

Northern Lights Library System Board

Regular Board Meeting

Via Zoom

5615 - 48 Street, Elk Point, AB

10:00 AM Friday February 26, 2021

Meeting Minutes

Present via Zoom

Amyotte, Laurent- County of St. Paul
Harvey, Al - Town of Lamont
Acres, Judy - Town of Viking
Bruce, Barry - Beaver County
Shaw, Karen - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County (Vice-Chair)
Jubenville, Marc - M.D. of Bonnyville
Lefebvre, Vicky - City of Cold Lake (Chair)
Lukinuk, Craig - Smoky Lake County
Schueler, Judy - Town of Bruderheim
Berry, Loraine - Town of Gibbons
Arnold, Mary - Village of Paradise Valley
Beniuk, Darlene - Lac La Biche County
Anheliger, Jennifer – Town of Morinville/Alta Rep
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord
Noel, Norm - Town of St. Paul
Smith, Ina - S.V. of Pelican Narrows
Reid, Tom - Village of Edgerton

Present Via Zoom by Phone

Valleau, Phil – MD of Wainwright

Foley, Bob - Town of Wainwright
Smith, Barbara - Village of Boyle
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
Rainey, Ashley - Village of Marwayne
Dorosh, Les – Town of Redwater
Heslin, Cyndy - Village of Ryley
Thompson, Justin - Town of Vermilion
Berry, David - Town of Vegreville
Sabo, Lillian - Town of Mundare
McQuinn, Debra - Town of Elk Point
Filipchuk, Richard - Thorhild County
Lupul, Sheila - Village of Andrew
Gramlich, Val - Village of Chauvin
McLuckie, Jill, Village of Mannville
Storoschuk, Lorna - Town of Bonnyville
Kuzio, Tara – County of Minburn
Stelmaschuk, Jason - County of Vermilion River
Sorochan, Elaine – Town of Two Hills
Quinney, MaryJane – Frog Lake First Nations

Absent

Cherniwchan, Tannia - Town of Athabasca
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Tiedemann, Larry - S.V. of Mewatha Beach

Krahulec, Julie - Village of Waskatenau
Irving, Dennis - S.V. of Whispering Hills
Tarrant, Thomas - S.V. Island Lake South
Binder, Duncan - S.V. of Island Lake
Rudolph, Donna – Village of Myrnam

Staff

MacDonald, James – Executive Director
McGrath, Kelly – IT Manager
Morris, Jessie – Public Services Manager
Terriss, Michelle – Public Services Consultant

Hampson, Terri – Finance Manager
Elliott, Heather - Marketing Manager
Knysh, Joanne – Public Services Consultant

Guests

Law, Margaret
Dahlgren, Jodi – LMC
Forst, Connie – ATOF Tofield Library
Bulmer, Kathy – ATHOM Thorhild Library
Dupris, Gary - Village of Myrnam

Alliston, Jeff - Metrix Group
Woloshyniuk, Tracy – ANE Newbrook Library
Pauls, Stuart – AVE Vermilion Library
Cramp, Isabelle – AMO Morinville Library

All of the board package documents are available on the website at: <https://www.nlls.ab.ca/board/board-meeting>

1. Call to order via Zoom – Meeting called to order at 10:03 am.
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda

M1- Les Dorosh motions to accept the Agenda as amended/presented, all in favor, motion carried.

5. General Board Meeting Minutes of November 20, 2020

M2 – Karen Shaw motions to accept the Minutes of November 20, 2021, all in favor, motion carried.

Justin Thompson joined the meeting at 10:15am

6. For Information

6.1. Auditor Report – Jeff Alliston

M3 – Barbara Smith motions to accept the Auditor report as presented, all in favor motion carried.

M4 - Debra McQuinn motions to approve the 2-year extension on current contract with Metrix, all in favor motion carried.

Cathy Brown joined the meeting at 10:27am.

6.2. PLSB Report – Jordan DeSousa

Sends regrets and states there should be another PLSB update coming soon.

