

The purpose of your Plan of Service is to guide Northern Lights Library System through the next three years, to communicate to your members and other stakeholders and to guide the work of your CEO and the staff.

In order to do this, it needs to be clear, and explain what outcomes the Board is aiming for. It is a way of describing your preferred future. It needs to demonstrate priorities, and high-level directions. This provides the infrastructure for the development of operational plans and directs the work of staff.

The Plan of Service is the first step in organizing the work of NLLS to support the mission. It is also the backbone of the work expectations for the CEO, and therefore the basis for a performance appraisal. It is also the tool to use when developing a budget, and supporting the requirement for staffing.

I have some suggestions about your current Plan of Service:

- It appears that your first priority is the training of your staff, rather than service to your members.
- There are some items that are actually tasks that just need to be completed and are not actually a plan.

The relationships that make this work:

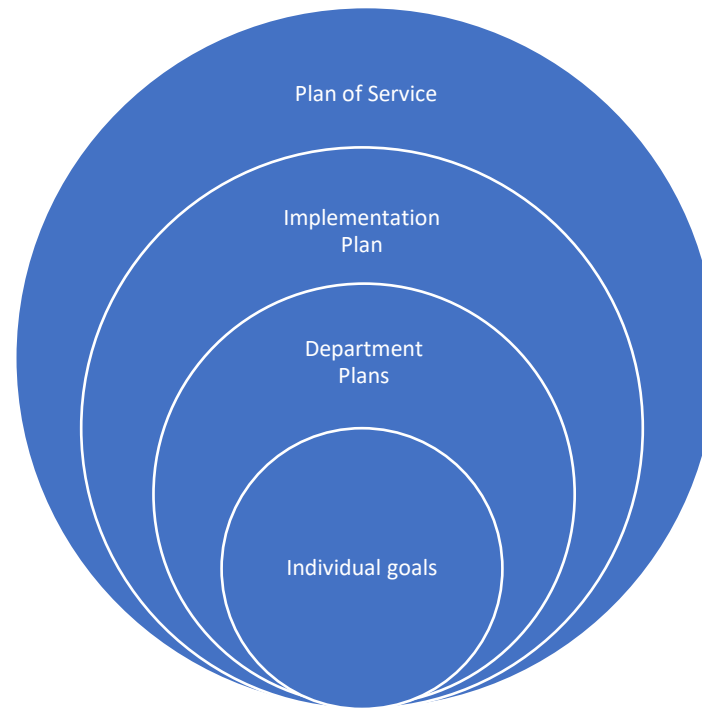
Everything that NLLS does is based on the foundation of the Library Legislation and the Master Membership Agreement.

The Board determines the Plan of Service, which directs NLLS and the CEO for the defined period (2021 – 2023) and defines the work of the staff. It is also the basis for budget decisions and evaluation.

The CEO, under the direction of the Board, develops the Implementation Plan, which explains how the Plan of Service will be translated into actions. The implementation plan contains annual goals with a method for determining and reporting progress. The Board then uses this plan to evaluate the work of the CEO in managing staff to achieve the defined goals.

The Department Managers, under the direction of the CEO, develop Department Plans, which show how each department will contribute to the achievement of the annual goals in the Implementation Plan. The Department plans are the starting point for the development of department budgets and the evaluation of the managers.

The Supervisors (who may be the same people as the managers), under the direction of their Managers, develop annual goals for each staff member, which direct their work for the year and form the basis for their performance appraisals.



Library Legislation and Master Membership Agreement

From your website:

Northern Lights Library System (NLLS) believes that all citizens should have equitable access to library services.

Mission Statement:

Working together to provide efficient, effective, and exceptional library services.

Proposed reorganization of your Plan of Service:

- The numbers after each statement refer to the original plan of service,
 - Items in italics are suggestions added by me
1. *Provide efficient and effective service to our members to support their success in serving their communities.*
 - Update Master Agreement (9,15)
 - Facilitate training for member libraries and their boards (1,2,3)
 - Implement a mechanism for improved communication with members. (6,4)
 - *Define and* strengthen core services (12)
 - *Respond promptly to member concerns, for example:* marketing tools for a variety of streams (11) *and* grant writing and fundraising opportunities for library boards (13)
 2. *Develop system capacity to provide excellent service*
 - Implement appropriate technology for online professional development (5)
 - Update service plans for each NLLS department (10)
 - Implement mentoring program for new librarians and trustees (16)
 - *Implement an HR strategy to support the goals of the Plan of Service*
 3. *Collaborate with others to support excellence in library service.*
 - Communicate the value of libraries (7,8)
 - *Share services and access to information resources with other libraries and organizations.*
 - *Evaluate potential partnerships and funding opportunities regionally, nationally, and globally for alignment with NLLS values, plans and goals. (17)*
 4. NLLS operates in a respectful, inclusive, and diverse manner (18)
 - *Develop and adopt a values statement to be included in orientation of staff members and trustees*
 - *Review HR policies and practices to support these values.*
 - *Create mechanisms to support transparency of information within the system (14)*

