



MEETING AGENDA—EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: May 29, 2021

Time: 8:00am

Join Zoom Meeting

<https://us02web.zoom.us/j/83306823186?pwd=WHI2dnNtS0oweC9RYktaYWtJRmZXUT09>

Meeting ID: 833 0682 3186

Passcode: 842978

Please note that relevant documents to this agenda will be available on [the system's website](#) and where possible linked to throughout this agenda.

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

Regrets:

Called to order:

AGENDA ITEMS

1. *Approval of Agenda*
2. *Approval of Previous Minutes – [Draft Minutes, May 7, 2021](#)*

FOR DISCUSSION / INFORMATION

3. In Camera Session. Please reach out to Jodi and James when the in camera session is complete so they can join.
4. Report on Action Items from March 12 Exec Mtg:
 - May board meeting James to prepare some statistics for value of Northern Lights to be presented to the full board along with how our libraries are delivering services while we are closed. Also, to advocate that library boards address the hours of service with your local board.
 - Provide update on the organizational review to the main board at the May 29 meeting.
5. Lac La Biche Network

Briefing Note: Travis Simmons (from the municipality) did an assessment of the physical network at ALLB. He was unable to identify any issues with the physical network. This puts us back at square one. We plan to take the following next steps:

 - Over the next few months move public computers throughout the system on to our network. This will allow us to download and deploy computer updates in late evening or early morning and reduce bandwidth consumption during the day.
 - Hire our new manager of Technology Services and Infrastructure. One of their first tasks will be the development of a white paper on the setup of our network and possible improvements.
 - End of 2021 break our hub and spoke network model and move our Firewall to the cloud. This is the recommended next step but the TSI manager white paper will need to clarify the full impact of that. This move will stop libraries from losing internet when we lose power and take us out as a middleman for internet services.

- Investigate the possibility of a secondary ISP provider for our larger libraries. This would enhance their access and raise the speeds of everyone else on the network.
6. VOIP phone cancellation and extension of cellular services
- Briefing Note:** I have cancelled our VOIP phone project for headquarters. We've been paying double phone bills all year as we have tried to get this service off the ground. There are some significant problems with going the VOIP route:
- It is a burden on our network and we've already told many of our libraries they can't deploy it as a result of that.
 - It requires several changes to our network to manage the service
- The alternative:
- Enhance cellular services at HQ
 - We have a direct line of sight to the cellular towers
 - We'd need a roof mounted antennae and several repeaters (in the building) installed. At a cost of \$13,000. [See quote.](#)
 - Consistent cellular service would allow us to cancel our desk phones altogether (a savings of more than \$10,000/year)
 - Adopting cell phones would greatly increase our accessibility (paired with Microsoft Teams).
 - We have until the end of the year to make this transition.
7. [Letter of Withdrawal from Island Lake](#)
- Briefing Note:** We received a letter from the Summer Village of Island Lake providing notice of withdrawal from the system. They clearly do not understand the benefits of system membership. We will reach out to them to obtain an audience and hopefully persuade them to remain.
- Levy is \$2,348.88
 - \$490.20 of this goes to book allotment
 - Their membership nets them a grant of \$1,349 from the province
 - There are 32 active library members in their community
 - Non-resident fee is 50\$ (should we consider increasing this?)
 - I will reach out to Cynthia in Athabasca (their closest library) to further discuss

FOR DECISION

8. GIC Investments
- Briefing Note:** We have two GICs coming due on June 1 in the amount of 100k and 200k. We need to decide whether to reinvest as the same or go another direction. The 1 year Amplify which is a cashable is 0.35%. The 1 year non-redeemable is 0.5%. Of course, you can go shorter or longer, but rates are very low right now. The other option is to put into the Notice Demand Accounts. The 60 day is prime - 1.85 which is 0.6% and the 90 day is prime - 1.8 which works out to 0.65%
9. Next Meeting Date
- Briefing Note: Given our current meeting do we need a meeting early in June? Should we move the next meeting to July?

10. May 29, 2021 at 10:00 am, General Board Meeting

Briefing note: Are there any additions for the agenda?

NEW ACTION ITEMS

- 1.

Adjournment of the Meeting:



MEETING AGENDA— EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: May 29, 2021

Time: 8:00am

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

Called to order: 8:05am

AGENDA ITEMS

1. *Approval of Agenda*
Barb Smith moved to approve the agenda.
Carried
2. *Approval of Previous Minutes – [Draft Minutes, May 7, 2021](#)*
Cyndy Heslin moved to approve the minutes of May 7, 2021.
Carried

FOR DISCUSSION / INFORMATION

Karen Shaw moved to enter a closed session.
Carried.

3. In Camera Session.

Barb Smith moved to accept the Executive Director review by staff document as presented.
Carried

Cyndy Heslin moved accept the Executive Director performance evaluation document to be amended as discussed in closed session.
Carried

Jill McLuckie moved to conduct a staff evaluation of the Executive Director at 6 months of employment.
Carried.