6.3. Library Managers Council Report – Jodi Dahlgren

M5-David Berry motions for NLLS Administration to draft a support letter to have libraries moved to Stage 2 of Government of Alberta relaunch.

M6- Tom Reid motions to accept the LMC report as presented, all in favor motion carried.

6.4. Alberta Library Trustees Association (ALTA) report – Jen Anheliger

M7- Jill McLuckie motions to accept the ALTA report as presented, all in favor motion carried.

6.5. Financials – Terri Hampson

M8- Bernie Marko motions to accept the January Financial report as presented, all in favor motion carried.

6.6. Executive Director Report – James MacDonald

- Weekly reports
- Department reports

M9- Lorna Storoschuk motions to accept the NLLS Executive Director Report as presented, all in favor motion carried.

6.7. NLLS Board Chair Report – Vicky Lefebvre

M10- Elaine Sorochn motions to accept the NLLS Board Chair report as presented, all in favor motion carried.

Barbara Smith left the meeting at 11:00am

Barbara Smith returned to the meeting at 11:04 am

Will Oudshoorn joined the meeting at 11:24 am

Vicky Lefebvre called a 5-minute break at 11:25 am

Judy Schueler left the meeting at 11:26 am

Vicky Lefebvre resumed the meeting at 11:33 am

Organizational Review Updated – Margaret Law

M21- Loraine Berry motions to accept the Organizational review as presented, all in favor motion carried.

Al Harvey left the meeting at 12:01 pm

Lorna Storoschuk left the meeting at 12:02 pm

6.8. Save the Date - NLLS Virtual Conference May 27 & 28, 2021- James MacDonald
- Sponsorship Package

6.9. NLLS Board Treasurer position – Vicky Lefebvre

M22- Will Oudshoorn motions to dissolve the Budget Committee, all in favor, motion carried.

M23- Warren Griffin motions to authorize the Executive Committee to elect a Treasurer from within the Committee, all in favor, motion carried.

6.11. Policy Submission – Warren Griffin

Sec 1, 1B Compensation

M11 – Barbara Smith motions to approve Sec 1, 1B Compensation policy, all in favor, motion carried.

Sec 1, 1H Overtime

M12 – Craig Lukinuk motions to approve Sec 1, 1H Overtime policy, all in favor, motion carried.

Sec 1, 1R NLLS Company Vehicles & Equipment

M13 - Jill McLuckie motions to approve Sec 1, 1R NLLS Company Vehicles & Equipment policy, all in favor, motion carried.

Sec 1, 1V Police Information Record Check

M14 – Debra McQuinn motions to approve Sec 1, 1V Police Information Record Check policy, all in favor, motion carried.

Sec 1, 2E Work Remotely

M15 – Les Dorosh motions to approve Sec 1, 2E Work Remotely policy, all in favor, motion carried.

Sec 1, 2F Pets in the Workplace

M16–Barbara Smith motions to approve Sec 1, 2F Pets in the Workplace policy, all in favor, motion carried.

Sec 2, 1F Board Code of Ethics

M17 -Karen Shaw motions to approve Sec 2, 1F Board Code of Ethics policy, all in favor, motion carried.

Sec 2, 1H Committees of the Board – REMOVED from

PackageSec 3, 1G Budget

M18 – Marc Jubinville motions to approve Sec 3, 1G Budget Policy, all in favor, motion carried.

Building Committee Terms of Reference

M19 – Laurent Amyotte motions to approve Building Committee Terms of Reference policy, all in favor, motion carried.

NLLS Procedural Bylaw

M20 – Al Harvey motions to approve the NLLS Procedural Bylaw, all in favor, motion carried.

6.12. Thank you to Libraries for continuing to provide curbside service – Vicky Lefebvre

6.13. In Camera – if required

The next regular board meeting: Saturday May 29, 2021 at 10:00 am

7. Adjournment

M24 – Cyndy Heslin motions to adjourn the meeting at 12:17 pm, all in favor, motion carried.

