

**Northern Lights Library System Board
Regular Meeting**

Northern Lights Library System

Via Zoom

10:00 AM Friday, August 26, 2022

1. Call to order [10:06 am]
2. Acknowledgement of Treaty 6 and Land of the Metis:

Northern Lights Library System respectfully acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.

3. Quorum – reached at 10:06am; 40 Representative present – quorum achieved
Guests: Jodi Dalhgren – Wainwright Public Library
Staff: James MacDonald, Terri Hampson, Jessie Morris

Municipality	Zone	Role	Name	Present
Athabasca County	Zone 1	Representative	Kelly Chamzuk	no
Beaver County	Zone 3	Representative	Barry Bruce	yes
City of Cold Lake	Zone 2	Representative	Vicky Lefebvre (Chair)	yes
County of Minburn	Zone 4	Representative	Joey Nafziger	no
County of St. Paul	Zone 2	Representative	Maxine Fodness	yes
County of St. Paul	Zone 2	Alternate	Ross Krekoski	yes
County of Two Hills	Zone 2	Representative	Dianne Saskiw	yes
County of Vermilion River	Zone 4	Representative	Leslie Cusack	yes
Fishing Lake	Zone 2	Representative	June Laboucane	no
Frog Lake First Nation	Zone 2	Representative	Glenda Bristow	no
Island Lk/South/Sunset Beach/Whispering Hills/West Baptiste	Zone 1	Representative	Curtis Schoepp	yes
Lac La Biche County	Zone 2	Representative	Darlene Beniuk	no
Lac La Biche County	Zone 2	Alternate	Colette Borgun	yes
Lamont County	Zone 3	Alternate	David Diduck	no
M.D. of Bonnyville	Zone 2	Representative	Josh Crick	yes

M.D. of Wainwright	Zone 4	Representative	Robin Leighton	yes
S.V. of Bondiss	Zone 1	Representative	Edwin Tomaszuk	no
S.V. of Mewatha Beach	Zone 1	Representative	Larry Tiedemann	yes
Smoky Lake County	Zone 1	Representative	Linda Fenerty	yes
Sturgeon County	Zone 3	Representative	Matthew McLennan	yes
Thorhild County	Zone 1	Representative	Janine Paly	yes
Town of Athabasca	Zone 1	Representative	Edith Yuill	yes
Town of Bon Accord	Zone 3	Representative	Tanya May	yes
Town of Bonnyville	Zone 2	Representative	David Sharun	yes
Town of Bruderheim	Zone 3	Representative	Len Falardeau	yes
Town of Elk Point	Zone 2	Representative	Wanda Cochrane	yes
Town of Gibbons	Zone 3	Representative	Lorraine Berry	yes
Town of Lamont	Zone 3	Representative	Colleen Holowaychuk	yes
Town of Morinville	Zone 3	Representative	Jennifer Anheliger	yes
Town of Mundare	Zone 3	Representative	Eddie Sheppel	yes
Town of Redwater	Zone 3	Representative	Dwayne Spicer	yes
Town of Smoky Lake	Zone 1	Representative	Amy Cherniwchan	yes
Town of St. Paul	Zone 2	Alternate	Sid Sood	yes
Town of St. Paul	Zone 2	Representative	Norm Noel	no
Town of Tofield	Zone 3	Representative	Harold Conquest	yes
Town of Two Hills	Zone 2	Representative	Keegan Thompson	no
Town of Vegreville	Zone 4	Representative	Taneen Rudyk	yes
Town of Vermilion	Zone 4	Representative	Kirby Whitlock	yes
Town of Viking	Zone 3	Representative	Gary Hafso	no
Town of Wainwright	Zone 4	Representative	Rick Fountain	yes
Village of Andrew	Zone 3	Representative	Barry Goertz	no
Village of Boyle	Zone 1	Representative	Barbara Smith	yes
Village of Chauvin	Zone 4	Representative	Sheila Donally	yes
Village of Edgerton	Zone 4	Representative	Jennifer Beattie	yes
Village of Holden	Zone 3	Representative	Travis Schiewe	yes

Village of Innisfree	Zone 4	Representative	Jennifer Johnson	yes
Village of Irma	Zone 4	Representative	Brandon Parsons	no
Village of Irma	Zone 4	Alternate	Eric Nisson	yes
Village of Kitscoty	Zone 4	Representative	Daryl Frank	yes
Village of Mannville	Zone 4	Representative	Shantell Bielesch	yes
Village of Marwayne	Zone 4	Representative	Ashley Rainey	no
Village of Myrnam	Zone 2	Representative	Donna Rudolf	yes
Village of Paradise Valley	Zone 4	Representative	Mary Arnold	yes
Village of Ryley	Zone 3	Representative	Annette Short	yes
Village of Vilna	Zone 1	Representative	Leroy Kunyk	yes
Village of Waskatenau	Zone 1	Representative	Tyson Berlinguette	no

3. Adoption of Agenda

M1: Curtis Schoepp moved to adopt the agenda as presented.

