



## MEETING INFORMATION

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Date: December 10, 2021

Time: 10am

**Attendees via Zoom:** Vicky Lefebvre, Larry Tiedemann, Barbara Smith, Jen Anheliger, Curtis Schoepp, Leslie Cusack, Dwayne Spicer, Matthew McLennan, Maxine Fodness, Josh Crick, Jodi Dahlgren, James MacDonald.

Regrets:

Call to order: 10:02am

## AGENDA ITEMS

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### 1. Approval of Agenda

Barb asked to add School Division permissions, added as item 11.  
Larry asked to add intermunicipal library boards, added as item 12.

M: Maxine Fodness moved the agenda as amended.  
Carried.

### 2. Approval of Previous Minutes – [Draft Minutes October 8<sup>th</sup>, 2021](#)

M: Barb Smith moved  
Carried.

## FOR DISCUSSION / INFORMATION

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### 1. Professional Development and Orientation

- [Plan of Service](#) (available on the last pages of the Service Catalog)
- [Implementation Plan](#)
- Organizational Review, [Next steps document](#)
- [Role description](#) for Executive

### 2. [Council Visits](#)

#### **Briefing Note:**

We are beginning to schedule meetings in earnest with town councils. I suspect the number of visits will be high and may be overwhelming for any one Executive Member. It is highly important that we get out to each council. I am proposing that Vicky attend where she can and if she is unavailable, we will reach out to the Executive member for that zone to attend, if they are unavailable, we'll open it to anyone on the Executive. This approach, we hope, will be the easiest way to schedule meetings.

**Action item: Executive Director** to add links to the value statements for councils visited in the week to the weekly reports.

**Action item:** Executive Director to email the library managers when visiting councils.

### 3. Board honorarium – move to ADP payroll service

**Briefing Note:** We have moved our payroll services to ADP. Timesheets for honorarium payments are completed and approved online for us to make honorarium payments directly to you. This allows us to create your T4 at the end of the year. If you opt to have us pay your honorariums directly Terri will

provide you training on signing into the ADP system and submitting your timesheet for approval. Reimbursements for meals, mileage, or other expenses must be submitted separately.

Alternatively, we encourage you to allow us to send your honorariums to your municipality where they can pay you with any other honorariums you receive. The advantages of this are: 1) you will receive a single T4 rather than 1 from us and 1 from your municipality. 2) You do not need to learn and submit your meetings through ADP but can submit them to us on the same form as your meals/mileage and other expenses. [Reimbursement form](#).

Either method will work. Please contact Terri Hampson [thampson@nlls.ab.ca](mailto:thampson@nlls.ab.ca); 780-545-4169 and let her know what method you'd like to use. She can get you setup.

**4. [Financial Report](#) for YTD November**

**Briefing Note:** On the Reserve/Bank Info tab, is now showing the Indigenous rollover amount which is in our operating account overall total. These totals are for Nov 30 ending, however a lot does come out of expenses in the first 2 weeks of Dec. SV of Bondiss still continues to be outstanding but all other Muni and Library levys have been paid in full. Book Allotment expenditures are a bit more compared with other years which is a good thing, the libraries are using it! The wage subsidy showing received in Nov was the Rupertsland partnership we had this year. We should, barring any disaster, be on par or close to even on budget by the end of the year.

**M:** Curtis Schoepp moved to accept the financial report.  
Carried.

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**FOR DECISION**

**5. Staff Christmas Gift**

Northern Lights Library System has generally provided staff with a Christmas gift of some kind. The funds for this have historically come from a tax credit we receive from our Employment Insurance payments. We are obligated by law to return the savings to staff in some fashion. We need to show this in our audit. The amount is ~\$1,600. Further to this, with our switch from Manulife to Equitable Life for insurance benefits we received a one-time \$1000 incentive from Equitable Life for marketing the change to staff. Using this as a Christmas benefit may be appropriate. Finally, given the pandemic staff have not had the opportunities generally afforded them for professional development. We have savings in that budget line. While we planned for a deficit in 2021 we are looking at a potential small surplus. We employ 25 staff (23 FTE).