Northern Lights Library System Board
Regular Board Meeting Via Zoom
5615 - 48 Street, Elk Point, AB
10:00 AM Saturday May 29, 2021
Meeting Minutes

Present via Zoom

Amyotte, Laurent- County of St. Paul
Harvey, Al - Town of Lamont
Acres, Judy - Town of Viking
Reid, Tom - Village of Edgerton
Shaw, Karen - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County (Vice-Chair)
Jubenville, Marc - M.D. of Bonnyville
Lefebvre, Vicky - City of Cold Lake (Chair)
Lukinuk, Craig - Smoky Lake County
Skousbol, Daniel - Town of Bruderheim
Berry, Loraine - Town of Gibbons
Beniuk, Darlene - Lac La Biche County
Anheliger, Jennifer – Town of Morinville/Alta Rep
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord
Valleau, Phil – MD of Wainwright
Dafoe, Stephen - ALT - Town of Morinville
Lupul, Sheila - Village of Andrew
Schoepp, Curtis - S.V. of Whispering Hills
Schoepp, Curtis - S.V. Island Lake South
Morton, Melody - Town of Smoky Lake

Foley, Bob - Town of Wainwright
Smith, Barbara - Village of Boyle
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
Rudolph, Donna – Village of Myrnam
Dorosh, Les – Town of Rewater
Heslin, Cyndy - Village of Ryley
Thompson, Justin - Town of Vermilion
Berry, David - Town of Vegreville
Sabo, Lillian - Town of Mundare
McQuinn, Debra - Town of Elk Point
Arnold, Mary - Village of Paradise Valley
Gramlich, Val - Village of Chauvin
McLuckie, Jill, Village of Mannville
Storoschuk, Lorna - Town of Bonnyville
Kuzio, Tara – County of Minburn
Sorochan, Elaine – Town of Two Hills
Fodness, Maxine – ALT – County of St. Paul
Oudshoorn, William – Village of Innisfree
Schoepp, Curtis – S.V. of Island Lake
Schoepp, Curtis - S.V. of Bondiss, Sunset Beach

Present Via Zoom by Phone

Tiedemann, Larry - S.V. of Mewatha Beach

Absent

Cherniwchan, Tannia - Town of Athabasca
Hursin, Amelia (Myn) - S.V. of West Baptiste
Quinney, MaryJane – Frog Lake First Nation
Noel, Norm - Town of St. Paul
Bruce, Barry - Beaver County
Filipchuk, Richard - Thorhild County

Krahulec, Julie - Village of Waskatenau
Romanko, Don - Village of Vilna
Stelmaschuk, Jason - County of Vermilion River
Smith, Ina - S.V. of Pelican Narrows
Rainey, Ashley - Village of Marwayne

Staff

MacDonald, James – Executive Director

Hampson, Terri – Operations & Finance Manager

Guests

Dahlgren, Jodi – LMC

Woloshyniuk, Tracy – ANE Newbrook Library

1. Call to order via Zoom – Meeting called to order at 10:00 am.
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda

M1- Tom Reid motions to accept the agenda as presented, all in favor, motion carried.

5. General Board Meeting Minutes of February 26, 2021

M2 – Barbara Smith motions to accept the Minutes of February 26, 2021, all in favor, motion carried.

Lorna Storoschuk left the meeting at 10:15am

6. Training moment – Policy Database

7. For Information

6.1. Library Managers Council Report – Jodi Dahlgren

M3- Debra McQuinn motions to accept the LMC report as presented, all in favor, motion carried.

6.2. Alberta Library Trustees Association (ALTA) report – Jen Anheliger

M4- Les Dorosh motions to accept the ALTA report as presented, all in favor, motion carried.

6.3. Financials – Terri Hampson

M5- Lorraine Berry motions to accept the Financials as presented, all in favor, motion carried.

6.4. Executive Director Report – James MacDonald

M6- Cyndy Heslin motions to accept the NLLS Executive Director Report as presented, all in favor, motion carried.

6.5. NLLS Organizational Review Report – James MacDonald

M7- Will Oudshoorn motions to accept the NLLS Board Chair report as presented, all in favor, motion carried.