From your original Plan of Service:

1. update system related training
2. provide training opportunities to libraries and board members
3. provide cost savings when offering professional development
4. ensure timely communication to all partners of applicable rollouts and updates
5. provide affordable technology for online professional development as required
6. communication before system implementation
7. advocate and communicate the value of libraries
8. provide yearly reports to municipal and library boards
9. update and rollout Master Agreement
10. update Service Package for each NLLS department
11. provide marketing tools through a variety of streams
12. strengthen NLLS core services in assisting and referring library needs and requests
13. investigate and share various grant writing and fundraising opportunities to library boards
14. providing transparency of sharable information within our system
15. confirm and reinforce guidelines and expectation between all stakeholders
16. match mentors for new librarians and new trustees within the NLLS system
17. open the global door and share new and emerging concepts for all stakeholders
18. uphold a NLLS culture to share in a respectful, inclusive, and diverse environment

Example of how this all fits together (excluding budget):

Plan of Service: Communicate the value of libraries

Implementation Plan: Work with other regional libraries to develop a shared process for valuing library services for reporting to members at the end of 2021.

Finance Department: Implement shared practices for developing ROI statements for each member at the end of 2021.

Individual goal: Create spreadsheets that compare costs for each library, contributions from each library, and value of services used, and services available and not used.

Evaluation of CEO: Did they work with the other regions and develop a shared process?

Did they prepare reports explaining the value of services for each member at the end of the year?

Plan of Service: Communicate the value of libraries

Implementation Plan: Define outcomes and target audiences for a communication plan and develop an appropriate strategy.

Consulting Department: Develop communication tools for conveying the value of libraries.

Individual goal: Create and maintain social media posts.

Evaluation of the CEO: Has a communication plan been implemented and does it meet the stated outcomes.

Communicate the value of libraries			
Implementation plan	Department plans	Individual goals	Evaluation
Work with other regional libraries to develop a shared process for valuing library services for reporting to members at the end of 2021.	Administration: Meet with other regional directors to develop a shared process and use to report to the members at the end of the year.		Did the process get developed and implemented? (CEO)
	Finance: Implement shared practices; prepare documents for reporting to libraries at year end.		Were the shared practices implemented and the reports prepared? (Finance Manager)
		Create and implement spreadsheets to generate data needed for reporting	Were spreadsheets implemented? (Staff member)
Define outcomes and target audiences for a communication plan and develop an appropriate strategy.	Administration: Launch the communication strategy		Was a plan implemented? How was it evaluated? (CEO)
	Consulting: Develop communication tools for conveying the value of libraries.		Were the appropriate tools developed and implemented? (Consulting Manager)
		Create and maintain social media posts.	Were social media posts created in a timely manner? (Staff member)

BOARD:

Meetings:

- Although Dec was a short month with the office being closed the last week, I attended 9 meetings, conducted 5 Interviews and participated in 1 webinar.
- Action list updated
- Helpdesk ticket monitoring as directed.
- Weekly summary file reported to Executive Committee
- Going through PLSB training in Jan for Annual Report training as the System Annual report is due Feb.

Projects on the go:

- Vicky has signed the Frog Lake agreement which is now off to Minister for approval
- Meeting later this week with the Frog Lake Library Board
- Server Replacement – in progress
- Cyber Security – request for a sub-committee to be formed
- Phone project – in progress
- Member Master Agreement review – working in conjunction with Org Review
- Organizational Review – in progress
- Statement of Savings presentations – draft completed
- Supernet 2.0 Upgrade – in progress

OPERATIONS:

Staff:

- With the new Government restrictions put in place in Dec 7 of our staff were able to transition working from home.
- We had 1 staff come back to modified-half time duties, and 1 staff go off on STD for 3 months.
- We will be hiring a part time Indigenous Relations Advisor
- We had 1 staff “Christmas” meeting and 1 Manager meeting in this timeframe
- I have applied for 2 Canada Summer Grant positions

Budget/Funding:

- Year End process has started
 - Book Allotment balancing - we are one of just a few systems that “rollover” the leftover money each year from the book allotment funds. Some systems roll the leftover amount into the System Operational fund and therefore this no reconciling really needed other than to confirm start and end amount.
 - Auditor has sent various requests and I am starting to send that info out.



