



MEETING MINUTES– EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: July 8th 2022

Time: 10am

Attendees via Zoom: Matthew McLennan, Curtis Schoepp, Jodi Dahlgren.

Attendees in-person: Vicky Lefebvre, Dwayne Spicer, Larry Tiedemann, Barbara Smith, Jen Anheliger, Maxine Fodness, Josh Crick, James MacDonald

Regrets: Leslie Cusack

Called to order: 9:59am

AGENDA ITEMS

1. *Approval of Agenda*

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

2. *Approval of Previous Minutes – [Draft Minutes of May 28th](#)*

Maxine Fodness moved to accept the minutes of the May 28th Executive meeting.
Carried.

FOR DISCUSSION / INFORMATION

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

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.

Diana reports that the legislation is scheduled to be reviewed in the fall session to the knowledge of the PLSB.

A: ED to discuss with our consultants how we can help our libraries apply for future minister's awards. This has been brought to the manager of Member Library Services

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

2. **Policy Updates and Additions**

Policies for revision approved by the policy committee:

[Conflict of Interest](#)

Briefing Note: Standard review process. Simple updates to grammar and wording. No substantive change intended.

[Financial Matters](#)

Briefing Note: Standard review process. Simple updates to grammar and wording. No substantive change intended.

Substance Abuse

Briefing Note: Standard review process. Updates to grammar and wording. No substantive change intended. Removed redundant wording and impractical requirements.

Workplace Impairment

Briefing Note: Recommend deleting this policy as it is covered in the substance abuse policy.

Contractors and Technicians

Briefing Note: Recommend deleting this policy as it is covered by the budget and request for purchase policies.

Pay Days

Briefing Note: Recommend deleting this policy as it is covered in the Hours of Work policy.

Continuing Education and Professional Development

Briefing Note: This was originally one policy. We split this into two policies for greater clarity between professional development and continuing education. NLLS does not require staff to reimburse regular PD activities. Reporting on PD activities to include managers.

Hours of Work

Briefing Note: Updates to reflect new pay system and alternative working schedules.

Working Remotely

Briefing Note: Changes to require written agreements between employer and employee for permanent remote work. Requires staff to complete a remote work safety assessment annually.

Working Alone

Briefing Note: Modernized the procedural aspects of this policy and identified working alone situations. Examples of Working alone policies at other systems can be [found here](#).

New Policies for Potential Adoption

Travel Policy

Briefing Note: This policy sets expectations regarding travelling for work purposes, including hotels, mileage, meals, rental vehicles, personal vehicle use, etc. The policy is necessary with greater use of personal vehicles and more remote work.

M: Jennifer Anheliger moved to send these policies (Travel Policy, Working Alone, Working Remotely, Hours of Work, Professional Development, Continuing Education, Pay Days, Contractors and Technicians, Workplace Impairment, Substance Abuse, Financial Matters, Conflict of Interest) to the Board for approval and adoption, amendment, or deletion as indicated in the briefing notes.
Carried.

A: ED to provide cost estimates to the Executive on potential change to CRA rate for mileage.

A: ED to provide a succinct but thorough briefing note with recommendations and options on mileage rates with the Travel Policy when presented to the general Board.

3. Financial Report – YTD budget

Briefing Note: Our webhosting expenses have been much higher than anticipated. This is a result of changing staff and a misunderstanding of our contractual obligation to the webhost. We are actively working on a multi-year plan to reduce costs and improve services here. Our contractor services from ACSI are higher than initially budgeted but this overage is part of the approved tenant migration and Network Enhancement Plan. The conference exceeded our anticipated budget. I am working with staff to identify the details on this overage. The staff benefits appears over but we've started tracking vacation accrual here so in reality we are well within budget.

A: Policy Committee to review our financial reserves policy

A: ED to provide a financial report going forward that flags any budget lines exceeding 10% of budget, and to provide notes on the cause of such overage.

**M: Larry Tiedemann moved to accept the financial report as presented.
Carried.**

4. 2023 Budget and 4-Year projection – [DRAFT Budget](#)

Briefing Note: We have drafted a 4-year budget projection. We will walk through this budget line by line. Administration will be proposing to the board modest consistent levy increases and a path to balanced budgets that do not rely on system savings. As the budget will touch on personnel there will be a need to go into camera for some of this discussion.

Notes: The budget should reflect

- 1 in-person meeting for the Board
- 6 in-person meetings for the Executive

M: Larry Tiedemann moved to go into camera at 1:24pm.

Carried.

M: Dwayne Spicer moved to come out of camera at 2:11pm.

Carried.

M: Larry Tiedemann moved to send the draft budget to the Board in August for discussion.

Carried.

5. In Camera – Personnel – standing performance evaluation discussion.

M: Maxine Fodness moved to go into camera at 2:51pm.

Carried.

Dwayne Spicer left the meeting at 3:14pm.

M: Jennifer Anheligher moved to come out of camera at 3:28pm

Carried.

Adjournment

Josh Crick moved to adjourn.

Meeting adjourned at 3:32pm.

NEW ACTION ITEMS

A: Policy Committee to review our financial reserves policy.

A: ED to provide a financial report going forward that flags any budget lines exceeding 10% of budget, and to provide notes on the cause of such overage.

A: ED to provide cost estimates to the Executive on potential change to CRA rate for mileage.

A: ED to provide a succinct but thorough briefing note with recommendations and options on mileage rates with the Travel Policy when presented to the general Board.