6.6. NLLS Board Chair Report – Vicky Lefebvre

M8- Craig Lukinuk motions to accept the NLLS Board Chair report as presented, all in favor, motion carried.

Sheila Lupul joined the meeting at 10:52 am

6.7. NLLS Elections – Warren Griffin

Executive Board Chair

Cyndy Heslin motions to nominate Vicky Lefebvre – accepted

Debra McQuinn self-nominated

3-calls for nominations from the floor issued.

M9- Craig Lukinuk motions to cease Executive Chair nominations, all in favor, motion carried.

Daniel Skousbol – dissents as an alternate

Poll Results – Vicky Lefebvre 70% - Debra McQuinn 30%

Vicky Lefebvre confirmed as elected board chair.

All Members were moved to Zone specific Breakout rooms and returned with the following results.

Zone 1 Representative – Larry Tiedemann

Zone 3 Representative – Cyndy Heslin

Committee	Zone 1 Rep	Zone 2 Rep	Zone 3 Rep	Zone 4 Rep
Policy	Barbara Smith	Debra McQuinn	Karen Shaw	Justin Thompson
Advocacy	Barbara Smith	Dianne Saskiw	Cathy Brown	Justin Thompson
Grievance	Barbara Smith	Debra McQuinn	Sheila Lupul	Mary Arnold

Craig Lukinuk nominates Warren Griffin for Member at Large # 1 – accepted

Laurent Amyotte nominates Justin Thompson for Member at Large #4 – accepted

Warren Griffin nominates Craig Lukinuk for Member at Large #4 – declined

M10 – Al Harvey motions to cease nominations, all in favor, motion carried.

Member at Large #1 Representative – Warren Griffin – by acclamation

Member at Large #4 Representative – Justin Thompson – by acclamation

Daniel Skousbol left the meeting at 11:54am.

6.8. Policy Updates for Approval

M11 - Cyndy Heslin motions to accept the policies as presented in the agenda as an omnibus package.

Justin Thompson called for the removal of Sec 1, 3L Social Media to be removed from the package.

David Berry calls for a Point of Order – that a motion has been called on the floor.

Justin Thompson calls for a Point of Order – that the agenda was not followed as presented.

Cyndy Heslin withdraws her motion as it was out of order of the agenda.

M12- Justin Thompson motions to remove Sec 1, 3L Social Media policy from the package, motion defeated.

M13 - Cyndy Heslin motions to accept the policies as presented in the agenda as an omnibus package, motion carried.

6. Adjournment

M14 – Jill McLuckie motions to adjourn the meeting at 12:15, all in favor, motion carried.

**Northern Lights Library System
Board Regular Board Meeting
Via Zoom**

5615 - 48 Street, Elk Point, AB

10:00 AM Friday August 27, 2021

Meeting Minutes

Present via Zoom

Fodness, Maxine- County of St. Paul
Harvey, Al - Town of Lamont
Bruce, Barry - Beaver County
Frank, Daryl - Village of Kitscoty
Heslin, Cyndy - Village of Ryley
Berry, David - Town of Vegreville
McQuinn, Debra - Town of Elk Point
Berry, Loraine - Town of Gibbons
Gramlich, Val - Village of Chauvin
Anheliger, Jennifer – Town of Morinville/Alta Rep
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord
SoroChan, Elaine – Town of Two Hills
Rudolf, Donna – Village of Myrnam
Tiedemann, Larry - S.V. of Mewatha Beach
Morton, Melody, Town of Smoky Lake
Thompson, Justin - Town of Vermilion

