

**Northern Lights Library System Board
Regular Meeting**

Northern Lights Library System
Via Zoom

10:00 AM Saturday, November 27, 2021

Minutes

Attendance:

Staff: James MacDonald (Executive Director) and Michelle Terriss (Librarian Consultant)
Library Managers: Jodi Dahlgren (Wainwright), Tracy Woloshyniuk (Newbrook), Donna Williams (Vegreville).

Board Members:

Municipality	Zone	Role	Combined Name	Present
Athabasca County	Zone 1	Representative	Kelly Chamzuk	Present
Island Lk/South/Sunset Beach/Whispering Hills	Zone 1	Representative	Curtis Schoepp	Present
S.V. of Bondiss	Zone 1	Representative	Edwin Tomaszuk	Absent
S.V. of Mewatha Beach	Zone 1	Representative	Larry Tiedemann	Present
S.V. of West Baptiste	Zone 1	Representative	Amelia (Myn) Hursin	Absent
Smoky Lake County	Zone 1	Representative	Linda Fenerty	Present
Thorhild County	Zone 1	Representative	Janine Paly	Absent
Town of Athabasca	Zone 1	Representative	Edith Yuill	Excused
Town of Smoky Lake	Zone 1	Representative	Amy Cherniwchan	Present
Village of Boyle	Zone 1	Representative	Barbara Smith	Present
Village of Vilna	Zone 1	Representative	Leroy Kunyk	Present
Village of Waskatenau	Zone 1	Representative	Tyson Berlinguette	Present
City of Cold Lake	Zone 2	Representative	Vicky Lefebvre	Present
County of St. Paul	Zone 2	Representative	Maxine Fodness	Present
County of St. Paul	Zone 2	Alternate	Ross Krekoski	Present
County of Two Hills	Zone 2	Representative	Dianne Saskiw	Present
Fishing Lake	Zone 2	Representative		Absent
Frog Lake First Nation	Zone 2	Representative	Glenda Bristow	Absent
Lac La Biche County	Zone 2	Representative	Darlene Beniuk	Present
M.D. of Bonnyville	Zone 2	Representative	Josh Crick	Present
Town of Bonnyville	Zone 2	Representative	David Sharun	Present
Town of Elk Point	Zone 2	Representative	Wanda Cohcrane	Present
Town of St. Paul	Zone 2	Representative	Norm Noel	Present
Town of St. Paul	Zone 2	Alternate	Sid Sood	Present
Town of Two Hills	Zone 2	Representative	Keegan Thompson	Present
Village of Myrnam	Zone 2	Representative	Donna Rudolf	Present
Beaver County	Zone 3	Representative	Barry Bruce	Absent
Lamont County	Zone 3	Alternate	David Diduck	Present

Sturgeon County	Zone 3	Representative	Matthew McLennan	Present
Town of Bon Accord	Zone 3	Representative	Tanya May	Present
Town of Bruderheim	Zone 3	Representative	Len Falardeau	Present
Town of Gibbons	Zone 3	Representative	Loraine Berry	Present
Town of Lamont	Zone 3	Representative	Colleen Holowaychuk	Present
Town of Morinville	Zone 3	Representative	Jennifer Anheliger	Excused
Town of Mundare	Zone 3	Representative	Eddie Sheppel	Present
Town of Redwater	Zone 3	Representative	Dwayne Spicer	Present
Town of Redwater	Zone 3	Alternate	Tina Cosby	Present
Town of Tofield	Zone 3	Representative	Harold Conquest	Present
Town of Viking	Zone 3	Representative	Gary Hafso	Absent
Village of Andrew	Zone 3	Representative	Barry Goertz	Present
Village of Holden	Zone 3	Representative	Travis Schiewe	Present
Village of Ryley	Zone 3	Representative	Annette Short	Present
County of Minburn	Zone 4	Representative	Joey Nafziger	Present
County of Vermilion River	Zone 4	Representative	Leslie Cusack	Present
M.D. of Wainwright	Zone 4	Representative	Robin Leighton	Present
Town of Vegreville	Zone 4	Representative	Taneen Rudyk	Present
Town of Vermilion	Zone 4	Representative	Kirby Whitlock	Present
Town of Wainwright	Zone 4	Representative	Rick Fountain	Present
Village of Chauvin	Zone 4	Representative	Sheila Donally	Present
Village of Edgerton	Zone 4	Representative	Jennifer Beattie	Present
Village of Innisfree	Zone 4	Representative	Jennifer Johnson	Present
Village of Irma	Zone 4	Representative	Brandon Parsons	Present
Village of Kitscoty	Zone 4	Representative	Daryl Frank	Present
Village of Mannville	Zone 4	Representative	Shantell Bielesch	Present
Village of Marwayne	Zone 4	Representative	Chris Neureuter	Present
Village of Paradise Valley	Zone 4	Representative	Mary Arnold	Present