**M:** Jenn Anheligher moved to spend up to \$2600 on gift cards for staff as a Christmas gift.  
Carried.

**6. Board Chair Honorarium**

**Briefing Note:** The board chair receives an honorarium of \$150/meeting. Given the ability to Zoom in to council meetings Vicky has been wondering if this is too much. Is there an alternative honorarium structure we should consider for the Chair in light of our new technologies? Often council visits online are 20-30 minutes. One possible fee structure: \$150/meeting chaired, \$100/meeting as general participant, \$75/online meeting less than 60 minutes in length.

**M:** Larry Tiedemann moved \$150/meeting chaired, \$100/meeting as general participant, \$75/online meeting less than 60 minutes in length.  
Carried.

**Action item:** policy committee to update the honorarium policy as per the motion.

## 7. Election of Treasurer

**Briefing Note:** [By policy](#) “The role of the Treasurer is to work with administration to ensure the integrity of the Northern Lights Library System budget, to draft motions pursuant to the budget, and to ensure the budget reflects the strategic goals of the system. They act as liaison between system administration and the Executive Committee on matters of budget.”

1<sup>st</sup> call for nominations from the floor  
Larry Teidemann self nominates  
Barb Seconded the nomination

2<sup>nd</sup> call for nominations from the floor  
None

3<sup>rd</sup> call for nominations from the floor  
None

**Larry Teidemann was acclaimed as the Treasurer.**

## 8. Election of Vice Chair

**Briefing Note:** [By policy](#) “The Vice Chair, in the event of the absence or disability of the Chair, will assume and perform the duties and function of the Chair.” We accept nominations from the floor for this position.

1<sup>st</sup> call for nominations from the floor  
Jenn Anheligher self-nominated as the vice-chair  
Barb seconded the nomination

2<sup>nd</sup> call for nominations from the floor  
None

3<sup>rd</sup> call for nominations from the floor  
None

**Jenn Anheligher was acclaimed as the vice-chair.**

## 9. Signing authority.

**Briefing note:** [By policy](#) “Signing officers shall be the Executive Director or the Finance Officer, the Board Chairman, and two (2) others from the Executive Committee.” We need a motion in our minutes to grant signing authority to two other board members besides Vicky.

*Dwayne Spicer moved to approve signing authority for James MacDonald as Executive Director; Terri Hampson as Finance Officer, Vicky Lefebvre as NLLS Board Chair, Jennifer Anheliger as NLLS Board Vice Chair and Maxine Fodness as NLLS Board Member; and to remove signing authority from any previously approved individuals not named in this motion.*

*Carried.*

#### **10. Date of next General Board Meeting**

Briefing Note: Vicky is unavailable on February 25<sup>th</sup>. We need to decide how to proceed with this meeting.

**M:** Barbara Smith moved that we move the General Board Meeting to March 4<sup>th</sup>.  
Carried.

#### **11. School Division**

Barb Smith asked permission to have James reach out to the school division in Boyle (Aspen View) to discuss possible partnerships.

**Action item:** Barb will setup a connection for James with the school division in her area for the new year.

#### **12. Intermunicipal library boards**

Larry Tiedemann reporting on a presentation from the PLSB regarding our board of record counties.

**Action:** Executive Director to investigate the potential for inter-municipal boards once library regulation changes have been announced.

#### **13. In Camera meeting**

**Jodi Dalhgren left the meeting at 11:16.**

**Leslie Cusack motioned to go into camera at 11:16.**

**Carried**

**Matthew McLennan motioned to come out of camera at 12:05.**

**Next meeting January 14<sup>th</sup> 9am.**

Adjournment

**Curtis Schoepp moved to adjourn the meeting at 12:07.**

#### **NEW ACTION ITEMS**

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- Barbara Smith will setup a connection for James with the school division.
- Policy committee to update the honorarium policy as per the motion.
  - M: Larry Tiedemann moved \$150/meeting chaired, \$100/meeting as general participant, \$75/online meeting less than 60 minutes in length.
- Executive Director to add the value statements to the weekly reports.
- Executive Director to email the library managers as to when you are visiting councils.
- Executive Director to investigate the potential for inter-municipal boards once library regulation changes have been announced.
- Executive Director to communicate the General Board Meeting move to March 4<sup>th</sup>
- Administration to change signing authority as per motion