



## MEETING INFORMATION

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Date: February 11, 2022

Time: 9am

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

Regrets: Curtis Schoepp

Called to order: 9:07am

## AGENDA ITEMS

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1. *Approval of Agenda*

**M: Barb Smith moved to accept the agenda with additions:**

- # 12 In-person meetings
- # 6 Lockers

Carried.

2. *Approval of Previous Minutes – [Draft Minutes December 10, 2021](#)*

**M: Josh Crick moved to accept the minutes**

Carried.

## FOR DISCUSSION / INFORMATION

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1. **Report on Action items from last meeting**

- Barbara Smith will setup a connection for James with the school division.  
**Complete:** ED is meeting with Superintendent of Aspen View School District in March.
- 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.
  - **Complete**
- Executive Director to add the value statements to the weekly reports.
  - **Complete**
- Executive Director to email the library managers as to when you are visiting councils.
  - **Complete**
- Executive Director to investigate the potential for inter-municipal boards once library regulation changes have been announced.
  - **Awaiting announcement**
- Executive Director to communicate the General Board Meeting move to March 4<sup>th</sup>
  - **Complete**
- Administration to change signing authority as per motion
  - **Complete**

2. [Council Visits](#) and board chair report (verbal)

**Briefing Note:** Visits are progressing. We've now scheduled with nearly all our municipalities. I anticipate we will have seen nearly everyone by the end of March.

3. **Tofield Library and Secondment Services**

**Briefing Note:** The Tofield Library lost their long-term director a few months ago. They successfully hired a new librarian shortly afterward. In early 2022 she suddenly left. The ED met with the Tofield library board to discuss ways we could help them. We have contracted with their board, seconding Jessie Morris, for two months on a cost recovery basis. She started on January 31, 2022 and will continue through the end of March. She will assess library needs, review policy and procedure, assist with recruitment and training of a new library manager, and provide reports and documentation to the Tofield Library Board at the end of her term.

4. [2022 Draft Implementation Plan](#)

**Briefing Note:** The [2021 implementation plan](#) ran from February 2021 to February 2022. This draft plan represents input from the entire staff and was collaboratively produced by the leadership team.

**M: Larry Tiedemann moved to accept the plan in principle and recommend the Board to approve the 2022 Implementation Plan.**

Carried.

5. **On Reserve on Settlement (OROS) Grant**

**Briefing Note:** Vicky has asked that we have a general discussion about the Indigenous grant to ensure the Executive understands how this grant works and our responsibility here. The grant runs from April to March fiscal year. Libraries and communities can apply for grant funding for library services. The grant is not intended to supplement library budgets. As libraries open on reserves or settlements the grant funding will be redirected to that community.

- [2021/2022 OROS Grant Budget](#)
- Libraries and Indigenous communities can both apply for funding.
- If a library is applying, they will need a partnership with an Indigenous community contact going forward to ensure services reach that community.
- If the application is for a MOU, they would use the MOU Proposal Template. If it is for a one-time project, they would use the Project Proposal Template.
  - Applications are sent to Mary Dustow, Indigenous Services Advisor, for approval. If anything is missing or needs work, she will work collaboratively to ensure funds are accessed.
- For the time being, we are using a monthly reporting schedule.
  - Mary has created a simple template that recipients can use that will streamline this reporting and hopefully avoid it being too time consuming.
  - While reporting monthly is more work, it allows us to have a better understanding of how things are going and if there is anything we can help with to make things go more smoothly.

6. **Little Free Libraries and Marketing NLLS Services & Lockers**

**Briefing Note:** We are working on a fun innovative marketing project for libraries. You may have seen and even used a little free library in your community. These are often in parks or other well-travelled areas. We are building such a library out of a 1950s refrigerator. We'll stock the library with discards from our collection and are having a sticker printed indicating where the book came from with a QR code that will take readers to a webpage outlining the benefits of library membership and how to join online. We haven't yet found a home for the little library, but we'd like it to go to a community that does not currently have a physical library, such as: our summer villages, reserves, Métis settlements, etc. We intend to send the van past the little library every 2 weeks to restock and assess.

We will also be developing a map of little free libraries already in the system. We are assessing if we could seed these libraries with discarded books from our collection too. This should be an inexpensive marketing venture and will fit within the current marketing budget.

7. **[Financial Report](#) for YTD**

**Briefing Note:** We are in Audit season, and we await the final adjustments for our 2021 financials. We have updated the link ending Dec 31, 2021; however, they do not reflect final calculations and adjustments. 2022 Municipal levy letters and invoices went out earlier this week, as noted in a weekly ED report, although there was no increase to the NLLS levy, there was a change in population used for the calculation for this year. SV of Bondiss remains outstanding and is on the agenda for decision. We ended the 2021 year with 21 FT, 3 PT staff in comparison to 2020 at 17 FT, 1PT.

