



## MEETING MINUTES– EXECUTIVE COMMITTEE MEETING

### MEETING INFORMATION

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Date: May 7, 2021

Time: 10:00am

**Attendees via Zoom:** Vicky Lefebvre, Warren Griffin, Larry Tiedemann, Barbara Smith, Karen Shaw, Debra McQuinn, Jen Anheliger, Jodi Dahlgren, Cyndy Heslin, Jill McLuckie, Jodi Dahlgren, James MacDonald.

**Regrets:** Craig Lukinuk

Called to order: 10:06am

### AGENDA ITEMS

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1. *Approval of Agenda*

**M. Karen Shaw moved as presented**  
**Carried**

2. *Approval of Previous Minutes – [Draft Minutes March 12, 2021](#)*

**M. Jill McLuckie moved as presented**  
**Carried**

### FOR DISCUSSION / INFORMATION

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3. *NLLS Chair Report – Verbal report*

**M. Barbara Smith moved to accept the NLLS Chair report as presented**  
**Carried**

4. *[Library Manager's Council Chair Report](#)*

**M. Jen Anheliger moved to accept the report as presented**  
**Carried**

5. *Report on Action Items from March 12 Exec Mtg:*

- Phase 2 Letter to the province to be changed to thank you letter and delivered. - James
- ED to prepare costs associated with the addition of two new positions for presentation at a special meeting of the board. - James

6. *Executive Director Report*

- [Department Report](#)
- [Weekly Reports](#)

**Action:** May meeting prepare some statistics for value of Northern Lights to be presented to the full board – how we are delivering services while we are closed. Address the hours of service with your local board.

**M: Larry Tiedemann moved to accept the Executive Director's report as presented**  
**Carried**

*7. Financial Report*

- [March Financials](#)
- [April Financials](#)

**Briefing Note March:**

- We have received Frog Lake Establishment grant monies.
- We have received the Canada Summer Grant wages from 2020 in Mar 2021. That file has been closed; we have been successful for 2021 for 1 position.
- Instead of manually calculating and verbally reporting, I am now transferring the Board members paid via payroll to the expense line of Board Meetings so they will not show up in Staff Salaries like they did in 2020.
- Professional fees are reflected the unbudgeted Org Review expense. The other option here is the Board could make a motion to have this \$12,565.45 expense paid out of the Operational Restricted Reserve fund.
- Signed a new 5 yr. contract for Electricity and Natural gas at better pricing.
- Closed the US account as the bank fees were going to cost more than what we used the account in 2020. We normally have an average of 5 transactions, and these can be put on the credit card going forward.

**Briefing Note April:**

- Summer Village of Bondiss is the only outstanding levy at this time.
- 2016 population will be used this year so there will be some difference in budget to actuals hopefully for the good.
- No indication yet of the Indigenous Grant for 2021
- Due to low interest rates, we are going to be very low on our budget

As per PLSB (Jen Anderson):

The grant has been approved for a total of \$1,172,953 (\$831,806 for operating and \$341,147 for library services). This is an increase of \$14,377 from last year for the following reasons:

- Inclusion of operating funding for Frog Lake at \$4.70 x 2,021 (2016 population) = \$9,499
- Being able to account for municipal restructuring:
  - Dissolution of Dewberry into County of Vermillion River (increase pop of 275 – for both operating and library services) = \$2,819
  - Dissolution of Willingdon into County of Two Hills (increase pop of 201 – for both operating and library services) = \$2,060

**M: Debra McQuinn moved to accept the March and April financial reports as presented**  
**Carried**

*8. Update on Organizational Review*

**Briefing Note:** Since our last Executive meeting we have implemented a new organizational structure and are taking the steps outlined and adopted in our March 12 meeting. These steps are outlined in the [Organizational Review – Next Steps document](#).

