



## MEETING MINUTES– EXECUTIVE COMMITTEE MEETING

### MEETING INFORMATION

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Date: May, 28<sup>th</sup> 2022

Time: 8am

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

**Guests:** Stephen Dafoe

Called to order: 8:01am

### AGENDA ITEMS

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1. *Approval of Agenda*

**M: Barb Smith moved to accept the Agenda as presented.  
Carried.**

2. *Approval of Previous Minutes – [Draft Minutes April 8, 2022](#)*

**M: Maxine Fodness moved to accept the minutes of the April 8<sup>th</sup> meeting as presented.  
Carried.**

### FOR DISCUSSION / INFORMATION

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

- ACTION: Policy committee to review remote work policies to ensure we have appropriate policies in place for continued remote work.  
**Underway**
- ACTION: ED to investigate insurance needs for remote work including potential need for extra liability for personal vehicle use.  
Any NLLS equipment housed offsite is covered under current insurance, WCB still active to protect remote workers, no further insurance needed. Personal vehicles must be covered by the insured – there will be a proposed policy change to provide reimbursement for staff that choose coverage.
- ACTION: ED to explore meeting of system chairs and vice-chairs regarding provincial population lists and levy payments. Potentially a meeting ALTA or LAA could organize.  
**In Discussions**
- ACTION: ED to follow up with towns of Smoky Lake and Bonnyville regarding short payment and encourage them to discuss with their councils.  
**Complete**
- ACTION: ED to send a follow-up letter to NLLS representatives on the decision of the Executive to leave the agreement regarding levy and population unchanged but to better communicate the population list used by the province.

**Drafted and sent to Chair**

- ACTION: ED to amend the board synopsis report to reflect better the highlights of the meeting  
**Underway**
- ACTION: Advocacy committee to meet to discuss strategy to obtain increases in provincial funding.  
**Underway**
- ACTION: ED to take steps to create a local advisory board in Myrnam.  
**Discussions started – progress slow here.**

**A: ED to reach out to Diana Davidson to obtain an update on where the red tape reduction is at with the province and the Libraries Act.**

**2. Update on Fleet Replacement**

**Briefing Note:** At our last Executive meeting there was a motion made to place a deposit on a Ford Transit for our delivery fleet. Deposit was \$1000 dollars and estimated delivery would be 12 months. The deposit was made, and the order placed.

A further motion was made to authorize the purchase of a replacement consulting vehicle at no greater than \$40,000 and subject to final approval of the board. After investigation of possible replacements, and conversation with the board chair and vice-chair, the ED has delayed this replacement and moved to mileage payments. Initial estimates suggest that paying mileage is close to the same cost as purchase and maintenance of a fleet vehicle.

**3. Van Run**

**Briefing Note:** We are moving from a 3 van to 2 van model. After extensive consultation with library managers and significant analysis led by Terri Hampson and her team, we have determined a 2-van route that does not reduce delivery services. It does require delivery date changes from 9 of our libraries. These libraries were consulted directly and agree with the change. We are appreciative of their flexibility.

**4. Glendon**

**Briefing Note:** The ED met with a representative from the school district and the school librarian at the school in Glendon. PLSB is working with the municipality on the formation of a local library board.

**5. Financial Report – [YTD budget](#)**

**Briefing Note:** Fuel costs and vehicle maintenance has been higher than anticipated. Postage is higher than expected but we had some prepaid items in here that will lower expenditures in 2023. Professional/Legal fees will be over (not yet reflected in financials) because of board motion to pursue compensation review, and some legal fees. We will also see significant overages in our site visit budget lines as we move to mileage and away from fleet vehicles. However, some of this will be offset in lower fuel, insurance, and maintenance costs. As well, revenue from old fleet vehicles being sold will compensate for this budget overage. Our operating account is healthy and we should consider moving some money into our investments.

**M: Dwayne Spicer moved to place \$100,000 dollars from our general operating account to our 90-day GIC. Carried.**

**6. Coordinated Collections Development (CCD) Tool**

**Briefing Note:** CCD is a web-based application that assists member libraries with collection development and acquisitions. This tool allows members to browse and create carts from selection lists from multiple vendors and multiple formats in one online platform. YRL staff curate and create lists according to standard vendor lists (e.g. Hotlist, monthly new releases) and custom lists based on trends and local

needs. The tool includes exclusive features such as displaying library fund balances, availability of the title at TRAC libraries, book reviews, summaries and more. Users can create and submit one cart at a time and automatic email notifications are sent to NLLS staff and users to notify when orders are submitted and approved/closed. MARC record downloads separated by discount make it easy for staff to upload into Polaris and submit orders to vendors.

Yellowhead Regional Library (YRL) and Northern Lights Library System (NLLS) undertook a pilot project in November 2020 to share access to YRL's Coordinated Collection Development (CCD) tool. Nine NLLS libraries were given access to CCD and one NLLS staff member was granted administrator access to download and view orders submitted by NLLS libraries. YRL provided virtual training and followed up with documentation for all participating libraries. Since the official end of the pilot project in 2021, YRL has continued to allow the NLLS libraries to access the CCD tool.

Funding outside of our regular budget is requested in order to formally adopt this valuable tool for NLLS libraries. Start-up cost to add NLLS libraries to CCD tool: **\$11,000 one-time fee** for administration and tech support from YRL. Ongoing cost for annual maintenance and ongoing support: \$2,500.00 annually

As this was not in the 2022 budget we are asking for a motion to approve this expenditure in 2022.

**M: Larry Tiedemann moved to approve the immediate purchase of the CCD tool at approximately \$11,000. Carried.**

**7. Northern Lights [Staff Communication Structure](#)**

**Briefing Note:** The Executive requested a plan regarding internal communication at NLLS. The structure of internal staff communication is robust. The linked document outlines the main communication channels. Good communication is dependent on personal accountability. We follow a quarterly performance evaluation schedule with each staff member. The final annual evaluation for each staff member presents no surprises as a result.

**8. In Camera – Personnel**

**M: Leslie Cusack moved to go in camera at 9:17am  
Carried.**

**James MacDonald left the meeting at 9:40am**

**M: Dwayne Spicer moved to come out of camera at 9:50am and adjourn the meeting.  
Carried.**

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**NEW ACTION ITEMS**

**A: ED to reach out to Diana Davidson to obtain an update on where the red tape reduction is at with the province and the Libraries Act.**

**A: ED to discuss with our consultants how we can help our libraries apply for future minister's awards.**

**A: ED to add standing item to the Executive Committee agendas (20 minutes for ED review – to replace quarterly performance evaluations).**