LIBRARY WORLD:

Libraries:

- Hosted 2 Coffee Chats with librarians
- Due to Government COVID restrictions in Dec most libraries pivoted to curbside pick-up, Lamont County Libraries remain closed to everything
- TRACPAC App has rolled out

BIBS SERVICES DEPT:

- Van rescheduling was a major job due to Christmas hours and Covid restrictions.
- Attend monthly BSG meetings with other TRAC system Bibs managers.

PUBLIC SERVICES DEPT:

- Attended monthly PSG meeting with other TRAC system Pubic Service Managers
- Kayla has been working on a NLLS Virtual Conference/Workshop – stay tuned for details
- All spots are hire for this depart and start as follows
 - Joanne – PS Consultant – Jan 4 – Perm FT
 - Ina – PS Consultant – Jan 11 – Temp PT
 - Jessie – PS Manager – Jan 18 – Perm FT
 - Michelle – PS Consultant – Feb 1 – Perm FT





MEETING MINUTES– EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: Mon January 11, 2021

Time: 1:00pm

Attendees via Zoom: Vicky Lefebvre Warren Griffin, Jill McLuckie, Larry Tiedemann, Cyndy Heslin, Barbara Smith, Craig Lukinuk, Debra McQuinn, Jen Anheliger, Terri Hampson, Jodi Dahlgren, Kelly McGrath, Heather Elliot, and Margaret Law.

Absent: Karen Shaw

AGENDA ITEMS

1. Approval to Agenda **M1** – Barbara Smith motions to accept the approval of the agenda as amended, all in favor motion carried.
2. Approval of Previous Minutes
 - Executive Committee Meeting Nov 9, 2020 – as amended. **M2** - Jill McLuckie motions to accept the approval of the Nov 9, 2020 as amended, all in favor motion carried.
 - Executive Committee Special Meeting Nov 9, 2020 **M3** - Craig Lukinuk motions to accept the approval of the Special Meeting Nov 9, 2020 as amended, all in favor motion carried.
 - Executive Committee Nov 30, 2020 **M4** - Cyndy Heslin motions to accept the approval of the Nov 30, 2020 as amended, all in favor motion carried.
3. LMC Report - *Next meeting Feb 24, 2021 @ 10:00am*
4. LMC Concerns – update – nothing outstanding
5. NLLS Chair Report – **M5** – Barbara Smith motions to accept the NLLS Chair verbal report for information, all in favor motion carried.
6. Interim Acting Director Report – Action plan update – attached **M6** – Warren Griffins motions to accept all in favor, motion carried.
7. Financial Report – attached **M7** – Larry Tiedemann motions to accept the financial report as presented ask in favor, motion carried.
M8 – Jill McLuckie motions to renew the 60 and 90 investment accounts
8. TRAC Motion – **M9** Barbara Smith motions that Terri Hampson will no longer be the Interim Director of Northern Lights Library System, and as such is no longer a Director of TRAC effective Jan 31, 2021, furthermore, James MacDonald will be the appointed a Director of TRAC, representing Northern Lights Library System effective Feb 1, 2021.
9. Plan of Service – nothing new to report.

10. ED Quarterly Review – Margaret Law - **M10** –Cyndy Heslin motions to accept for information, all in favor, motion carried.

Margaret Law left the meeting at 2:21pm.

11. Feb 26, 2021 General Board Meeting

12. In Camera – Personnel

- **M11** – Debra motions to go into camera at 2:26pm
- **M12** – Larry Tiedemann motions to come out of camera at 2:36pm

ACTION ITEMS FROM PREVIOUS MEETING

1. Quote for building insulation – Terri – tabled to spring 2021
2. Headhunters follow up – deferred until org review complete – Vicky- completed remove from list
3. Executive Director Review form revision – Vicky pending with Org review
4. ALLB bandwidth – Terri/Kelly
5. Send out USB to CAO for Municipal Board Members, and future USB updates to the Library located closest to the Board member. – Terri – completed
6. Send out POS 2021-2023 to the General Board for feedback and review. – Terri - completed
7. Follow up with Town of Legal and other municipalities for membership conversation –Terri
8. Share NLLS Video at the Board Meeting – Vicky – completed
9. Letter of Thanks to Chamber of Commerce on behalf of Board Chair – Terri-Completed

NEW ACTION ITEMS

1. Send General Board Meeting invite to new Interim Minister Mclver – Terri
2. Send out the Canada Summer Grants information to librarians -Terri
3. Send letter to MLA for the Frog Lake area requesting support in our Letter to Municipal affairs supporting the membership request of Frog Lake Library Board to the NLLS system.

