



MEETING AGENDA– EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: August 13, 2021

Time: 8:00am

Attendees via Zoom: Vicky Lefebvre, Larry Tiedemann, Barbara Smith, Karen Shaw, Justin Thompson, Debra McQuinn, Jen Anheliger, Cyndy Heslin, Jill McLuckie, Jodi Dahlgren, James MacDonald.

Regrets: Cyndy Heslin

Called to order: 8:05am

AGENDA ITEMS

1. *Approval of Agenda*
M: Jill McLuckie moved the agenda as amended carried

2. *Approval of Previous Minutes – [Draft Minutes July 9, 2021](#)*
M: Debra McQuinn moved to approve the minutes carried

FOR DISCUSSION / INFORMATION

1. Chair Report
 - a. [Gibbons Council Meeting Notes](#)
 - b. [Island Lake Council Meeting Notes](#)
 - c. [Fishing Lake Signing](#)
 - d. [Frog Lake Signing](#)

Action: ED to engage with PLSB on seminars for the board in conjunction with/after the November board meeting. Could it be delivered at the local board level.

Action: ED to create highlight sheets after each board meeting to send to councils via CAO.

Action: ED to start scheduling visits to each municipal council

M: Barb Smith moved to accept the Chair report as presented.
carried

2. [Library Manager's Council Chair report](#)

M: Jill McLuckie moved to accept the report as presented.
Carried.

3. Executive Director Report – Verbal
Weekly Reports since last Executive:
 - Week ending [August 6](#)
 - Week ending [July 30](#)

- Week ending [July 23](#)
- Week ending [July 16](#)
- Week ending [July 9](#)

Action Items from last meeting:

- *“Executive Director to send Jenn Anheliger the information to join for this meeting with Island Lake in Westlock.”* -- Information was sent and Jenn joined us in Westlock for the meeting.
- *“Executive Director to determine what other systems are doing regarding ALC this year.”* – ALC has been cancelled for 2022.
- *“Executive Director to send the advocacy letter out to the minister and the MLAs in our region.”* – Letter was sent.

M: Karen Shaw moved to accept the report as presented.

Carried.

4. PLSB Engagement Sessions

Briefing Note: PLSB will be conducting several engagement sessions. The following documents outline the purpose of these and where, when, and how to attend. Unless you read carefully you may miss that we have a new assigned consultant from PLSB:

“We are pleased to introduce Katrina Peachey as the new area consultant for Northern Lights area library boards. Katrina has been with PLSB since 2014 in the role of Library Network Consultant. Over the last two years, she has also added legislative work to her portfolio and is well-equipped to answer legislative and governance questions for library boards in the Northern Lights/northeast area. She can be reached at 587 987 9674 or katrina.peachey@gov.ab.ca.”

- [PLSB Engagement Sessions and Update](#)
- [Background on Libraries Act and Regulations](#)
- [Session calendar](#)

Action: ED to speak with system directors to determine if there is something we can do together to send a unified message in these engagement sessions.

Action: Recognize new PLSB rep at the general board meeting in August.

5. Terms of service over 9 years.

Briefing Notes: NLLS reps who have served for more than 3 consecutive terms (9 years) need the approval of their council (by a 2/3 vote) to continue to serve on the NLLS board. The following individuals will reach their 3rd term in November. We will send letters to their councils in November:

- | | |
|------------------------------|----------------|
| • City of Cold Lake | Vicky Lefebvre |
| • SV of Bondiss | Edwin Tomaszuk |
| • Village of Chauvin | Val Gramlich |
| • Village of Kitscoty | Daryl Frank |
| • Village of Paradise Valley | Mary Arnold |

Taken as information only, no actions or motions.

6. [Financial Report](#) for July 2021

Briefing Note: Linked here is the month-to-month comparison of financials from 2020 to 2021. There is nothing particularly surprising. We are higher in salaries as expected. We have not received the municipal levy from the Summer Village of Bondiss. Despite repeated attempts to contact them, including withholding the rural services grant, we have not had a response. We will reach out to the

library board of the library that serves them next, Boyle. Bondiss is in Zone 1, Larry or Barb, may be helpful in contacting their representatives?

Action: Larry to reach out to the CAO about Bondiss levy payments and to follow up with a CC email to Vicky and James.

M: Larry moved to the ED to release the rural service grant to Boyle through S.V. Bondiss.
Carried.

M: Jenn moved to accept the financial report as presented.
Carried.

Break: 9:04 / 9:10

7. [Draft Budget 2022](#)
[Briefing Note](#) – see linked document.

Action: ED to send rural services grant letters to councils as well as to the board that receives the money.

Action: ED to provide cost recovery numbers for the Board of Record rural services grant administration, and the administration of the book allotment.

Action: ED to provide staffing level comparisons with other systems to answer the question if we are over or understaffed.

M: Jill McLuckie moved the budget be presented to the board on August 27th with amendments outlined in our discussion.
Carried.

