



MEETING AGENDA— EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: August 26th 2022

Time: 8am

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

Called to order:

AGENDA ITEMS

1. Approval of Agenda

**M1: Barb moved to accept.
Carried**

2. Approval of Previous Minutes – [Draft Minutes of July 8th](#)

**M2: Maxine moved to accept.
Carried.**

FOR DISCUSSION / INFORMATION

1. Report on Action items from last meeting – See [Implementation plan updates here](#).

A: Policy Committee to review our financial reserves policy.

Progress: on the agenda for the next policy committee meeting

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.

Progress: report now available, taking feedback from the Executive

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

Progress: complete. See the [report here](#).

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.

Progress: complete.

A1: ED to provide more information on what we are doing with school divisions. Provide update on the September PD training with Northern Lights School Division

2. Financial Report – [Financial Report](#) including overspent budget lines.

Briefing Note: We signed the On-Reserve On-Settlement grant on August 23rd. Funds should be dispersed from the province to us in the next few weeks. 33 of 40 library boards have paid their levies.

**M3: Leslie moved to accept the financial report as presented.
Carried.**

3. Letter to the minister – [Draft letter](#)

Briefing note: Maxine Fodness met with the minister in July with the County of St. Paul. They raised the issue of library funding. The minister suggested that a letter outlining the request from as many municipalities as possible would be helpful. He asked that the letter be sent to his Chief of Staff, Greg Smith, as well as himself. The Edmonton public library has sent a letter recently too. Their request does not meet our needs. [See their letter](#). A letter on behalf of mid-size libraries has also been recently sent, [see here](#). Note: The Chairs of YRL and Parkland will be calling a meeting for system directors and chairs to discuss advocacy, strategy, messaging in September. Should we choose to send a letter we may wish to wait for this meeting.

A2: Direct the advocacy committee to finalize the letter and send to the minister, and to consider a form letter for all municipalities to send.

4. Delivery vehicle replacement

Briefing Note: In a previous meeting the Executive moved to replace our aging Ford Transit delivery vehicle with a new Ford Transit. The motion approved the expenditure up to 55 thousand dollars. We placed a \$1000 dollar deposit with Ford in St. Paul. We have received a final costing from Ford of \$61,176.25 with an additional \$3,058.81 in taxes (we should get the taxes back). As the motion set a ceiling on the expenditure and it represents a greater than 10% increase, we are looking for a motion of approval on this expense.

M4: Larry moved to approve the purchase of the Ford Transit at 62,000 plus tax.
Carried.

5. OROS Grant

Briefing Note: We have taken a closer look at the purpose, intent, and administration of the On Reserve, On Settlement grant. We are proposing several recommendations, including:

1. The NLLS Board begin to transfer the \$4.70/resident (\$61,588.80) portion of this grant to its operating budget to cover the cost of system services as intended by the grant.
2. The NLLS Board set aside a portion of these funds to be dedicated to activities aimed at encouraging Indigenous communities to join Northern Lights Library System.
3. MOUs continue with local library boards best positioned to serve Indigenous communities and the full \$5.55/resident be transferred to these libraries.
4. The unspent portion of the \$4.70/resident (\$167,592.04) that has been set aside in a reserve fund be earmarked specifically to assist new Indigenous communities joining NLLS by the payment of their system levies. [we have obtained written permission from the PLSB to continue this practice as the grant agreement stipulates that all funds are to be spent in the grant year].

See this [briefing note](#) for more information on the grant reasoning behind the recommendations.

Colette Poitras of the PLSB has offered to speak with the board regarding the OROS grant.

M5: Dwayne moved to accept these recommendations as outlined in the briefing note.
Carried.

6. Office Lease

Briefing Note: We have signed a lease with Givens Accounting for 5 office spaces in our building. The lease is for 3 years. Givens' employees will join us in September. There was some concern from the PLSB about our renting space. The Board chair and the Executive Director met with Diana Davidson of the PLSB on July 25th to discuss these concerns. This meeting was followed by a letter to the PLSB (Diana Davidson and Gary Sandberg) that same day explaining our position ([see the letter](#)). The province has conceded and approved the leasing of 750 square feet (see [their response from July 26th](#)). Diana Davidson has offered to speak with the board at a future meeting if they desire.

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

M6: Josh Cricked moved that we go in camera at 9:35am
Carried.

M7: Leslie moved to come out of camera at 9:52am
Carried.

Adjournment

M8: Curtis moved to adjourn the meeting at 9:53am
Carried.

NEW ACTION ITEMS

A1: ED to provide more information on what we are doing with school divisions. Provide update on the September PD training with Northern Lights School Division

A2: Direct the advocacy committee to finalize the letter and send to the minister, and to consider a form letter for all municipalities to send.