Next Meeting Date: TBD

Adjournment of the Meeting: **M13**-Jill McLuckie motions to adjourn the meeting at 2:45pm.

Northern Lights Library System		
Comparative Income Statement		
	Actual 01/01/2019 to 12/31/2019	Actual 01/01/2020 to 12/31/2020
REVENUE		
Levies - Municipalities	1,207,726.50	1,226,701.73
Levies - Library Boards	576,285.00	585,451.43
Prov. Operating Grant	820,070.00	818,016.50
Prov. Rural Sevices Grant	338,506.00	338,506.00
Indigenous Grant	32,895.64	160,064.00
Deferred Allotment	10,783.19	-26,116.78
Travel/Wage Grants	3,382.19	0.00
Wage Subsidies	0.00	14,428.40
Non Resident Fees	1,900.00	1,000.00
Sales - Misc.	5,752.77	2,911.55
Sales Office Supplies-Resale	160,517.72	89,429.28
Other Revenue General	8,160.49	6,495.44
Sales-WRP/SRP	8,598.15	1,889.26
Annual Conference	0.00	0.00
Interest earned	50,791.74	35,311.33
Myrnam Revenue	9,754.06	8,304.04
Amort. of Deferred Contribution	56,059.00	0.00
TOTAL REVENUE	3,291,182.45	3,262,392.18
EXPENSE		
Staff Expenses		
Staff Salaries	1,235,213.50	1,422,495.86
El Expense	20,084.78	19,340.06
C.P.P. Expense	51,207.42	53,272.28
Extended Health Expense	25,074.59	29,710.58
Dental Expense	16,264.84	14,333.73
W.C.B. Expense	3,757.70	4,233.10
Expenses Sub Total	116,389.33	120,889.75
TOTAL - GENERAL PAYROLL EXPENSES	1,351,602.83	1,543,385.61
Other Staff Costs		

NLLS PD Training (Shared)	14,319.79	12,980.87
Conference Fees (Shared)	11,050.04	503.81
Hotel and Accommodations (Shared)	24,569.45	3,421.93
Meals when Travelling (Shared)	5,763.06	1,895.96
Travel Costs (Shared)	12,599.58	2,985.42
Site Visits (Shared)	418.61	0.00
Staff Recruitment	2,954.61	409.99
Human Resource Tools	161.90	0.00
Total Other Staff Costs	71,837.04	22,197.98
Book Allotment	Book Alotment Spent	
Coll. Dev. Cold Lake	33,734.06	39,648.78
Coll. Dev. Mundare	4,998.69	3,515.43
Coll. Dev. Gibbons	17,201.12	10,840.47
Coll. Dev. Chauvin	2,870.92	1,208.18
Coll. Dev. Bonnyville	33,852.79	32,141.23
Coll. Dev. Kitscoty	12,335.06	2,173.71
Coll. Dev. Bruderheim	5,576.26	6,193.90
Coll. Dev. Floating Romance	788.14	786.86
Coll. Dev. Morinville	29,008.98	28,789.28
Coll. Dev. Innisfree	1,271.21	834.82
Coll. Dev. Bon Accord	14,776.97	12,276.75
Coll. Dev. Lamont	6,380.07	830.63
Coll. Dev. Plamondon	2,001.74	1,595.21
Coll. Dev. Andrew	229.49	1,355.45
Coll. Dev. Radway	2,512.95	2,210.42
Coll. Dev. Edgerton	1,515.92	3,534.49
Coll. Dev. Elk Point	2,811.99	2,398.59
Coll. Dev. Holden	3,362.34	3,101.70
Coll. Dev. Edmonton Garrison	10,439.46	2,073.46
Coll. Dev. Mannville	2,356.62	2,166.92
Coll. Dev. Myrnam	4,714.43	2,546.09
Coll. Dev. Marwayne	5,973.77	4,332.12
Coll. Dev. Paradis Valley	2,986.41	3,278.04
Coll. Dev. Smoky Lake	4,646.86	4,886.93