M: Karen Shaw moved to take the question, for vote, of limiting the roll-over of book allotment funds to 90 days after the start of the fiscal year, beginning 2023. After this period, unused roll-over book allotment funds will revert to the Northern Lights Library System budget.

Seconded by Justin Thompson
Carried.

8. [Service Catalog Draft](#)

Briefing Note: We are working hard to complete our service catalog in time for our upcoming meeting with Sturgeon County on September 14th. The intent of the catalog is to clearly showcase the services of NLLS and help stakeholders understand our value. A print copy of the catalog will be provided to each municipal council, library board chair, library manager, and NLLS representative. We are creating value statements with specific numbers for each member municipality that can be placed in the print catalog. The catalog will also be available electronically where it can be updated quickly.

9. Summer Villages 1 Representative and Voting

Briefing Note: Curtis Schoepp, the Mayor of Whispering Hills, has been appointed the rep for the Summer Villages of:

- Whispering Hills
- Island Lake South
- Island Lake
- Sunset Beach

I believe this is the first time that we've had 1 representative for multiple municipalities. I've spoken with the province and their legislative team sees nothing stopping municipalities from doing this and really might increase engagement with smaller members.

Jordan, from the province, offers the following: "Each system member is entitled to representation (and a vote) on the system board so, in the event that the same individual is appointed by multiple members, that individual would technically have multiple votes. There might need to be some thought given to how that would work in practice. It is possible that Northern Lights could combine representation of multiple system members into a single seat on the board in which case the individual would have a single vote. In that scenario, you'd want something in writing to demonstrate the consent of the members that would see their representation consolidated. It's somewhat uncharted territory so I don't know exactly what that looks like but perhaps the long-term solution would be to build it into the system agreement."

There appears to be nothing in our master agreement stopping municipalities from sharing a representative. If we did nothing, that member's vote would simply count as 4 votes. Each municipality receives a vote. Yellowhead regional system has a similar situation and I queried them on how they handle things. This is their response:

- we have a few summer villages who aren't all great about attending meetings or appointing someone. But some of our villages are 20 people so...
- Executive committee: we have one seat on the executive to represent all summer villages. They talk amongst themselves to nominate someone.
- Board: a bit of a challenge for sure. Hank and I presented to their mayoral committee and that generated more interest in attending our meetings. Especially when we moved to online meetings and no travel.
- We have a couple of board members appointed to represent more than one village.
- But mostly they use proxy votes and fill in the form telling us who holds their vote. If they don't, then on any issue requiring a vote, they are automatically included with the in-favour group - to not delay votes on budget etc.

M: Barb Smith moved to send the voting rights and consolidated representative issue to the policy committee to identify whether 1 rep can have 1 vote regardless of how many municipalities they represent, and to discuss Executive Committee representation for summer villages.

Carried.

10. Municipal Emergency Response Support from Libraries

Briefing Note: A counselor from Gibbons recently asked what NLLS might do to support libraries or help libraries in getting involved in their Municipal Emergency Response plans. An example was given of the library becoming a shelter during times of extreme heat where the library may have air conditioning. This may be a possible topic of discussion for our Advocacy Committee.

There is not a clear role for NLLS in this issue.

Action items:

- Refer them to the ALTA trustee forum
- We can reach out to the library managers to gather information about their local involvement

FOR DECISION

11. Policy Committee Chair

Briefing Note: With Warren's departure we need to appoint a 5th member of the policy committee. The committee has taken a break over the summer and will start up again in the fall. The Policy committee elects their own chair. We can appoint the 5th member at the upcoming board meeting or wait until the November meeting and after the municipal elections.

12. In Camera meeting

13. August 27, 2021 at 10:00 am, General Board Meeting

Briefing note: Are there any additions for the agenda?

- Recognition for those leaving in November.

- Do we change the budget to August during election years? Policy Committee. The draft would have to be presented in May.

M: Karen moved to adjourn.

Carried

Adjournment: 1:46pm

NEW ACTION ITEMS

Action: ED to engage with PLSB on seminars for the board in conjunction with/after the November board meeting. Could it be delivered at the local board level.

Action: ED to create highlight sheets after each board meeting to send to councils via CAO.

Action: ED to start scheduling visits to each municipal council

Action: ED to speak with system directors to determine if there is something we can do together to send a unified message in the PLSB engagement sessions.

Action: Recognize new PLSB rep at the general board meeting in August.

Action: Larry to reach out to the CAO about Bondiss levy payments and to follow up with a CC email to Vicky and James.

Action: ED to provide cost recovery numbers for the Board of Record rural services grant administration, and the administration of the book allotment.

Action: ED to provide staffing level comparisons with other systems to answer the question if we are over or understaffed.

Action: ED to determine if there is any current cap on roll-over book allotment funds

Action: ED to release the rural service grant to Boyle through S.V. Bondiss

Action: ED to send to Policy Committee:

- Moving the budget approval process forward to May/August instead of August/November in election years
- The question of 1 vote/rep Vs. 1 vote/municipality