



## MEETING MINUTES— EXECUTIVE COMMITTEE MEETING

### MEETING INFORMATION

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Date: November 25<sup>th</sup> 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

Terri Hampson, Jessie Morris

Called to order: 8:06

### AGENDA ITEMS

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1. *Approval of Agenda*

**M1: Jenn Anheliger moved to accept the agenda.**

**Carried**

2. *Approval of Previous Minutes – [Draft minutes of October 14<sup>th</sup>, 2022](#)*

**M2: Maxine Fodness moved to accept the minutes of October 14<sup>th</sup>, 2022.**

**Carried**

3. **Report on Action items from last meeting & Chair Report**

A: the Executive Director to make the presentation to the Myrnam council on forming a local library board.

I met with the Myrnam administration on November 9<sup>th</sup> and discussed with them several options for the management of the library and library funding. We will meet with their council in December.

A: Executive Director to write a letter to the new premier congratulating her on her recent election.  
[Letter was sent to the new Premier.](#)

A: Obtain further quotes on the construction of a vestibule for the front entrance of the building.

Quotes have been difficult to come by. We are still working on this and have deferred construction to the spring.

**Vicky discussed the systems advocacy group and its purpose. She relayed that communication with the press should be brought back to this advocacy group so we know what is up.**

**Vicky has challenged each executive member to ensure their council members have local library cards.**

**M3: Barbara Smith moved that executive meetings be held every other month with the second Friday of the month.**

**Carried.**

**M4: Leslie Cusack moved that our next Executive meeting be the second Friday in February.**

**Carried**

**M5: Matthew McClennan moved that after this round of council visits we move to a two-year rotating basis for visits to municipal councils.**

**Carried**

#### **Indigenous committee**

**A1: Executive Director to draft the parameters of the Indigenous advisory group that will meet with the Executive.**

**M6: Leslie Cusack moved to accept Vicky's verbal report.**

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

**Briefing Note:** As of the end of October we have expended 91.5% of the 2022 budget. Revenue is up **\$83,739.86** over this time last year. We have now received levies from all library boards. Increases in revenue are largely attributable to sale of two vehicles, two library secondments (3<sup>rd</sup> secondment underway now), office rentals, and a rise in interest on investments.

**M7: Barb Smith moved to accept the financial report as presented.**

**Carried.**

#### **5. Network Enhancement**

**Briefing Note:** Long term health of our technology infrastructure, and its development, need continued discussion. I am linking here to several Executive briefs that should help with the discussion. There are estimated costs in these briefs; however, we are not asking for any decisions at this time. We are still hard at analysis and research to ensure we are moving in the right direction.

##### **Bandwidth and network speed enhancements**

We have increased our wifi bandwidth caps and thus far have no negative impacts to report. We will monitor this closely before any further adjustments are made there.

Supernet has agreed to waive the fee of \$7,000 for redistribution of our bandwidth as discussed in our last meeting. We have since learned 2 things, 1) that the increase in annual costs is far more than expected (15k/year) and 2) that the PLSB has agreed to cover that cost for our libraries. We are moving forward with these increases now. This will move all our libraries to a minimum of 20mb/second. For a list of current and future network speeds with this change [see this document](#).

**A2: Executive to write a formal thank you letter to the PLSB for the bandwidth increases to our libraires**

##### **Endpoint Management**

We have been working for nearly two years to determine speed and access issues on our network, especially those encountered in Lac La Biche. We have employed several experts and outside consultants. The consensus is that there is an issue with the images and configuration of the computers. Re-imaged machines appear to function correctly on the network and solve the reported issues. This means we need to re-image all 425 machines on our network. This will be a significant undertaking. It exposes the need for better endpoint management on the network. We have been testing and researching a number of solutions and are looking with great interest at DeepFreeze. This [executive brief](#) outlines the costs and benefits.

**M8: Larry Tiedemann moved to proceed with the purchase of Deepfreeze as outlined in the executive brief.**

**Carried.**

#### **6. Conference**

**Briefing note:** We are continuing to hunt for a conference venue. We hope to have a chosen candidate by the end of the year. Right now, we are impressed with the facilities at the college in Vermillion.

There has been discussion in the past about holding our conference bi-annually instead of annually. The main purpose of that was to reduce system costs. Other possibilities are to partner with other systems or move to an online format every other year. [Potential conference alternative](#).

**M9: Dwayne Spicer moved to cancel the annual NLLS conference, move to a distributed model of training, and adopt the Stronger Together conference as NLLS's annual conference.**

**We are excited that this change will better meet the needs of our smaller libraries and improve system training and professional development opportunities for all.**

## **7. Staff Benefits**

**Briefing Note:** Following the compensation review the Executive has indicated a desire to move from paying 70% of staff benefits to adopting 100% of the cost of health and dental benefits to staff. This would be in line with the other systems in Alberta. With dramatically rising costs it is a simple way to increase the total compensation package for staff. For a breakdown of current and potential costs [see this document](#). With the significant staff reorganization, we've undertaken in the past 2 years, a move to 100% coverage would fit within proposed budget.

**M10: Maxine Fodness moved that we increase NLLS staff health and dental benefits coverage from 70% to 100%  
Carried.**

**M11: Larry Tiedemann moved to go into camera at 9:25 (Jessie, Terri and Jodi left the meeting)**

## **8. In Camera – Personnel – standing performance evaluation discussion.**

**James left the meeting at 9:35**

**M12: Dwayne Spicer motioned to come out of camera at 9:46.**

**Carried**

Adjournment

**M13: Josh Crick moved to adjourn the meeting at 9:47.**

## **NEW ACTION ITEMS**

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**A: Executive Director setup the parameters of the Indigenous advisory group.**

**A: Executive Director to write a formal thank you letter to the PLSB for the bandwidth increases to our libraires**