Jill McLuckie moved to come out of closed session.
Carried.

4. Report on Action Items from March 12 Exec Mtg:
 - May board meeting James to prepare some statistics for value of Northern Lights to be presented to the full board along with how our libraries are delivering services while we are closed. Also, to advocate that library boards address the hours of service with your local board.
 - Provide update on the organizational review to the main board at the May 29 meeting.

Karen Shaw moved that the Executive Committee direct the Executive Director to send a letter to our MLAs and minister outlining the circulation statistics and value of those circulations in our community and to also include these statistics in the annual levy letter to our municipalities.
Carried.

5. Lac La Biche Network

Briefing Note: Travis Simmons (from the municipality) did an assessment of the physical network at ALLB. He was unable to identify any issues with the physical network. This puts us back at square one. We plan to take the following next steps:

- Over the next few months move public computers throughout the system on to our network. This will allow us to download and deploy computer updates in late evening or early morning and reduce bandwidth consumption during the day.
- Hire our new manager of Technology Services and Infrastructure. One of their first tasks will be the development of a white paper on the setup of our network and possible improvements.
- End of 2021 break our hub and spoke network model and move our Firewall to the cloud. This is the recommended next step, but the TSI manager white paper will need to clarify the full impact of that. This move will stop libraries from losing internet when we lose power and take us out as a middleman for internet services.
- Investigate the possibility of a secondary ISP provider for our larger libraries. This would enhance their access and raise the speeds of everyone else on the network.

6. VOIP phone cancellation and extension of cellular services

Briefing Note: I have cancelled our VOIP phone project for headquarters. We've been paying double phone bills all year as we have tried to get this service off the ground. There are some significant problems with going the VOIP route:

- It is a burden on our network and we have already told many of our libraries they can't deploy it as a result of that.
- It requires several changes to our network to manage the service

The alternative:

- Enhance cellular services at HQ
- We have a direct line of sight to the cellular towers
- We'd need a roof mounted antennae and several repeaters (in the building) installed. At a cost of \$13,000. [See quote.](#)
- Consistent cellular service would allow us to cancel our desk phones altogether (a savings of more than \$10,000/year)
- Adopting cell phones would greatly increase our accessibility (paired with Microsoft Teams).
- We have until the end of the year to make this transition.

Craig Lukinuk moved to approve the funding of the unbudgeted expense of extended cellular services at headquarters from our reserves funds; not to exceed \$14,000.

Carried.

7. [Letter of Withdrawal from Island Lake](#)

Briefing Note: We received a letter from the Summer Village of Island Lake providing notice of withdrawal from the system. They clearly do not understand the benefits of system membership. We will reach out to them to obtain an audience and hopefully persuade them to remain.

- Levy is \$2,348.88
 - \$490.20 of this goes to book allotment
- Their membership nets them a grant of \$1,349 from the province
- There are 32 active library members in their community
- Non-resident fee is 50\$ (should we consider increasing this?)
- I will reach out to Cynthia in Athabasca (their closest library) to further discuss

Action: Executive Director to send a letter to the Summer Village of Island Lake council requesting a delegation.

8. GIC Investments

Briefing Note: We have two GICs coming due on June 1 in the amount of 100k and 200k. We need to decide whether to reinvest as the same or go another direction. The 1 year Amplify which is a cashable is 0.35%. The 1 year non-redeemable is 0.5%. Of course, you can go shorter or longer, but rates are very low right now. The other option is to put into the Notice Demand Accounts. The 60 day is prime - 1.85 which is 0.6% and the 90 day is prime - 1.8 which works out to 0.65%

Cyndy Heslin moved to put the GIC coming due on June 1st, 2021 into the 1 year Amplify GIC.
Defeated

Debra McQuinn moved to put the GICs coming due June 1st, 2021 into a Notice Demand Account with a 90-day rolling principle and interest.
Carried

9. Next Meeting Date

Briefing Note: Given our current meeting do we need a meeting early in June? Should we move the next meeting to July?

The committee accepted by consent to move the next meeting to our scheduled July date.

10. May 29, 2021 at 10:00 am, General Board Meeting

Briefing note: Are there any additions for the agenda?

NEW ACTION ITEMS

1. Executive Director to send a letter to our MLAs and minister outlining the circulation statistics and value of those circulations in our community and to also include these statistics in the annual levy letter to our municipalities.
2. Executive Director to move forward with plans to extend cellular services in the building
3. Finance officer to place June 1, 2021 due GICs into Notice Demand Account with a 90-day rolling principle and interest.
4. Executive Director to send a letter to the Summer Village of Island Lake council requesting a delegation.

Adjournment of the Meeting: Meeting adjourned at 9:57am.



