIVE MEETING

MEETING INFORMATION

Date: *March 30, 2020 (via ZOOM)*

Time: *1:30 pm*

Attendees:

PREPARATION FOR MEETING

Please Read: *Minutes of the Executive Meeting February 29, 2020*

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from February 29, 2020
3. LMC Report
4. Board Chair Report
5. Executive Director Report
6. Financial Report
7. Budget Update
8. Policy Committee Report
9. Advocacy Committee Report
10. Building Committee Report

ACTION ITEMS FROM PREVIOUS MEETING

February 29, 2020

1. Julie – to send letter to the Library Managers regarding book allotment
2. Julie – to meet with Jodi and discuss the LMC 9-page report and report back to Vicky
3. Vicky – to review the LMC report and follow up with a report
4. Jodi/Julie – to confirm process and what is classified as a “rush” delivery for items requested by library patrons (in-province versus out-of-province information)
5. Policy Committee – review timesheet recommendation
6. Terri – to provide the expense amount of an individual Executive meeting to assess when/how often to use ZOOM meeting
7. Plan of Service Committee – to look at the Advocacy template and to be added to the Plan of Service
8. Julie/Kelly – to have a telephone business plan ready to present to the General Board meeting in May (contract ends June 2020; may lose phones and system to present contractor)
9. Heather – to post on the website a note encouraging patience while dealing with phone issues, NLLS is looking into further RFP’s

February 14, 2020

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. Terri - need new budget items showing increase in staff and changes for van purchase, costs gas etc.
3. Board update on OHS policies
4. Julie to get on agenda for Library Managers (Feb 26, 2020) meeting what they want to see from NLLS
5. Julie/Kelly – RFP’s for phone system

November 23, 2019

1. Julie to put something in the hiring practices and policy
2. For Plan of Service – mission or vision needs to include all inclusive
3. For administration to include all inclusive statement in hiring, policies and job description
4. 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>
5. Administration to call for RFP's for rewiring Bib. Services

NEW ACTION ITEMS

- 1.
- 2.
- 3.

Next Executive Meeting scheduled TBA

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: March 14, 2020

Time: 12:30 p.m.

Attendees: (via Zoom) Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Laurent Amyotte, Jill McLuckie, Larry Tiedemann, Julie Walker, Kelly McGrath, Cyndy Heslin (joined at 12:44pm)

Regrets: Karen Shaw, Justin Thompson

Meeting called to order at 12:31 p.m.

AGENDA ITEMS

1. Additions to agenda
 - COVID-19
 - 1. Kelly NLLS Update
 - 2. Kelly NLLS Asks
 - 3. Warren Policies
 - 4. Jodi Libraries
 - 5. Vicky Schools information
 - 6. Action Items moving forward

Motion to adopt agenda as presented – Jill McLuckie – carried

1. Kelly NLLS Update
 - A few members of staff have diabetes/health concerns in regards to COVID.
 - Have provided drivers with wipes and are asking drivers to wash hands at each library after drop off.
 - Hand sanitizers are at the office; in addition, surfaces are getting wiped down as recommended by AHS.
 - Concerned staff want to work at home if possible.
 - Staggered work hours? Cannot change too much. Not offered as of yet. Drivers need to stay on current hours due to library hours of operation.
2. Kelly NLLS Asks
 - One employee currently out of the country. Can work from home for 14 days upon return. This is strongly recommended by AHS as all confirmed cases of COVID-19 today, involved with travel. Employee to be provided with computer with VPN.
 - Can employees who can work from home be allowed to do so? Discussed new provincial employment rules regarding COVID. Kelly to try to accommodate requests for avoid staff having to deal with any unnecessary stress.
3. Warren Policies
 - Not much in NLLS policy regarding infectious illness. Need to defer to OH&S rules and other Provincial guidelines. New Provincial rules do not require a doctor's note and allows for 14 days paid leave for dealing with COVID. Province recommends that business continuity plans be developed for dealing with COVID absences.
 - Current NLLS policy on short term disability/sick leave requires a doctor's note to be eligible for to up 15 weeks paid leave.