Carried.

4. [Minutes of the May 28th NLLS Board meeting](#)

M2 Loraine Berry moved to accept the May 28th minutes as presented.

Carried.

For Information

5. Chairperson's Report – (verbal) Vicky Lefebvre

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.

M3: Amy Cherniwchan moved to accept Vicky's verbal report as presented.

Carried.

6. [Alberta Library Trustee Association \(ALTA\) report](#) – Jennifer Anheliger

M4: Barbara Smith moved to accept the ALTA report as presented.

Carried.

For Decision

7. Board Meetings

Briefing Note: Meetings are generally held the last Friday or Saturday of February, May, August, and November. With such a new board we'd like to determine if there is a preference for Fridays or Saturdays and how many meetings should be held in-person versus virtually. In our last meeting it was moved to table the question of general board meeting dates to the August general board meeting and the availability of cost comparisons of meeting formats.

The mileage cost for an in-person general Board meeting (if all were to attend) would be \$7,935.49 plus the catering for breakfast and dinner (approximately \$500). Meetings range in cost from about \$6,000 to \$8,500.

There are 3 items to consider:

- What day of the week should we meet (Friday or Saturday)? Consider:
 - many Board members are working individuals who may have trouble attending during the week.
- How many in-person meetings versus virtual meetings? Consider:
 - 2 of our meetings are during winter months with likely poor roads
 - back-to-back in-person meetings would be less valuable
 - an in-person meeting in conjunction with the May conference encourages conference participation.
- Should NLLS or the local municipalities cover mileage costs? Consider:
 - NLLS has traditionally covered mileage because the distances from each municipality to the meeting are not equitable. Vermilion or St. Paul will pay significantly less than Bon Accord or Boyle.
 - NLLS is exploring the idea of moving the location of the Board meetings from Elk Point to other points around the system. This would make it harder to judge mileage costs but potentially more equitable for municipalities if they were to carry the cost.

***M5: Shantelle Bielesch moved that future general board meetings be held on Fridays.
Carried.***

***M6: Dwayne Spicer moved that future general Board meetings be conducted online 2 times per year and conducted in-person 2 times per year, in-person May and November.
Carried.***

***M7: Larry Tiedemann moved that the Northern Lights Library System continue to pay board members mileage for in-person meetings.
Carried.***

8. Policies

Briefing Note:

Given the size of our board and the lengthy process of development and approval, policies are voted upon at the general board meetings as an omnibus motion. Board members may make a motion to remove 1 or more policies from the omnibus motion for

individual vote. Policy changes will not be entertained at the general board meeting. Policies are either accepted or rejected by the general board. Rejected policies are returned to the Policy Committee for further review and work where appropriate.

[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.

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.

This travel policy moves from the Alberta Provincial mileage rate of 50.5 cents per kilometer to the CRA rate of 61 cents per kilometer (for the first 5,000 kilometers) and 55 cents per kilometer over 5,000 kilometers in a year. This move was proposed as the Alberta rate has not changed in more than 15 years while fuel and vehicle maintenance costs have risen dramatically in that period. While many Alberta organizations and municipalities continue to operate under the provincial rate a growing number are transitioning to the CRA rate.

Moving to the CRA rate would cost the organization approximately \$8,760.74 – (the approximate mileage cost of an in-person general Board meeting). If all expected travel takes place and the organization continues to fund mileage for general board meetings.

**M8: Dwayne Spicer moved that we pull the travel policy from the omnibus motion.
Carried.**

**M9: Loraine Berry moved to approve the policies as an omnibus motion.
Carried.**

**M10: Dwayne Spicer moved to approve the travel policy as presented.
Carried.**

9. Draft Budget 2023 – [Draft budget - Presentation](#)

Briefing Note: this budget presents a 4-year projection of system costs and proposes a modest 1.5% levy increase year over year. Despite the modest increase the projection relies on drawing from system savings (decreasing year over year) to align expenses with income while improving services.

Draft motion: move to accept the draft budget in principle and return to the Executive Committee for final approval by the Board in November meeting.

**M11: Jennifer Beattie moved to accept the draft budget in principle and return to the Executive Committee for final approval by the Board in November meeting.
Carried.**

10. Adjournment

M12: Colette Borgun moved to Adjourn meeting at 12:45pm

Approved by

Date