44 Representatives Present (representing 47 municipalities)

7 Representatives/Municipalities Absent

2 Representatives/Municipalities Excused

3 Alternates present with their representatives

1 Alternate filling in for their regular representative

Quorum Reached.

10:00 AM 1. Call to order at 10:02am.

2. Acknowledgement of Treaty 6 and Land of the Metis:

Northern Lights Library System respectfully acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.

3. Adoption of Agenda (Poll)

**Maxine Fondness moved to accept the agenda as presented.
Carried**

4. [Minutes of the August 27, 2021](#) NLLS Board meeting (Poll)

**Barb Smith moved to accept the minutes of the August 27, 2021 meeting.
Carried**

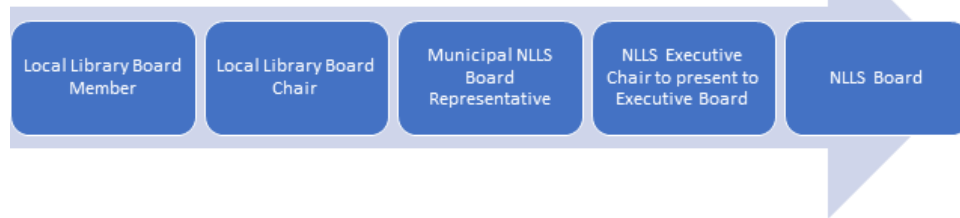
5. Introductions/Quorum
Quorum reached.

6. For Information

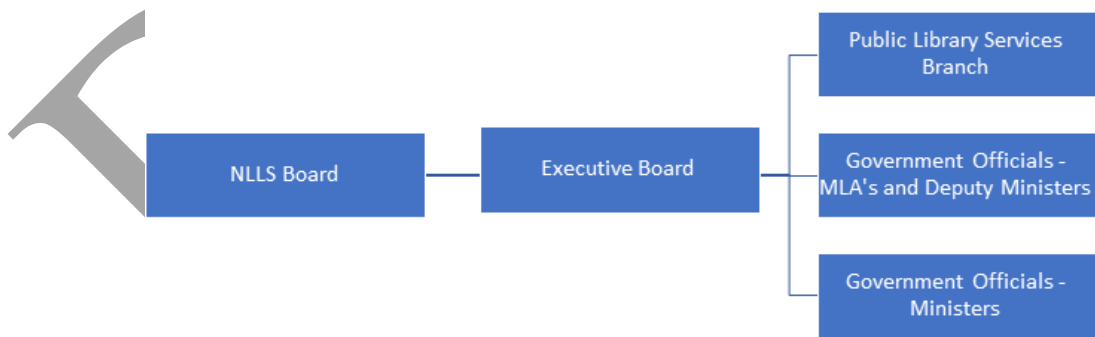
6.1. [Chairperson's Report & Welcome](#) – Vicky Lefebvre (Poll)

Notes on Communication Protocol:

General Communication Process



Advocacy Process:



Please review the [Communication Policy](#).

**Darlene Beniuck moved to accept the Chair's report as information.
Carried. 10:47am**

6.2. [Library Manager's Council Report](#) – Jodi Dahlgren (Poll)

Larry Tiedeman moved to accept the Library Manager's Council report as information.