4. Jodi Libraries

- Garrison has closed all recreational activities/programs
- Some libraries are reducing hours/programming
- 1 library is closing for 30 days.
- Cold Lake providing hand sanitizer stations, stopping delivery to seniors, no toys for children to play.
- No news from Vegreville (they have a confirmed case of COVID-19).
- Morinville increasing length of book rental to 40 days.
- Libraries are taking extra precautions.
- Jodi says information will be shared among libraries.

5. Vicky School Information

- Schools are to remain open for now.
- A number mentioned was that up to 74% of students do not have a parent at home.
- Schools are to use zero tolerance policy with students who are sick, they must be sent home.
- Schools can take measures to reduce numbers in groups to reduce contact. E.g. cancel assemblies, field trips.
- Chief Medical Officer feels that Alberta has undertaken aggressive measure compared to other provinces, therefore schools can remain open for now.

6. Action Items moving forward

- Kelly has Executive direction to proceed with management measures as earlier discussed.
- Cyndy will forward AHS update emails as she gets them.
- Need to re-evaluate after 14 days whether to continue to stay/work at home.

Meeting adjourned at 1:07 p.m.

Next meeting Monday, March 30, 2020 at 1:30 p.m. via ZOOM.

Approved By:



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

Meeting called to order at 1:30 p.m.

AGENDA ITEMS

1. Additions to agenda

Motion to approve agenda – Cyndy Heslin – carried

2. Approval of Minutes from March 14, 2020

Motion to approve minutes from March 14, 2020 – Jill McLuckie – carried

3. Executive Director Report

1. Staffing NLLS #'s (working from home, office, sick,)

- a. Working from home, Telus Hub can be used. Amy to try Terri's if she needs.
- b. Timelines for the work project provided, there is less interruptions so work could be more focused.

2. Plans for helping libraries

- a. Libraries are struggling especially servicing the seniors (on-line challenges)
- b. Weeding should be happening in all libraries including NLLS
- c. Boards are owned by the individual libraries and those boards would need to decide how weeded books are dealt with.

3. What libraries are asking for/needing now

- a. They are still ordering
- b. Inventory and weeding
- c. Helpdesk tickets are still being generated
- d. Summer Reading Program is still going ahead
- e. Videos are to be created and support libraries with virtual programming

4. Plan of Service

- a. Start the process now, send out the notice to member boards and libraries
- b. Try to get feedback from as many municipalities as possible, this time at home may be an opportunity to engage more.
- c. Julie to ask PLSB if they will be extending the POS deadline.

5. OHS policies

- a. Use ones that are already created from other sources
- b. Send out so board can read them ahead of time

6. Work plans for staffing during Covid-19

- a. Addressed above

7. What are other systems are doing?

- a. Julie to do an update
- b. Communicating with PLSB every two weeks
 - i. Just watch if they change their message

8. Update on Library Managers submission
 - a. Jodi and Julie are still working on it, some items have already been dealt with
 - b. Look at moving the LMC meeting a couple of weeks ahead of the Executive meeting
 - i. Vicky suggests, a month between for better reaction time for all parties involved
 - ii. Lay out some procedures to address pilot projects

Motion to accept Executive Director's report and continue to bring back what other systems are doing – Craig Lukinuk – carried

4. Financial Report
 1. Balance Sheet
 - a. 1.2 million gives the best interest rate in bank account
 - b. Once we get our operating grants, Terri will supply potential investment options
 2. Income Statement

Motion to accept the Financial report – Laurent Amyotte – carried

5. LMC Report

Motion to accept the LMC report – Jill McLuckie – carried

6. Board Chair Report (attached)
 1. Training-Michelle Devlin
 - a. 2 of the 3 items can be done, the third must be done face to face
 - b. Webinars – max of 1 hour so people remain focused
 - c. April 7 is the next webinar