Foley, Bob - Town of Wainwright
Coubrough, Doug - Village of Irma
Shaw, Karen - Sturgeon County
Dorosh, Les – Town of Rewater
Lefebvre, Vicky - City of Cold Lake (Chair)
Sabo, Lillian - Town of Mundare
Smith, Barbara - Village of Boyle
Beniuk, Darlene - Lac La Biche County
Noel, Norm - Town of St. Paul
McLuckie, Jill, Village of Mannville
Storoschuk, Lorna - Town of Bonnyville
Kuzio, Tara – County of Minburn
Diduck, David- Lamont County
Valleau, Phil – MD of Wainwright
Schoepp, Curtis - S.V. of Whispering Hills
Schoepp, Curtis - S.V. Island Lake South
Schoepp, Curtis - S.V. of Island Lake
Schoepp, Curtis – SV of Sunset Beach

Present Via Zoom by Phone

Absent

Jubenville, Marc - M.D. of Bonnyville
Acres, Judy - Town of Viking
Stelmaschuk, Jason - County of Vermilion River
Lukinuk, Craig - Smoky Lake County
Filipchuk, Richard - Thorhild County
Arnold, Mary - Village of Paradise Valley
Quinney, MaryJane – Frog Lake First Nations
Krahulec, Julie - Village of Waskatenau
Reid, Tom - Village of Edgerton

Tomaszyk, Ed - S.V. of Bondiss
Brown, Cathy - Town of Tofield
Rainey, Ashley - Village of Marwayne
Schueler, Judy - Town of Bruderheim
Lupul, Sheila - Village of Andrew
Vacant - S.V. of Pelican Narrows
Cherniwchan, Tannia - Town of Athabasca
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna

Staff

MacDonald, James – Executive Director

Hampson, Terri – Operations & Finance Manager

Guests

Dahlgren, Jodi – LMC
DeSousa, Jordan – PLSB
Woodford, Leah – ABM

Peachy, Katrina - PLSB
Woloshyniuk, Tracy – ANE

1. Call to order via Zoom – Meeting called to order at 10am
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda

M1-Lorna Storoschuk motions to accept the Agenda as amended/presented, all in favor, motion carried.

5. General Board Meeting Minutes of May 29, 2021

- Melody Morton to be added to the attendance list

M2 –Debra McQuinn motions to accept the Minutes of May 29, 2021, all in favor, motion carried.

6. For Information

- 6.1. Library Managers Council Report – Jodi Dahlgren

M3 – Barry Bruce motions to accept the LMC report as presented as information, all in favor, motion carried.

- 6.2. Alberta Library Trustees Association (ALTA) report – Jen Anheliger

M4- Elaine Sorochan motions to accept the ALTA report as presented, all in favor, motion carried.

10:09 – Darlene Beniuk and MB joined the meeting

10:12 – Barbara Smith joined the meeting

- 6.3. PLSB Report – Katrina Peachy & Jordon DeSousa

M5- Les Dorosh motions to accept the PLSB report as presented, all in favor, motion carried.

- 6.4. Financials – Terri Hampson

M6- Larry Tiedemann motions to accept the January Financial report as presented, all in favor, motion carried.

- 6.5. Executive Director Report – James MacDonald

M7- Barbara Smith motions to accept the NLLS Executive Director Report as presented, all in favor, motion carried.

- 6.6. NLLS Board Chair Report – Vicky Lefebvre

M8- Karen Shaw motions to accept the NLLS Board Chair report as presented, all in favor, motion carried.

10:40 – Justin Thompson joined the meeting

7. Draft 2022 Budget

M9- Jill McLuckie motions to accept the Draft 2022 budget as presented, all in favor, motion carried.

8. For Decision

- 8.1 Election – Executive Committee Member

Call for nominations –Curtis Schoepp put his name forward earlier, no further nominations came from the floor. 3 calls for nominations were given.

M10- Karen Shaw motions to cease nominations, all in favor motion carried.

Curtis Schoepp is acclaimed and elected to the Executive Committee Board

- 8.2 Election – Policy Committee Member

Jenn Anheliger has put her name forward

Loraine Berry has put her name forward, Loraine Berry has withdrawn.

3 calls for nominations were taken from the floor.

M11- Barbara Smith motions to cease nominations, all in favor motion carried

Jenn Anheliger is acclaimed and elected to the Policy Committee

The next regular board meeting: November

6. Adjournment

M12 –Jill McLuckie motions to adjourn the meeting at 11:23am, all in favor, motion carried.