**M: Leslie Cusack move to accept the financial report as presented.**

Carried.

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**FOR DECISION**

8. **Tenant Consolidation**

**Briefing Note:** This [executive brief](#) outlines a project to enhance our Microsoft environment and reduce its complexity. With the departure of our network administrator in September we've been reviewing our technical infrastructure and setup and have delayed hiring this position. We have several technical issues we've found that need to be rectified. We very recently migrated all our Microsoft Office licenses, for example. We were able to complete that work within the current budget. We propose that instead of hiring for this network position we use the already budgeted salary for the position to the TSI (Technology Services and Infrastructure) department's operating budget for contract work to remedy these technology issues, including Office Tenant consolidation.

**M: Jennifer Anheliger moved to reallocate the budgeted funds for the network analyst position to the TSI operating budget for use in contract services.**

Carried.

9. **PLSB (PUBLIC LIBRARY SERVICES BRANCH) Annual Reports**

System Headquarters, Myrnam Public Library, Edmonton Garrison Library

**Briefing Note:** We are required by the province to submit a standard annual report for the system and those libraries we act as board for. These reports need to be approved by motion of the Board. The Executive can accept the reports and present to the General Board as information. The links to the reports will be added above once they are available – we are working to complete them for this meeting. We will review them in the meeting.

**M: Barb Smith moved to table the PLSB Annual Reports until the information is available.**

Carried

10. **Summer Village of Bondiss (non-payment of fees).**

**Briefing Note:** The summer village has not paid their 2021 fees. According to our arrears policy we have the right to end our agreement with the Summer Village. See [NLLS Levy Arrears](#).

The Summer Village joined NLLS in the summer of 2001. Their representative has not attended a meeting since 2004.

- 01/08/2021 – Emailed levy letter and invoice (mailed out at this time as well)
- 03/03/2021 – Emailed reminder of outstanding account
- 04/12/2021 – Emailed levy letter and invoice to a secondary email address found.
- 07/21/2021 – Emailed Arrears invoice and levy letter and levy invoice to both emails addresses
- 09/13/2021 – Called and spoke to Ed, he indicated levy would be paid
- 09/13/2021 – Follow up email with invoices and extended invitation to have ED meet with them
- 10/09/2021 - Emailed arrears invoice and levy letter and levy invoice to both emails addresses
- 11/18/2021 - Emailed arrears invoice and levy letter and levy invoice to both emails addresses
- 12/7/2021 – ED emailed both email addresses requesting opportunity to meet with council
- 1/12/2022 – ED emailed both email addresses requesting opportunity to meet with council

**M: Dwayne Spicer move to suspend library services to the Summer Village of Bondiss on April 30<sup>th</sup> should their levy payments for 2021 and 2022 not be received by that date and direct the ED to continue to attempt to communicate with their council.**

Carried.

**Action:** Work with the affected libraries in instituting the suspension.

**Action:** send Bondiss their levy letters by registered mail.

## 11. Policy New/Updates

Briefing Note: The minutes of the last Policy Meeting [are available here](#). The policy committee sent the following new and updated policies forward for consideration by the Executive. The minutes include briefing notes on each of these.

Updates:

- [Whistleblower Policy](#)
- [Board Honoraria and Expenses](#)
- [Policy Making](#)
- [Role of the Board Chair](#)
- [Internet and Computer Usage](#)

New

- [OH&S Policy](#)

**M: Dwayne Spicer moved that we table this policy for further discussion.**

Carried.

- [Book Allotment](#)

Action: Jodi to have this added to the next LMC agenda

- [Environmental Policy](#)
- [Non-Participating Municipalities](#)

Action: ensure that we assist the local libraries with communication

- [Staff Network Usage Policy](#)

**M: Josh Crick moved to send the policies forward to the Board for vote except the OH&S policy**

Carried.

## 12. Next Executive Meeting

**Briefing Note:** The question has been asked whether the Executive should meet in person. Do we continue to meet online and reserve our in-person meeting for May in conjunction with the conference? We have budgeted for a single in-person meeting for the year. There is some professional development budget for the board if we wanted to use that budget line.

**Action:** ED to send out poll on next meetings.

**M: Dwayne Spicer Moved to adjourn at 12:57pm.**

Adjournment

In-Camera session was tabled to a future meeting.

**NEW ACTION ITEMS**

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**Action:** ED to send out poll on next meetings for Executive.

**Action:** ED to work with the libraries in instituting the suspension and communication around it of services to S.V. of Bondiss.

**Action:** ED to send Bondiss their levy letters by registered mail.

**Action:** Jodi Dalhgren to add Book Allotment policy discussion to the next LMC agenda

**Action:** ED to ensure that we assist the local libraries with communication regarding non-participating municipalities policy