Summer Village of Island Lake

Box 8, Alberta Beach, AB T0E 0A0

Phone: 1-780-967-0271 Fax: 1-780-967-0431

Website: www.islandlake.ca

Email: svislandlake@wildwillowenterprises.com

May 13th, 2021

Via email: info@nlls.ab.ca
(hard copy to follow in mail)

Northern Lights Library System
5615 – 48 Street, Postal Bag 8,
Elk Point, AB
T0A 1A0

To Whom it May Concern:

**Re: Summer Village of Island Lake / Northern Lights Library System
Agreement**

Please be advised that the Summer Village discussed their participation in the Northern Lights Library System at length during their April 20th, 2021 Council meeting. When reviewing the needs of our Community and access options, it was determined that the residents of the Summer Village of Island Lake would be best served to keep our library contributions within the area, to our *local* libraries.

Therefore, in accordance with Clause 13.1 of the Northern Lights Library System Agreement with the Summer Village of Island Lake, we would like to advise that we are giving our official notice of withdrawal from this Agreement. As per the Agreement, the Summer Village of Island Lake will no longer be a member effective December 31st, 2021.

We appreciate the work that the Northern Lights Library System does and wish you every success moving forward.

Sincerely,

Chad Newton,

for: Mayor, Summer Village of Island Lake

c.c. Council
CAO, Wendy Wildman



ACSI Quote

Cel-Fi Quatra

Quote # 012202
Version 1

Prepared for:

Northern Lights Library System

Kelly McGrath
kmcgrath@nlls.ab.ca



Services

Manufacturer Part Number	Product Details	Price	Qty	Ext. Price
ACSI-PS-PROJECT	Professional Services Project <ul style="list-style-type: none">• Supply and installation of a Cel-Fi Quatra BELL/TELUS programmed cell phone booster system.• The system will have a total of 4 internal antennas and 1 outdoor antenna.• Supply and installation of a low profile Non Penetrating Roof Mount c/w cables to main unit mounted on wall in electrical room as discussed on our site visit.• Test and confirm proper operation in all areas of concern identified.	\$12,543.53	1	\$12,543.53

Subtotal: **\$12,543.53**

Terms & Conditions

- **Title and Delivery**

All shipments of goods shall be delivered F.O.B. shipping point, and title and liability for loss or damage thereto shall pass to Buyer upon Seller's delivery of the goods to a carrier for shipment to Buyer, and any loss or damage thereafter shall not relieve Buyer from any obligation hereunder.

- **Insured Shipments**

Seller will insure the shipment, at the request of the Buyer. Buyer shall be liable for costs of insurance and any other expenses incurred as part of insuring shipment.

- **Payment Terms**

Terms on all orders is NET30 days unless otherwise pre-arranged between Buyer and Seller.

- **Seller may deliver goods in installments.**

- **Shipping dates are approximate only.**

- **Liability**

Seller shall not be liable for any loss or expense, whether by way of contract or tort, (consequential or otherwise) incurred by Buyer if Seller fails to meet the specified estimated delivery schedule because of unavoidable production or other delays.

- **Time & Material**

Work effort is an estimate only. Customer will be invoiced actual number of hours consumed. Customer will be notified if the engagement is expected to take longer than the original estimate.

- **Prepaid Services**

All prepurchased hours expire within one year.

NOTES & DISCLAIMERS

Note 1: Price does not include any backboards, cutting, coring, patching/cross connecting, conduit work, lift rentals, xrays or any other related electrical work not indicated in the scope of work above.

Note 2: Unless otherwise noted, price is based off of regular/weekday hours and rates. No allowances have been made for after hours/weekend hours and rates.

Note 3: Price DOES NOT include any costs associated with the supply or installation of any network equipment, including, but not limited to, HDMI Cabling, switches, Wireless Access Points (WAP's), Audio/Visual, Security, Coax splitters or telephone equipment.

Note 4: Pricing is based off of all counts gathered off the drawings provided. Should locations, symbols, counts or Server Rooms change, price is subject to change.



Cel-Fi Quatra

Prepared by:

Headquarters

Carolyn Hall
(403) 313-8295
chall@acsiconnect.com

Prepared for:

Northern Lights Library System

5615 - 48 Street
Postal Bag 8
Elk Point, AB T0A 1A0
Kelly McGrath
(780) 724-2596
kmcgrath@nlls.ab.ca

Quote Information:

Quote #: 012202

Version: 1
Delivery Date: 05/18/2021
Expiration Date: 05/25/2021

Quote Summary

Description	Amount
Services	\$12,543.53

Subtotal: **\$12,543.53**

Estimated Tax: **\$627.18**

Total: **\$13,170.71**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

THANK YOU FOR YOUR INTEREST IN ACSI'S TECHNOLOGY SOLUTIONS AND SERVICES. PLEASE FEEL FREE TO CONTACT US IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE!

Headquarters

Signature: _____
Name: Carolyn Hall
Title: Sales Coordinator
Date: 05/18/2021

Northern Lights Library System

Signature: _____
Name: Kelly McGrath
Date: _____