

# APPROVED MEETING MINUTES – EXECUTIVE COMMITTEE MEETING

## MEETING INFORMATION

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**Date:** May 20, 2020

**Time:** 10:00am

**Attendees via Zoom:** Vicki Lefebvre, Jodi Dahlgren, Jill McLuckie, Laurent Amyotte, Larry Tiedemann, Cyndy Heslin, Elaine Sorochan, Craig Lukinuk, Justin Thompson, Karen Shaw, Julie Walker, Terri Hampson, Heather Elliott, Amy Knifton and Anna Scott.

**Absent:** Warren Griffin, Kelly McGrath

## PREPARATION FOR MEETING

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

## AGENDA ITEMS

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1. Approval of the Agenda
  - a. Justin Thompson motions to approved Agenda as presented. All in favour, motion carried.
2. Approval of Minutes from April 29, 2020
  - a. Cyndy Heslin motions to accept the Minutes for April 29, 2020 as presented. All in favour, motion carried.
3. LMC Report
  - a. Jill McLuckie motions to accept the LMC report for information. All in favour, motion carried.
4. Board Chair Report
  - a. Craig Lukinuk motions to accept the Board Chair report for information. All in favour, motion carried.
5. Executive Director Report
  - a. Laurent A motions to approve spending \$8000 US funds from the Marketing and PD budget lines for the current year for the Koios contract. All in favour, motion carried.
  - b. Craig Lukinuk motions to accept the Executive Director report as presented. All in favour, motion carried.
6. Financial Report
  - a. Municipal Levy's – 1 outstanding
  - b. Investment Recommendation
    - i. GIC for 200,000.00 June 2020 yearly renewal
    - ii. GIC for 100,000.00 June 2020 yearly renewal
  - c. Larry Tiedemann motions to accept the recommendation to set up 1 x 200,000 GIC and 1 x 100,000 GIC with ATB for June. All in favour, motion carried.
  - d. Elaine Sorochan motions to accept the Financial Report as discussed. All in favour, motion carried.
7. Budget Committee
  - a. Cyndy Heslin motions to accept the verbal Budget Committee report as presented. All in favour, motion carried.
8. Policy Committee Report – no new report at this time
9. Building Committee Report – no report at this time

10. Advocacy Committee Report
  - a. Cyndy Heslin motions to accept the Advocacy Committee Report as presented. All in favour, motion carried
11. Plan of Service Committee
  - a. Representation discussion

#### **ACTION ITEMS FROM PREVIOUS MEETING**

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1. Items to send back to the budget/policy committee – completed waiting on next report
2. LMC Meeting via Zoom or move to Sept – Jodi completed
3. Virtual Conference first week of Oct (NLLS not directly involved– Julie updated
4. Communication Policy re-rolled out to Library Managers– Julie/Jodi
5. OHS policy's– Julie update
6. Board Chair to send letter to PLSB – pending
7. Board Chair to send letter to ALLB - pending

#### **NEW ACTION ITEMS**

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1. Make individual Zoom polls for future meetings – Terri
2. Make list of current investments – Terri
3. Update the advocacy brochure as discussed – Heather
4. Building Committee to meet and assess quotes – Julie to provide
5. OHS work from home policies are updated - Julie

#### **ROUNDTABLE**

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Nothing brought up.

Jill McLuckie motions to adjourn at 1:25pm, all in favour, motion carried.

Next Executive Committee as called by the Chair.

Message from the Chair

Welcome to May 2020 everyone and a new norm. This Covid19 has been an adjustment for everyone and we ask you all to stand with us as we journey through this pandemic and the constantly changing uncharted times. Just know, we will persevere and we will continue to provide services through whatever means we can to all of our libraries.

At our last executive meeting **we passed a motion delaying the library levy payment and the fines** associated with late payments which are invoiced in June. We have delayed the payment requirement until the second (2<sup>nd</sup>) payment is received from the government which is anticipated to be in October. We realize municipalities are waiving penalties and deferring tax payments and utilities for three months in order to assist their communities. This affects cashflow and we hope this will help our municipalities as well. We have also instructed our budget committee to look at developing a new budget making sure there are no **increases** for Municipalities and Libraries next year and what efficiencies can be created with the current conditions to look at reductions in costs. We are using the Zoom meetings and have instructed our committees to do so as well. In the interim we have reallocated funds from different budget lines such as conferences to increase funding to the online services up to \$25000.00. This has been our biggest area of use and usage has quadrupled over this short period of time. Please note if you would like to view and attend any meeting please feel free to send your information to the chair of the committee and they can add you to the Zoom meeting. This is one benefit of Zoom which allows others to attend without having to drive to the office. Non committee members cannot vote. If you have any suggestions for the committees, please send them to the chair of the committee. This is a great way to participate and offer valuable feedback.

I would like to let you know in May we will be holding our general meeting via Zoom and you will all be invited via email with the Information forthcoming.

As always, my phone and email are available for you to contact me. Looking forward to our meeting on the 23<sup>rd</sup>.

Vicky Lefebvre

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Commented [TH1]: Add the word Library before levy

Commented [TH2]: Add (Municipal & Library) after increases