Coll. Dev. St. Paul	17,123.08	12,059.76
Coll. Dev. Two Hills	7,118.55	6,771.74
Coll. Dev. Tofield	7,413.28	25,246.97
Coll. Dev. Ryley	3,172.80	3,632.42
Coll. Dev. Vermilion	17,281.02	14,226.90
Coll. Dev. Viking	4,477.00	4,308.34
Coll. Dev. Vilna	1,577.42	1,061.56
Coll. Dev. Waskatenau	2,195.63	1,638.75
Coll. Dev. Wainwright	21,196.65	19,512.64
Coll. Dev. Thorhild	3,077.84	2,191.26
Coll. Dev. Newbrook	3,210.40	2,371.63
Coll. Dev. Vegreville	19,233.53	13,709.99
Coll. Dev. Athabasca	13,341.63	17,536.86
Coll. Dev. Wandering River	1,136.80	946.72
Coll. Dev. Grassland	6,016.79	1,351.08
Coll. Dev. Irma	3,046.76	2,040.23
Coll. Dev. Lac La Biche	16,987.00	15,662.13
Coll. Dev. Mallaig	6,426.41	6,024.01
Coll. Dev. Boyle	3,724.77	3,917.47
Coll. Dev. Rochester	3,136.10	1,714.97
Coll. Dev. Ashmont	7,192.50	7,044.47
Coll. Dev. Redwater	12,331.68	11,833.48
Coll. Development	386,763.89	347,522.84
Total Collection Development	386,763.89	347,522.84
Library Services		
System Collections	8,220.57	19,157.99
Indigenous Expenses	32,895.64	91,038.00
ILL Service Supplies	4,997.30	5,700.93
Bibs Service Supplies	2,136.56	2,120.38
Shipping & Freight	3,154.43	2,442.89
Catalog Process Forms Suppl	11,052.47	6,603.87
Assistive Technologies IT	25,619.56	588.37
Computer Replacement Program IT	13,315.19	11,391.35
Web Hosting IT	17,047.00	37,923.00

Library Assistance Software IT	6,784.65	2,987.62
Server Software IT	2,606.35	2,859.47
Computer Software IT	4,493.73	6,493.81
Emerging Technology IT	13,884.04	0.00
Network Hardware Warranty	0.00	4,257.99
ACSI Managed Services	33,000.00	33,000.00
TRAC	104,661.00	109,941.00
Internet Service Fees IT	9,642.50	5,173.00
e Resources Books on Line	6,416.43	19,729.72
NLLS Annual Conference/Workshops PS	890.95	1,454.64
Library Managers Council PS	13,271.35	3,597.02
Library Programming PS	34,703.35	5,703.75
Postage/Courier	1,331.79	1,380.75
Coll. Dev. Shipping/ILL BS	905.04	724.77
Vehicle Expense BS	12,336.27	10,941.21
Vehicle Fuel BS	30,487.59	19,332.16
Online Databases PS	78,562.19	85,426.86
Board of Record Payments	340,242.84	333,076.78
Myrnam-Operating expenses	9,754.06	9,131.63
Board Travel	33,446.90	5,895.85
Board Food and Beverages	6,087.18	2,290.89
Board Conference/Education	7,029.46	0.00
Special Events (Board)	6,618.91	515.47
Board Committee Meetings	22,617.74	9,160.18
Special Events (Admin)	5,365.02	3,443.39
NLLS Hosting	509.49	1,041.95
Office Equipment/Software Admin	195.25	2,501.70
Photocopier (Admin)	13,532.67	9,459.69
Professional & Legal Fees	45,510.15	20,641.20
Marketing	5,323.98	12,038.85
Audit Costs	14,836.67	14,779.69
Bad Debts - Late Fees	-529.79	21.41
Bank Charges	1,425.87	1,194.01
TAL-The Alberta Library Membership	8,454.82	8,877.56
Insurance	10,491.67	11,102.38

Subscriptions (Admin)	3,422.55	4,525.79
NLLS Memberships (Shared)	3,447.51	1,167.41
Resale Supplies & General Rebills	182,957.01	83,291.12
Office Supplies (Admin)	13,171.42	13,325.85
Telecommunications (Shared)	16,570.81	18,764.08
General Maintenance/Contracts	125,597.36	8,350.00
Building Maintenance	7,245.19	23,617.71
Janitorial/Caretaking/Landscaping	35,256.34	32,599.08
Health & Safety	3,081.47	5,639.55
Utilities	27,593.24	25,045.22
		NEW LINES
Vehicle Reserve Expense	0.00	64,262.85
Furniture & Equip Reserve Expense	0.00	4,950.00
Building Reserve Fund	0.00	16,369.00
Computer Reserve Expense	0.00	0.00
Server Reserve Expense	0.00	87,471.22
Network Hardware Reserve Expense	0.00	0.00
Fortigate Reserve Expense	0.00	57,050.81
Contingent Liability Reserve Exp.	0.00	0.00
Operation Restricted Reserve Exp	0.00	0.00
Total Expenses	1,600,043.82	1,381,572.87
TOTAL EXPENSE	3,414,377.67	3,294,729.17
NET INCOME	-123,195.22	-32,336.99