Motion to accept Board Chair report – Warren Griffin – carried

7. Round table (computer) discussion- lay of the land at municipalities
 1. Craig – Smoky Lake County
 - a. Municipal leaders Town hall with the Premier – minister.municipalaffairs@gov.ab.ca for any questions that you want to submitted
 - b. Looking at closing parks and campgrounds, office has been closed, council meetings still open to the public, however it has proper physical distancing.
 2. Vicky – Cold Lake
 - a. Looking at staffing and lay-offs will be imminent, looking at free cycle options and other interim plans in place.
 3. Elaine – Two Hills
 - a. Staff is on rotation, no lay-offs yet, banks have closed their doors, except for deposit slot and atm; post office and groceries are still running.
 4. Jill – Mannville
 - a. The office has been closed, but Admin. working there, also off-site. Co-op and UFA are still running. Post office is open with modified hours.
 5. Justin – Vermilion
 - a. Public office has been closed, along with library. Essential services only so far. College released the students. Only necessary meetings as needed.
 6. Laurent – County of St. Paul
 - a. Offices are closed, public must buzz or make appointment. Library in Ashmont and Mallaig are still staffed.
 - b. May elections – are we postponing or extend the term
 - c. PW staff are delivering groceries to those in need

Motion to send e-mails to the General Board members recommending a five (5) month delay and move the upcoming May AGM elections to November 2020, for this year's rotation (Zone 2, 4 and affected sub-committees) – Warren Griffin – carried

7. Cyndy – Ryley
 - a. Municipal office closed to public, most staff are working in office, some at home. Public events have been cancelled. Meetings via ZOOM, CAO is in Chambers and gallery has physical distancing protocols.
8. Warren – Athabasca County
 - a. Same as other municipalities. All public facilities are closed. Campgrounds are delayed to June for reassessment and possible opening.

8. Closed Session – Staffing

Motion to move to closed session at 3:03 pm – Jill McLuckie – carried

Motion to come out of closed session at 3:23 pm – Cyndy Heslin - carried

Motion for Vicky, Warren and Julie to draft an e-mail to the Minister of Municipal Affairs regarding library funding and staffing – Craig Lukinuk – carried

ACTION ITEMS FROM PREVIOUS MEETING

November 23, 2019

1. Julie to put something in the hiring practices and policy – **carried forward**
2. For Plan of Service – mission or vision needs to include all inclusive – **carried forward**
3. For administration to include all inclusive statement in hiring, policies and job description – **carried forward**
4. 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**
5. Administration to call for RFP's for rewiring Bib. Services – **Tracy to call a couple more companies, carried forward**

February 14, 2020

1. Julie – to discuss at TRAC Director's Meeting later this month (March 5). 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 – **done**
2. Terri – need new budget items showing increase in staff and changes for van purchase, costs gas etc. – **forward to next budget committee meeting**
3. Board – update on OHS policies – **waiting on cost, carried forward**
4. Julie/Kelly – RFP's for phone system – **maintenance only presented**

February 29, 2020

1. Julie – to send a letter to the Library managers regarding book allotment – **carried over**
2. Julie – to meet with Jodi and discuss the LMC 9-page report and report back to Vicky – **carried over**
3. Vicky – to review the LMC Report and follow up with a report – **carried over**
4. Jodi/Julie – to confirm process and what is classified as a “rush” delivery for items requested by library patrons? In-province versus out-of-province information – **carried over**
5. Policy Committee – review timesheet recommendation – **carried over**
6. Terri – to provide the expense amount of an individual Executive Meeting to assess when/how often to use ZOOM meeting – **carried over**
7. Plan of Service Committee – to look at the Advocacy template and to be added to the Plan of Service – **carried over**
8. Julie/Kelly – to have a telephone business plan ready to present to the May General Board meeting – **carried over**
9. Heather – to post on the website, a note encouraging patience while dealing with phone issues, NLLS is looking into further RFP's – **done**

NEW ACTION ITEMS

1. Julie/Vicky – send e-mails to the General Board members recommending a five (5) month delay and move the upcoming May AGM elections to November 2020, for this year's rotation (Zone 2, 4 and affected sub-committees)
2. Vicky, Warren and Julie – draft an e-mail to the Minister of Municipal Affairs regarding library funding and staffing

Motion to adjourn at 3:26 p.m. – Jill McLuckie – carried

Next Executive meeting TBA – Chair to send out some dates

DRAFT