Carried. 10:52am

- 6.3. [ALTA report](#) – Jennifer Anheliger (unable to make the meeting this report is for information only). (Poll)

Dwayne Spicer moved to accept the ALTA report as information.

Carried. 10:54am

- 6.4. PLSB update – Katrina Peachy

Briefing Note: We will hold 2 board orientation webinars in December: December 8th 6-8pm and December 16th 2-4pm. [Register here.](#)

We encourage new board members to attend 1 of these meetings and welcome returning board members to also attend.

- 6.5. Executive Director's Report – James MacDonald (Poll)

- [Weekly reports](#)
- [Implementation Plan](#)

David Sharun moved to accept the Executive Director's Report as information.

Carried. 11:07am

7. For Decision

- 7.1 Budget: [Draft Budget](#), [Executive Briefing](#), [Budget Presentation](#). (Poll)

Briefing Note: A draft budget was begun in June and developed over several months between the administration and Treasurer. A line-by-line review of the draft budget was debated in the Executive Committee and a unanimous motion was presented to bring it to the Board. The draft budget was reviewed by the Board at the August 27 full general board meeting and accepted in principle and forwarded to the next meeting for further review (given the potential of high turnover on the Board) and acceptance.

Dave Diduck moved that the Executive Committee revisit cost of living allowance or benefits increase for staff and report back to the board in February.

Seconded by Loraine Berry.

Carried. 11:43am

Dave Diduck moved to approve the 2022 budget as presented.

Seconded by Dwayne Spicer.

Carried. 12:01pm

- 7.2 [New and Updated Policies](#). (Poll)

Briefing Note: These policies take a 4-step approval process:

- 1) Policies are drafted by NLLS administration and staff and forwarded to the Policy Committee for review.
- 2) The policy committee thoroughly reviews new and updated policies and forwards them to the Executive Committee.
- 3) The Executive Committee reviews the policies forwarded by the Policy Committee and determines if they are to be sent forward for approval of the board.
- 4) The board is provided 21 days to review all policies before a vote.

Given the size of our board and the lengthy process of development and approval, policies are voted upon at the general board meetings as an omnibus motion. Board members may make a motion to remove 1 or more policies from the omnibus motion for individual vote. Policy changes will not be entertained at the general board meeting. Policies are either accepted or rejected by the general board. Rejected policies are returned to the Policy Committee for further review and work where appropriate.

The policies were sent to all board members in September for review and feedback and are requested to be approved by the board.

***Loraine Berry moved that we adopt the following new and updated policies: Election of Executive Committee, Procedural Bylaw, NLLS Funding, Company Vehicles and Equipment, Password Management, VOIP Phone Systems, Social Club.
Carried. 12:34pm***

Elections:

8. Election of Executive Committee Members. See the policies: [Committees of the Board](#) & [Role of Executive Committee](#).

For your information, Sturgeon County receives an automatic seat on the committee due to its population and according to policy. Our representative from Sturgeon County is newly appointed Matthew McLennan. Welcome Matthew.

According to policy there is a seat set aside for a member from our indigenous communities. Should the seat fail to be filled it will be open to a member-at-large.

According to policy there is a seat set aside for a member from our Summer Villages. This seat is currently occupied by Curtis Schoepp.

Election of **Advocacy Committee** Members. See the [Terms of Reference](#). Current membership of this committee is Barbara Smith (Zone 1), and Diane Saskiw (Zone 2)

Election of **Grievance Committee** Members. See the policies: [Grievances](#) and [Executive Director Grievances](#).

Current membership of this committee is Barbara Smith (Zone 1) and Mary Arnold (Zone 4).

Election of **Policy Committee** Members. See the [Terms of Reference](#).

Current membership of this committee is Barbara Smith (Chair – Zone 1).

With our elections, as we have designated seats for zones, we will split into breakout rooms by Zone. In each breakout room please get to know one another and select members to fill our various committees. There are 4 zones and 2 staff members. Please be patient as we move through the zones to run any votes you may require.