Budget	NOTES
\$ 1,206,753.71	
\$ 575,424.95	
\$ 813,278.60	Gov't using 2016 population=174483 \$5,814 diff
\$ 340,242.75	Gov't using 2016 population=60992 \$-1736.72 diff
\$ 160,000.00	
\$ 372,390.75	
\$ 1,500.00	all zoom
\$ -	10% Wage subsidy - report as income in 2021
\$ 1,200.00	
\$ 10,000.00	
\$ 150,000.00	
\$ 5,000.00	
\$ 3,000.00	Received FCC and Suncor Grants
\$ 5,000.00	
\$ 30,000.00	
\$ 10,000.00	
\$1,326,210.82	\$17,500 Board Gross Pay/other payouts
\$150,000.00	

[illegible]

\$15,000.00	
\$160,000.00	\$173,680.00 roll over amt since 2015
\$1,500.00	
\$1,500.00	
\$3,000.00	
\$10,000.00	
\$18,400.00	
\$5,000.00	
\$19,300.00	

\$5,500.00	
\$6,000.00	
\$5,500.00	
\$10,000.00	
\$35,000.00	
\$105,000.00	will be increasing over next 3 years done via per captia
\$18,000.00	
\$50,000.00	
\$20,000.00	
\$14,000.00	
\$20,000.00	
\$3,000.00	
\$1,000.00	
\$10,000.00	
\$35,000.00	
\$70,000.00	
\$340,242.75	
\$10,000.00	
\$32,000.00	
\$6,000.00	
\$7,500.00	
\$10,000.00	
\$20,000.00	
\$4,000.00	
\$400.00	
\$2,000.00	
\$12,000.00	
\$3,000.00	
\$7,000.00	
\$15,000.00	
\$1,200.00	
\$8,500.00	
\$11,000.00	

[illegible]

Budget explanations
2018 pop = 173,246 @\$5.23/\$10.46 per capita
2018 pop @\$5.23/\$10.46 per capital
\$4.70 per resident; 2018 pop 173,246
\$5.55 per resident; 2017 pop 61,305
In and out
Book Alotment
TRAC, PLSB offsets line 109 Expenses
Morinville/Bonnyville
Rental, Professional services
Offset with expense line 108 Expenses
2-day Conference
Bank/Investments Interest
Myrnam offset in line: 103 Expenses
14 full time/2 part time/ 8 board members
Dental, Vision, Health, RRSP

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HelpDesk, GoToAssist, Cloud printing
Vmware, Veeam, Dell Desktop Authority
Office 365, Windows 10, Smart Draw, Asset Panda ect.
New technology for development
Customer edge devices maintenance and 3 year contract. Paid in Dec each year
Cost of operations and maintenance of catalogue and Server at YRI
Cybera (3 yr/3 Exinda warranty for upgrade of bandwidth) New service provider (lower cost)
Overdrive, 3M, Hoopla, Zinio
Conference and Workshops - LMC Workshop
3 LMC meetings a year, travel and meals
SRP WRP, entertainer, prizes, story teller, author talks
Postage, (other than government courier an van run)
Maintenance
Fuel
Cypress, Tumblebooks, Niche Acadamy, TAL - Lynda.com Rock of Ages (Ancenstory/Novelist/ Universal Core/DVI Auto Repair)
In and out
Operating expenses, salary, programming
Regular Board Meeting Mileage
Board and exec meetings meals.
Coverage for Board Chair and 3 additional board members
Board Chair Honorarium/Perdiem/Mileage for Travel to Municipalities (as per POS)
per diem for Board committees
Staff Long Service Awards. Projects
General Hosting
Repairs, software, small equipment/furniture purchases - Audio Visual equin-Rollover Amt
Rental, maintenance, toners
Strategic planning; legal contingency, strategy professional
Publiciity,trade shows, newsletter, supplies, promo
RFP
Bank charges; Credit Card charges; US foreign exchange
Membership fee for The Alberta Library; increase depends on nonulation adiustment
AMSC