- Consider a new organizational structure to reflect and reinforce your core services - **Complete**
- Review and revise [employee job descriptions](#) – **Underway**
  - Including the inclusivity and diversity statement
- Address the leadership of Bibliographic Services - **Complete**
- Analyze and revise the goals and desired outcomes of the marketing department - **Underway**
- Reconsider the role of an Executive Assistant - **Complete**
- Consider the language used to describe your organization (departments) – **Complete**

- Hiring new Web Development Specialist – **still accepting applications**
- Hiring Manager of Technology Services and Infrastructure – **currently interviewing**

**A: Provide update on the organizational review to the main board at the May 29, meeting**

*9. Election of a Treasurer*

**Briefing Note:** As per general board motion the executive elected a treasurer and suspended the budget committee. A draft Role of the Treasurer policy is before the board for approval in May. The Treasurer was elected by secret ballot, all members of the Executive Committee (including nominees) voted. Our new Treasurer is Cyndy Heslin. Congratulations Cyndy.

*10. Nominations for Executive Committee*

**Briefing Note:** The representatives for zone 1 (Craig Lukinuk), and 3 (Cyndy Heslin), plus two officer-at-large positions (Warren Griffin & Larry Tiedemann), and the board Chair (Vicky Lefebvre) are up for nomination. Nominations occur in May and the election of officers happens in November (after municipal elections). Policies that drive this process: [Annual Agenda](#) and [Election of Executive Committee](#).

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**FOR DECISION**

*11. Ratification of Re-Organization - salary budget increase decision*

**Briefing Note:** We approved by email vote the “[Organizational Restructure Financial Overview](#)” included again in this package. We concluded to ratify that decision in the next Executive Meeting. Do we also need to send this through the General Board?

**Draft Motion:** Jill McLuckie moved to ratify the motion made by email on March 20, 2021: “to approve an increase in the staffing budget for two new ongoing full-time staff positions to meet the needs of our organizational restructure with the recognition that it will require funding from our financial reserves. Furthermore, the maximum costs withdrawn from reserves for these positions will not exceed \$126,277 in 2021, \$160,395 in 2022, and \$168,415 in 2023.”

Carried

*12. In Camera –*

**M: Warren Griffin moved to go into camera at 11:05am**

Carried

James MacDonald and Jodi Dalhgren stepped out of meeting

**M: Cyndy Heslin moved to come out of camera at 11:16am**

*13. Policy Updates*

**Briefing Note:** the policy committee met in April and made updates to several policies. These policies were sent out to the general board shortly afterward and reminder emails have been sent. We’ve received feedback from one board member. That feedback was excellent and incorporated into the policy updates. According to [policy](#) this committee is re-established at our May board meeting each year.

Policy Committee Meeting March 30, 2021

[2021 03 30 Policy Meeting Minutes](#)

Policies for review

[Sec 1, 3L DRAFT Social Media Internal Current](#)

[Sec 1, 3L DRAFT Social Media Internal New](#)

[Sec 2, 1C DRAFT Governance Style of The Board](#)

[Sec 2, 1E DRAFT Role of Executive Committee](#)

[Sec 2, 1F DRAFT Board Code of Ethics](#)

[Sec 2, 1H DRAFT Committees of The Board](#)  
[Sec 2, 1I DRAFT Board Honoraria and Expenses](#)  
[Sec 2, 1R DRAFT Role of Board Treasurer](#)  
[Sec 3, 1F DRAFT Corporate Credit Cards](#)  
[Sec 3, 1G DRAFT Budget](#)  
[Sec 3, 1L DRAFT Building Rental Policy](#)  
[Appen V DRAFT Facility Use Application Form](#)

**M: Barbara Smith moved to approve the policy updates as submitted by the policy committee and forward them to the board for adoption.**

**Carried**

*14. May 29, 2021 at 10:00 am, General Board Meeting*

**Briefing note:** Are there any additions for the agenda?

#### **NEW ACTION ITEMS**

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1. May board meeting James to prepare some statistics for value of Northern Lights to be presented to the full board along with how our libraries are delivering services while we are closed. Also, to advocate that library boards address the hours of service with your local board.
2. Provide update on the organizational review to the main board at the May 29 meeting.

Next Meeting Date: See the website

**M: Jill McLuckie moved to adjourn the meeting**

**Carried**

Adjournment of the Meeting: 11:22am

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Approved by

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Date