



MEETING INFORMATION

Date: October 8, 2021

Time: 10:00am

Join Zoom Meeting

<https://us02web.zoom.us/j/83253830436?pwd=bmRkcGRuVTY4VTVmMVowTTlGTitOdz09>

Meeting ID: 832 5383 0436

Passcode: 043682

Attendees via Zoom: Vicky Lefebvre, Barbara Smith, Justin Thompson, Debra McQuinn, Jen Anheliger, Cyndy Heslin, Jill McLuckie, Curtis Schoepp, Jodi Dahlgren (Chair LMC), James MacDonald (Executive Director).

Regrets: Karen Shaw, Larry Tiedemann

Called to order: 10:04am

AGENDA ITEMS

1. *Approval of Agenda*

M: Cyndy Heslin moved to approve the agenda

Carried

2. *Approval of Previous Minutes – [Draft Minutes August 13, 2021](#)*

M: Deb McQuinn moved to approve the minutes.

Carried.

FOR DISCUSSION / INFORMATION

1. Chair Report – Vicky Lefebvre (verbal)

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

Carried.

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

M: Justin Thompson moved to accept the LMC chair report as presented.

Carried.

3. Executive Director Report – Verbal

Weekly Reports since last Executive:

- [Week ending Oct 1](#)
- Week ending Sep 24 - vacation
- Week ending Sep 17 - vacation
- [Week ending Sep 10](#)
- [Week ending Sep 3](#)
- [Week ending Aug 27](#)
- [Week ending Aug 20](#)
- [Week ending Aug 13](#)

Action Items from last meeting:

- 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.
 - I have reached out to Katrina about this orientation/training
- ED to create highlight sheets after each board meeting to send to councils via CAO.
 - This is on my regular to-do list now
- ED to start scheduling visits to each municipal council
 - Working with the administrative assistant to get a schedule together. A letter will be going to councils/CAOs shortly.
- 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.
 - We had some online communication about this. The engagement sessions appear to have gone relatively well.
- Recognize new PLSB rep at the general board meeting in August.
 - This was done.
- Larry to reach out to the CAO about Bondiss levy payments and to follow up with a CC email to Vicky and James.
 - We managed to get their rep on the phone on September 13th and he indicated payment was coming and thanked us for the reminder. We have not heard from them since. Payment not yet received. We have sent a follow-up email to the September 13 phone call.
 - Larry did reach out several times – was finally able to reach them on October 6. They indicated that council approval was needed and they are meeting on October 28th.
 - We did release the rural services grant to Boyle
- ED to send rural services grant letters to councils as well as to the board that receives the money.
 - This is on the regular to-do list now.
- ED to provide cost recovery numbers for the Board of Record rural services grant administration, and the administration of the book allotment.
ED to provide staffing level comparisons with other systems to answer the question if we are over or under staffed.
 - This information was provided by email on August 18. You can find [that message here](#).
- Reach out to the library managers to gather information about their local involvement in Emergency Response in their communities.
 - This was raised at the LMC meeting on September 28th. A brief discussion ensued where members shared their current involvement in this area. The conclusion was much the same as we reached. NLLS can facilitate discussions between members but it is a local matter.

M: Jenn Anheliger moved to accept the EDs report as presented.

Carried

4. Public Library Services Branch invites the public library community to provide input on suggested red tape reductions to the [Libraries Act](#) and [Libraries Regulation](#) via an online survey. [This Survey](#) closes on the 8th of October – today is your last day.
5. November 27 Board Meeting
Briefing Note:
Do we do this in-person? If not, I suggest that once COVID is at a better place we book on-site tours for new reps in small groups early in the new year. This may be a better approach any way – giving these individuals some undivided attention and space to ask questions, etc.

M: Jill McLuckie moved that the November meeting will be held by Zoom.

Carried.

Action: ED to investigate methods for giving tours of the building online/virtually.

6. [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 incredibly important that we get out to each council. I am proposing that the Chair attend where she can and if she is unavailable, we will reach out to the Executive member representative for that zone to attend, if they are unavailable, we will open it to anyone on the Executive. This approach, we hope, will be the easiest way to schedule meetings. We will attend via Zoom where possible.