NLLS ACTION PLAN Management Team

MEETING Requested			Owner		ACTION	Deadline	Status	Comments/Updates	Plan of Service Tie In		
Actio n #	Meeting Name	Meeting Date	Person	Assist					Strategic Goal	Page and Point	Description
1	General	Aug 21 2020	Terri		Doodle poll for next meeting		100%				
1	Executive	Aug 31 2020	Terri	Anna	Provide an update on the PS presentation on the 6 core and 1 ancillary service		100%				
2	Executive	Aug 31 2020	Terri	Tracy	Letter to be send out to Municipalities to confirm Library Board representation after each Municipalities organizational meeting		100%	waiting on replies	3-NLLS Board serves their libraries and municipalities	Pg 9, pt 3	Ensure list of new members for orientation
3	Executive	Aug 31 2020	Terri	N/A	Executive Director to address concerns coming out of LMC report		100%				
4	Executive	Aug 31 2020	Terri	NLLS Mng	Job Ad for Executive Director		100%				
5	Executive	Aug 31 2020	Terri		Quote for building insulation		25%	Deferred to spring			
6	Executive	Aug 31 2020	Terri	Diane/Chamber	NLLS Video		100%		1-NLLS serves, supports and promotes our collective library services	Pg 5, Pt 4	Improve showcasing of library services
1	Executive	Sept 21 2020	Terri	N/A	Send out reminder for General Board Meeting for Nov 20, 2020 at 10:00am		100%				
2	Executive	Sept 21 2020	Terri	N/A	Send out email to determine Chair of sub-committee with new members		100%				
3	Executive	Sept 21 2020	Terri	Tracy	Board Member Orientation package		100%		1-NLLS serves, supports and promotes our collective library services	Pg 9, Pt 6	Develop and provide new Board Member orientation packages
4	Executive	Sept 21 2020	Terri	Heather	Public Access to a calendar with all meetings and links to meeting for the open to public meetings		100%	calendar created and located at the bottom of the Board: Meeting and Dates page with a note stating that Zoom details to follow. Update - Oct 3,2020: Attached calendar but removed all events, waiting for further direction			
5	Executive	Sept 21 2020	Terri	Interim Director	Film video from the viewpoint of a patron wanting a new release and the NLLS depts that make that happen	Oct 30 2020	100%	NLLS Video	5-NLLS and libraries benefit from professional development	Pg 13, Pt 1	In-House training videos
2	LMC	Sept 30 2020	Terri	NLLS Mng	Coffee Chat – make every second meeting more of a “training” component ie: Marketing Dept – Website, Bibs Serv Dept – Tote packing, Pubs Serv Dept - Relais etc	on going	100%		1-NLLS serves, supports and promotes our collective library services	Pg 5, Pt5	Provide better integration amoun mangers through training networks
3	LMC	Sept 30 2020	Terri		TRAC decision during covid	Oct 30 2020	100%	to take to Trac Director Mtg			
4	LMC	Sept 30 2020	Terri		NLLS – Telephone messages and updated list		100%				
5	LMC	Sept 30 2020	Terri	Anna/Diane	Floating Collections transition to Blocks		100%	money reimbursed-division of collection			
	MM		Terri	Bibs Services	Working with 4 libraries and Diane in Aquistions to implement new CCD tool to improve the ordering of items for libraries	Oct-Dec 2020	99%	CCD Tool Pilot Project	2-NLLS provided technology to deliver enhanced library services	Pg 7, Pt 3	Libraries should be able to better communicate/automate
	MM		Terri	NLLS Manager Team	Ensure reviews are completed and necessary training and resources available	Oct 30 2020	100%	Staff Performance Reviews	5-NLLS and libraries benefit from professional development	Pg 13, Pt 1	Ensure that staff has latest training
5	Executive	Oct 19 2020	Terri		Send out reminder for General Board Meeting for Nov 20, 2020 at 10:00am	05-Nov	100%				
6	Executive	Oct 19 2020	Terri		Send out email to determine Chair of sub-committee with new members		100%		3-NLLS Board serves their libraries and municipalities	Pg 9, Pt 2	
7	Executive	Oct 19 2020	Terri		Board Member Orientation package		100%	USB and ALTA Handbook distributed to Members local libraries	3-NLLS Board serves their libraries and municipalities	Pg 9, Pt 2	
1	Executive	Oct 19 2020	Terri		Email to CAO's reminding the General Board Meeting is Fri Nov 20, 2020 – regarding giving a consideration to vote at the meeting for Fri or Sat meetings going forward, along with reminder the Organizational meeting appointment		100%		3-NLLS Board serves their libraries and municipalities	Pg 9, Pt 3	
2	Executive	Oct 19 2020	Terri		Entering into agreement with Dr. Margaret Law for the NLLS Organizational review		100%				
1	Executive	Nov 9 2020	Terri		Send out POS 2021-2023 to the General Board for feedback and review		100%	emailed	3-NLLS Board serves their libraries and municipalities	Pg 9, Pt 1	
2	Executive	Nov 9 2020	Terri		Follow up with Town of Legal and other municipalities for membership conversation		0%	Respectfully ask to defer to new ED	4-NLLS collaborates with out libraries to best serve the patrons	Pg 11, pt 2	
4	Executive	Nov 9 2020	Terri		Letter of Thanks to Chamber of Commerce on behalf of Board Chair for the partnerships.		95%	Draft send waiting on approval			
		Dec-20	Terri		Statement of Savings (Value of investment)		95%	Draft send waiting on approval			
		Jan 4 2021	Terri	Dept Managers	Service Package update in line with new Plan of Service		0%	Each department to submit an updated Service Package			