Zones

Zone 1

Athabasca County
S.V. of Bondiss
S.V. of Sunset Beach
S.V. of Island Lake
S.V. of Island Lake South
S.V. of Mewatha Beach
S.V. of West Baptiste
S.V. of Whispering Hills
Smoky Lake County
Thorhild County
Town of Athabasca
Town of Smoky Lake
Village of Boyle
Village of Vilna
Village of Waskatenau

Zone 2

City of Cold Lake
County of St. Paul
County of Two Hills
Lac La Biche County
M.D. of Bonnyville
S.V. of Pelican Narrows
Town of Bonnyville
Town of Elk Point
Town of St. Paul
Town of Two Hills
Village of Myrnam
Frog Lake
Fishing Lake

Zone 3

Beaver County
Lamont County
Sturgeon County
Town of Bon Accord
Town of Bruderheim
Town of Gibbons
Town of Lamont
Town of Morinville
Town of Mundare
Town of Redwater
Town of Tofield
Town of Viking
Village of Andrew
Village of Holden
Village of Ryley

Zone 4

County of Minburn
County of Vermilion River
M.D. of Wainwright
Town of Vegreville
Town of Vermilion
Town of Wainwright
Village of Chauvin
Village of Edgerton
Village of Innisfree
Village of Irma
Village of Kitscoty
Village of Mannville
Village of Marwayne
Village of Paradise Valley

The board separated into breakout rooms according to their Zones and appointment discussions/elections were held for Zone seats. Zone 1 was led by Barb Smith, Zone 2 was led by Vicky Lefebvre, Zone 3 was led by James MacDonald, and Zone 4 was led by Michelle Terris.

Zone 1 is fully represented in all our committees and needs no appointments/elections. Please take some time to get to know one another.

Zone 2 has the following seats to fill:

- Executive Committee (1 seat) – **Maxine Fodness appointed**
- Grievance Committee (1 seat) – **Wanda Cochrane appointed**
- Policy Committee (1seat) – **Josh Crick appointed**

Zone 3 has the following seats to fill:

- Executive Committee (1 seat) – **Dwayne Spicer appointed**
- Advocacy Committee (1 seat) – **Dwayne Spicer appointed**
- Grievance Committee (1 seat) – **Dwayne Spicer appointed**
- Policy Committee (1seat) – **Lorraine Berry appointed**

Zone 4 has the following seats to fill:

- Executive Committee (1 seat) – **Leslie Cusack appointed**
- Advocacy Committee (1 seat) - **Chris Neureuter appointed**

- Policy Committee (1 seat) – **Daryl Frank appointed**

Once appointments/elections were made we returned for elections/appointments for member-at-large seats.

We require 1 member-at-large for the following committees:

- Executive Committee (1 seat)
- Advocacy Committee (1 seat)
- Grievance Committee (1 seat)
- Policy Committee (1 seat)

1st call for nominations from the floor

- Executive Committee (1 seat) – **Josh Crick**
- Advocacy Committee (1 seat) – **Larry Tiedemann**
- Grievance Committee (1 seat) - **Rick Fontaine**
- Policy Committee (1 seat) – **Vicky Lefebvre**

2nd call for nominations from the floor

- Executive Committee (1 seat) – **None**
- Advocacy Committee (1 seat) – **None**
- Grievance Committee (1 seat) - **None**
- Policy Committee (1 seat) – **Dwayne Spicer, Vicky Lefebvre withdrew**

3rd call for nominations from the floor

- Executive Committee (1 seat) – **None**
- Advocacy Committee (1 seat) – **None**
- Grievance Committee (1 seat) - **None**
- Policy Committee (1 seat) – **None**

Appointments:

- Executive Committee (1 seat) – **Josh Crick appointed**
- Advocacy Committee (1 seat) – **Larry Tiedemann appointed**
- Grievance Committee (1 seat) - **Rick Fontaine appointed**
- Policy Committee (1 seat) – **Dwayne Spicer appointed**

9. **Adjournment – Josh Crick moved to adjourn the meeting at 1:12pm.**

The next regular board meeting will be held on Friday February 25, 2021 at 10:00 a.m. Meetings are generally held the last Friday or Saturday of February, May, August, and November.