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

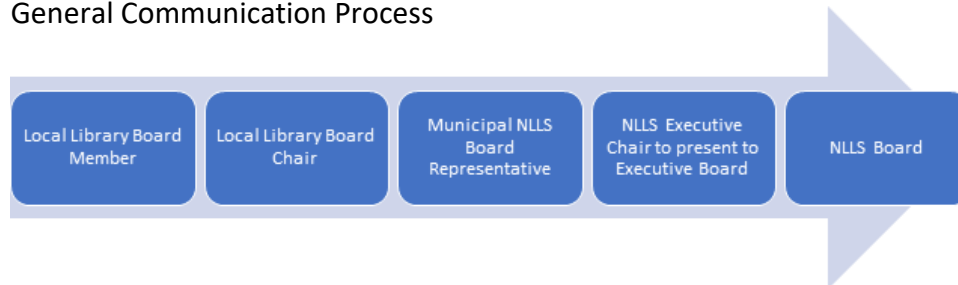
Quorum reached.

6. For Information

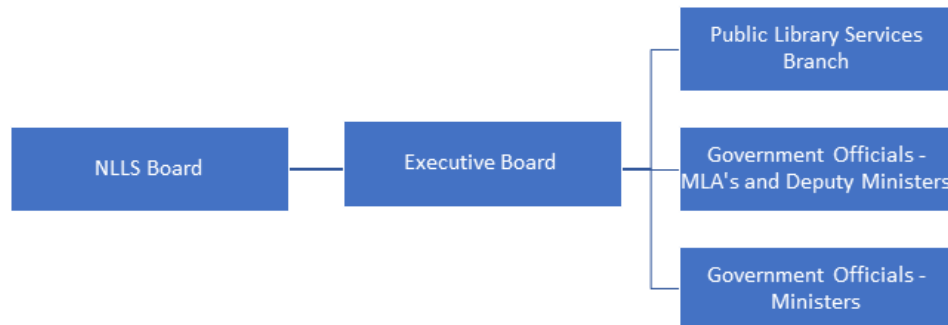
6.1. [Chairperson's Report & Welcome](#) – Vicky Lefebvre (*Poll*)

Notes on Communication Protocol:

General Communication Process



Advocacy Process:



Please review the [Communication Policy](#).

Darlene Beniuk moved to accept the Chair's report as information.

Carried. 10:47am

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

Larry Tiedemann 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	Zone 2	Zone 3	Zone 4
Athabasca County	City of Cold Lake	Beaver County	County of Minburn
S.V. of Bondiss	County of St. Paul	Lamont County	County of Vermilion River
S.V. of Sunset Beach	County of Two Hills	Sturgeon County	M.D. of Wainwright
S.V. of Island Lake	Lac La Biche County	Town of Bon Accord	Town of Vegreville
S.V. of Island Lake South	M.D. of Bonnyville	Town of Bruderheim	Town of Vermilion
S.V. of Mewatha Beach	S.V. of Pelican Narrows	Town of Gibbons	Town of Wainwright
S.V. of West Baptiste	Town of Bonnyville	Town of Lamont	Village of Chauvin
S.V. of Whispering Hills	Town of Elk Point	Town of Morinville	Village of Edgerton
Smoky Lake County	Town of St. Paul	Town of Mundare	Village of Innisfree
Thorhild County	Town of Two Hills	Town of Redwater	Village of Irma
Town of Athabasca	Village of Myrnam	Town of Tofield	Village of Kitscoty
Town of Smoky Lake	Frog Lake	Town of Viking	Village of Mannville
Village of Boyle	Fishing Lake	Village of Andrew	Village of Marwayne
Village of Vilna		Village of Holden	Village of Paradise Valley
Village of Waskatenau		Village of Ryley	

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 Terriss.

Zone 1 is fully represented in all our committees and needs no appointments/elections. Please take sometime 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 (1 seat) – **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 (1 seat) – **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.

Approved by

Date