



MEETING INFORMATION

Date: September 10, 2021

Time: 10:00pm

Attendees via Zoom: Debra McQuinn, Barbara Smith, Jennifer Anheliger, Justin Thompson, James MacDonald (Executive Director)

Regrets: Karen Shaw

Join Zoom Meeting

<https://us02web.zoom.us/j/83253830436?pwd=bmRkcGRuVTY4VTVmMVowTTIGTitOdz09>

Meeting ID: 832 5383 0436

Passcode: 043682

Call to order: 10:00am

AGENDA ITEMS

1. *Approval of Agenda*
M: Barb Smith moved to accept the agenda as amended.
Carried.
2. *Approval of [Minutes of March 30, 2021](#)*
M: Barb Smith moved to accept the minutes.
Carried.

POLICIES FOR REVISION

3. [Policy Making](#)
Briefing Note: We've had some hiccups in the past board meetings with how policies are revised, updated, and voted upon. This policy update aims to streamline the process and ensure policies are being regularly reviewed.
M: Justin moved to table the Policy Making policy to the next meeting. Seconded by Barbara Smith.
4. [Election of Executive Committee](#)
Briefing Note: This change will provide a permanent seat to the summer villages on the Executive Committee. We hope this will increase their participation and continue with diversifying representation on the board. As more of our indigenous communities come aboard, we should consider a permanent seat on the Executive for them as well.
M: Jennifer Anheliger moved to send Election of Executive Committee policy to the Executive for further review.
Carried.
5. [Procedural Bylaw](#)
Briefing Note: Changes here are meant to clarify that there is 1 vote per representative / not necessarily per member municipality. Where one representative is the same for multiple municipalities, they still get 1 vote. It provides for municipalities appointing alternates which can vote. Further it makes a slight change

to quorum to clarify that quorum is reached by a majority of appointed representatives which removes quorum concerns where 1 rep is appointed for multiple municipalities.

**M: Justin Thompson moved to send the Procedural Bylaw policy to the Executive for further review.
Carried.**

6. [NLLS Funding](#)

Briefing Note: The revisions to this policy are for clarity. Past wording was confusing.

Action: James to draft a policy on the Book Allotment

**M: Barbara Smith moved to send this NLLS Funding policy to the Executive for further review.
Carried.**

7. [Company Vehicles and Equipment](#)

Briefing Note: Changes to this policy are to include an option for renting a company vehicle for personal use. This is about recruitment and retention of staff. There is no facility for vehicle rentals in Elk Point, nor even a commercial bus service. The policy revisions aim to balance risk for NLLS, incentives for staff, management of the program, and financial concerns.

**M: Deb McQuinn moved to send the policy to the Executive for further review.
Carried.**

NEW POLICIES FOR POTENTIAL ADOPTION

8. [Password Management](#)

Briefing note: Our current password management practices are a serious security risk. This policy aims to adopt industry best practices and change the cultural practices around network and digital security at Northern Lights. There is a budgetary implication to this policy. Password management software costs about 50/person a year, ~\$1000/year. This is a small expense compared to a compromised system.

**M: Jennifer Anheliger moved to send the Password Management policy to the Executive for further review.
Carried.**

9. [VOIP Phone Systems](#)

Briefing Note: We have cancelled our VOIP system roll out for headquarters and told at least two libraries in recent months that they could not go forward with a VOIP system on our network. We refer to policy that doesn't yet exist. We need a policy in this area. More requests will come.

**M: Deb McQuinn moved to send the VOIP Phone Systems policy to the Executive for further review.
Carried.**

10. [Social Club](#)

Briefing Note: We have a long-standing social club at NLLS which tends to have the same folks in it. I am looking to formalize the club and would like board support and a steady financial platform from which they can hold events and plan activities. There is a small budget implication here. Keep in mind that policies can be revisited annually and we can disband this if it is not working for us.

**M: Deb McQuinn moved to send the Social Club policy to the Executive for further review.
Carried.**

OTHER BUSINESS

11. Election of new policy committee chair.

Briefing note: With Warren's departure we need a new chair.

3 calls for nominations from the floor were given.

Barb Smith nominated Deb McQuinn as the chair of the Policy Committee.

Deb McQuinn accepted the nomination.

M: Barb Smith moved nominations cease.

Carried.

Deb McQuinn acclaimed as Policy Committee Chair.

Next Meeting Date: TBD

Adjournment of the Meeting: M: Jenn Anheliger moved that the meeting adjourn 1:06 pm. Carried.

DRAFT