M: Curtis Schoepp moved that we follow the procedure for visiting councils as outlined by the briefing note for council visits.

Carried.

7. Board honorarium and travel payments.

Briefing Note:

Currently we have a mixture of paying personal or municipalities for Board Member honorariums. In hopes to streamline, and be more efficient for NLLS and yourselves, we recommend as of Jan 1, 2022 all board member honorariums be paid directly to the Municipality. This way the municipality can “top up” for those affected and administer the source deductions and T4’s they currently do for you.

Mileage and other expenses incurred will continue to be paid through Accounts Payable and can be made directly to the person as there are no tax implications with these expenses. If your municipality pays more for mileage you would continue to request the difference on your municipal timesheet.

M: Justin Thompson moved that the board will provide a per/diem to the library manager council chair for attendance at all standalone board meetings retroactive to the beginning of 2021 and going forward.

Carried.

Action: ED to make appropriate policy changes to reflect this motion and bring to Policy committee.

M: Debra McQuinn moved that we encourage board members who are part of their council to go through their municipalities to be paid by NLLS for any renumerations.

Carried.

8. Financial Report for YTD [September](#)

Briefing Note:

3 GIC’s came up for renewal on Sept 13 2021. We have currently moved the \$400,000 into the 90-day Notice Demand account. It has an interest rate of 0.65% compounded monthly. Compared to a 1 year locked in amount of 0.5%.

Outstanding Municipal levy is 1 in the amount of \$1,150.60 invoice for interest has been sent, and Outstanding Library Levies is 6 for the total amount of \$35,527.39. Reminder emails to be sent.

M: Barb Smith to accept the financial report as presented.

Carried.

9. Myrnam Library

Briefing Note: We are the Board for this library; however, we have not discussed the budget, the operations, plan of service, or governance of this library so far in the ED’s short tenure. Given that we are the board for this library, it should be a flagship example of best practice in the system. I have some ideas on the future development of this library that warrant an open discussion.

M: Jill McLuckie moved that James and Vicky to meet with the Myrnam council to discuss future plans after municipal elections.

10. Chair's Council

Briefing Note: I have noticed a disconnect between library boards and Northern Lights. I am proposing that we form a Chair's council kin to the Library Manager's Council which would allow us to reach out to library boards and proactively share information, best practices, policies, and the like. Depending how this is rolled out there could be budget implications.

According to our membership agreement, local library boards are to "act as a liaison between the residents of the municipality and the Board [you]." A chair's council would greatly facilitate this responsibility.

Thoughts from the board:

- General agreement with the need and the idea of better engagement from our boards
- We could begin with a semi-annual meeting starting with professional development and get chairs' feedback on future meetings.
- Alta will have webinar packages for board training – take advantage of these
- Breakout chairs into different sized libraries

11. Value Statement Document

Briefing Note: The value statement will be customized for each library/municipality and sent annually as well as delivered to boards and councils when visits are made from the chair and director. We are seeking feedback on the presentation and the information included.

FOR DECISION

12. Policy Committee Referrals:

Briefing Notes: Please see the minutes of the Policy Committee meeting held [September 10, 2021](#). Links to all policy revisions and submissions with briefing notes are available there.

- [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. This policy also provides for a permanent elected seat from our indigenous communities.
[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.
- [NLLS Funding](#)
Briefing Note: The revisions to this policy are for clarity. Past wording was confusing.
- [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.
- [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.
- [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 does not yet exist. We need a policy in this area. More requests will come.

- [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 these policies as amended forward to the General Board for approval.

Carried.

13. In Camera meeting

14. November 27, 2021 at 10:00 am, General Board Meeting

Briefing note: Are there any additions for the agenda?

- Elections may require further committee elections.

Adjournment: 12:46 Jill McLuckie moved to adjourn the meeting.

NEW ACTION ITEMS

Action: ED to make appropriate policy changes to reflect the honorarium payment motion and bring to Policy committee

Action: Send out thank you cards for Executive to sign for leaving representatives