



MEETING MINUTES – EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: Aug 31, 2020

Time: 1:05pm

Attendees via Zoom: Vicki Lefebvre Warren Griffin, Jill McLuckie, Larry Tiedemann, Cyndy Heslin, Barbara Smith, Craig Lukinuk, Debra McQuinn, and Terri Hampson.

Absent: Karen Shaw

PREPARATION FOR MEETING

Please Read:

Aug 21, 2020 Meeting Minutes

Executive Director Job Description

Executive Director Job Ad

AGENDA ITEMS

1. Approval to agenda **M1** Cyndy Heslin motions to accept the agenda as amended, all in favor, motion carried.
2. Approval of Minutes from Aug 21, 2020, **M2** Jill McLuckie motions to accept the Minutes from Aug 21, 2020, all in favor, motion carried.
3. Chairs Report – **M3** Barbara Smith motions to accept the verbal Chair report as presented, all in favor, motion carried.
4. HR Consultant – **M4** Jill McLuckie motions to direct Administration hire a 3 month HR Contract position with potential extension up to 6 month if needed, looking at the Organization as a whole, job descriptions, salary review, overall organization efficiencies and work load assessment etc, all in favor, motion carried.
5. Grid Review – see above
6. ATB Signing authority – **M5** Barbara Smith motions to have Julie Walker removed from signing authority, all in favor, motion carried.
7. GIC's renewal
 - a. 1x 200,000 and 2x100,000 – **M6** Larry Tiedemann motions to renew the 3 GIC's – 1x200,000, 1 x 100,000 and 1x100,000 for another year, and the interest received moved to the operation account fund, all in favor, motion carried.
8. Compensation for the Board Chair – **M7** Jill McLuckie motions to remunerate Vicki Lefebvre for 6 meetings and Cyndy Heslin for 3 meeting for the extra time put in over the past 2 months and the future months during current transition, - 2 abstain, all in favor, motion carried.
9. In-Camera Session – Personnel and Second Item - Legal - **M8** Craig Lukinuk motions to go into Camera Session at 1:53pm, all in favor, motion carried.
10. **M9** Jill McLuckie motions to come out of Camera Session at 2:24pm, all in favor, motion carried.

11. Compensation for the Interim Acting Director - **M10** Warren Griffins motions to appoint Terri Hampson as Interim Acting Director and remunerate as discussed in closed session, all in favor, motion carried.
12. Executive Director Job Ad and Description –final draft review to be done by the Executive Director Committee and then to be sent to the Executive Committee for final review.
13. MLIS compliance – discussed for further review.
14. Municipal Affairs Minister – Tracy Allard – communication sent
15. Building Committee
 - a. Swale Work Quote – **M11** Debra McQuinn motions to proceed with the Hahn Welding quote in the amount of \$2170 plus GST for the swale upgrading project, with it not to exceed \$2500.00, furthermore, to have Administration to contact Contractor.
 - b. Furnace Work Quote **M12** Larry Tiedemann motions to send to the Executive to accept quote of no more than \$3200.00, all in favor, motion carried. Furthermore, for Administration to reach out to local company to confirm pricing.
16. Resignation – **M13** Barbara Smith motions to accept for information, all in favor, motion
17. Communication Letter – staff turnover concern – final draft to be send for review

ACTION ITEMS FROM PREVIOUS MEETING

1. Provide an update on the PS presentation on the 6 core and 1 ancillary service – Anna/Terri
2. Approved Policies put on a USB for Executive members, and provide instructions for all on how to access them on the Website – Completed
3. Coordinate and report back the most efficient, least invasive way to fix the water issue – Completed
4. For the Council meetings via zoom, have a basic general presentation when presenting to multiple councils, and municipal specifics when presenting to one council – Completed
5. Plan of Service Questionnaire to be sent out to all stakeholders – Completed
6. Letter to be send out to Municipalities to confirm Library Board representation after each Municipalities organizational meeting (usually in Oct)- Terri/NLLS Staff
7. Executive Director to address concerns coming out of LMC report – Vicki/Terri

NEW ACTION ITEMS

1. Letter to Municipal Affairs - completed
2. Job description for Executive Director
3. Quote for building insulation
4. Staff Videos – what do we do

Next Executive Meeting: at the call of the Chair

Adjournment of the Meeting: Debra McQuinn motions to adjourn at 3:13pm