MEETING MINUTES– EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: Mon January 11, 2021

Time: 1:00pm

Attendees via Zoom: Vicky Lefebvre Warren Griffin, Jill McLuckie, Larry Tiedemann, Cyndy Heslin, Barbara Smith, Craig Lukinuk, Debra McQuinn, Jen Anheliger, Terri Hampson, Jodi Dahlgren, Kelly McGrath, Heather Elliot, and Margaret Law.

Absent: Karen Shaw

AGENDA ITEMS

1. Approval to Agenda **M1** – Barbara Smith motions to accept the approval of the agenda as amended, all in favor motion carried.
2. Approval of Previous Minutes
 - Executive Committee Meeting Nov 9, 2020 – as amended. **M2** - Jill McLuckie motions to accept the approval of the Nov 9, 2020 as amended, all in favor motion carried.
 - Executive Committee Special Meeting Nov 9, 2020 **M3** - Craig Lukinuk motions to accept the approval of the Special Meeting Nov 9, 2020 as amended, all in favor motion carried.
 - Executive Committee Nov 30, 2020 **M4** - Cyndy Heslin motions to accept the approval of the Nov 30, 2020 as amended, all in favor motion carried.
3. LMC Report - *Next meeting Feb 24, 2021 @ 10:00am*
4. LMC Concerns – update – nothing outstanding
5. NLLS Chair Report – **M5** – Barbara Smith motions to accept the NLLS Chair verbal report for information, all in favor motion carried.
6. Interim Acting Director Report – Action plan update – attached **M6** – Warren Griffins motions to accept all in favor, motion carried.
7. Financial Report – attached **M7** – Larry Tiedemann motions to accept the financial report as presented ask in favor, motion carried.
M8 – Jill McLuckie motions to renew the 60 and 90 investment accounts
8. TRAC Motion – **M9** Barbara Smith motions that Terri Hampson will no longer be the Interim Director of Northern Lights Library System, and as such is no longer a Director of TRAC effective Jan 31, 2021, furthermore, James MacDonald will be the appointed a Director of TRAC, representing Northern Lights Library System effective Feb 1, 2021.
9. Plan of Service – nothing new to report.

10. ED Quarterly Review – Margaret Law - **M10** –Cyndy Heslin motions to accept for information, all in favor, motion carried.

Margaret Law left the meeting at 2:21pm.

11. Feb 26, 2021 General Board Meeting

12. In Camera – Personnel

- **M11** – Debra motions to go into camera at 2:26pm
- **M12** – Larry Tiedemann motions to come out of camera at 2:36pm

ACTION ITEMS FROM PREVIOUS MEETING

1. Quote for building insulation – Terri – tabled to spring 2021
2. Headhunters follow up – deferred until org review complete – Vicky- completed remove from list
3. Executive Director Review form revision – Vicky pending with Org review
4. ALLB bandwidth – Terri/Kelly
5. Send out USB to CAO for Municipal Board Members, and future USB updates to the Library located closest to the Board member. – Terri – completed
6. Send out POS 2021-2023 to the General Board for feedback and review. – Terri - completed
7. Follow up with Town of Legal and other municipalities for membership conversation –Terri
8. Share NLLS Video at the Board Meeting – Vicky – completed
9. Letter of Thanks to Chamber of Commerce on behalf of Board Chair – Terri-Completed

NEW ACTION ITEMS

1. Send General Board Meeting invite to new Interim Minister McIver – Terri
2. Send out the Canada Summer Grants information to librarians -Terri
3. Send letter to MLA for the Frog Lake area requesting support in our Letter to Municipal affairs supporting the membership request of Frog Lake Library Board to the NLLS system.

Next Meeting Date: TBD

Adjournment of the Meeting: **M13**-Jill McLuckie motions to adjourn the meeting at 2:45pm.