



## MEETING AGENDA— EXECUTIVE COMMITTEE MEETING

### MEETING INFORMATION

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Date: October 14<sup>th</sup> 2022

Time: 9am

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

**Regrets:** Josh Crick

**Guests:** Jessie Morris (Member Library Services Manager)

Called to order: 9:03am

### AGENDA ITEMS

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#### 1. Approval of Agenda

**M: Barbara Smith Moved the agenda as presented.**  
**Carried**

#### 2. Approval of Previous Minutes – [Draft Minutes of August 26th](#)

**M: Dwayne Spicer moved to accept the minutes of August 26<sup>th</sup>.**  
**Carried**

#### 3. Chair's Report – Verbal

- LMC meeting
- Systems advocacy meeting was yesterday
  - i. Joint advocacy letter being written with all seven regional systems
  - ii. Asking the province for an increase in funding
  - iii. Looking to standardize our message
  - iv. A: Write a letter to new premier congratulating her on her appointment
  - v. Working on some promotional materials
- Met briefly with the minister and plugged our increase
- Challenge our reps to attend the beginning of LMC

**A: Executive Director to write a letter to the new premier congratulating her on her recent election.**

**M: Leslie Cusack moved to accept Vicky's report as presented.**  
**Carried.**

#### 4. LMC Chair Report – Verbal

- Elected a new second vice-chair, Maureen Penn was elected
- Discussed eResources, cancelled Tumblebooks and discussed cancelling some other resources
- Power BI access was given out to library managers. First year fee paid by NLLS (70/year). This is a stats resource for local library stats

- Discussed our reading programs
- Reviewed the new CCD tool

**M: Maxine Fodness moved to accept the Library Manager's Council report as presented.**

**Carried**

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

A: Policy Committee to review our financial reserves policy.

**Progress:** The policy committee felt this would be better addressed by the Executive, We cover this later in the agenda – there is a briefing note.

A: 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

**Progress:** PD training appears to be a success. Feedback from the session.

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

**Progress:** The Advocacy Committee met, finalized [the letter](#) and sent it to our municipalities with a recommendation that they write their own letters. I have confirmation that the following communities have written and sent their own letters:

1. [Summer Village of West Baptiste](#)
2. [Town of Bonnyville Library Board](#)
3. [Town of Elk Point](#)
4. [Town of Wainwright](#)
5. [Town of Smoky Lake](#)
6. [Town of Two Hills Library Board](#)
7. [Athabasca County](#)
8. [County of St. Paul](#)
9. [Village of Boyle](#)
10. [Town of Mundare](#)
11. [Town of Redwater](#)

**Response from the Minister:**

Dear Ms. Lefebvre:

Thank you for your recent correspondence regarding provincial funding for library boards.

As you know, Budget 2022 has provided stable operational funding to more than 230 library boards across Alberta, including library system boards like Northern Lights Library System. Municipal Affairs has also maintained funding for Public Library Network services such as provincewide e-content, SuperNet connectivity, services for print-disabled readers, and interlibrary loan delivery.

I recognize that while funding has remained stable and predictable, rural libraries must deal with rising inflation as well as new and increasing demands in a post-pandemic world. Although all levels of government and providers of public services must be mindful of the need for frugal management of taxpayer dollars, I also recognize the critical value of libraries in our rural communities as a place to build community and connect residents to Public Library Network services.

I appreciate your board's idea for future funding adjustments. I will give this careful consideration as this government prepares for the next provincial budget.

Thank you again for writing and for your work governing regional library service in northeastern Alberta.

Sincerely,

Ric McIver  
Minister

cc: Honourable Jason Nixon ECA  
President of Treasury Board and Minister of Finance

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

**Briefing Note:** 2 libraries outstanding on their levy – Terri is actively following up with them. Terri and I have met with Givens accounting regarding the possibility of moving our bookkeeping and payroll services to them. The conversation was very promising. The modernization of our bookkeeping practices will go to the next level with this service and a good deal of time will be saved for Terri which can then be devoted to other more fruitful pursuits (grant proposals, sponsorships).

**Population and levy fees**

We had a request from the [village of Myrnam](#) OK cool I hope that gives you an idea what is going on oh it's listening to me how do I turn that off how do I turn off speech to text this is gonna get really ugly really fast are you gonna close it oh no to revisit the population list we use for calculating levy fees. Their main concern is that the 2016 population does not accurately represent the population in Myrnam. We can (with an amendment to our agreement) use a different population list than what the PLSB uses. [This spreadsheet](#) breaks down the levies using all the population lists available to us.

They propose using the 2021 population list which would be a reduction of about \$20,000 in NLLS annual budget and wipe out the gains from the 1.5% increase. Using the 2021 list, 19 municipalities would see an increase and 38 municipalities a decrease. The most significant increase would be to Smoky Lake County. Their levy would move from \$26,114.58 to \$43,510. A 40% increase.

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

**M: Curtis Schoepp moved to accept the financial report with a correction to a typo regarding line 5984 Carried.**

**7. Meeting absences**

**Briefing Note:** The Libraries Act, section 31(1) "A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board." Going forward we will monitor absences and alert members who have missed 2 consecutive meetings. We have had two individuals hit the 3-meeting absence clause.

- Town of Two Hills (paramedic on-call)
- Village of Andrew (health related)

They were both notified of the absence by email, and both responded promptly. We should be authorizing absences by resolution of the Board at the beginning of each Board meeting.

**M: Jenn Anheligher moved to bring this to the floor of the general board meeting in November. Carried**

**8. Building Improvement - Vestibule**

**Briefing Note:** Our building is south facing and our front entrance are glass and metal doors flush with the face of the building. In the summer the doors heat up and expand. This leads to sticking and wear on the door mechanisms. In the winter they are exposed to the full force of winds and drifting snow. The doors contract and door mechanisms freeze. The locks get packed with snow and fail. The locks have been replaced several times. It has been suggested multiple times that we replace these doors. We have received quotes for replacement upward of 10k (before my time).

I do not recommend replacing the doors at this time. This will treat the symptoms and not the cause. It is possible we will need to replace the doors in the future, but before we do that we need to work on the cause of the problem. We recommend the construction of a wood vestibule that will put the front doors in shade and block the wind drifts, snow, and rain. We've received the first quote from a local builder ([link here](#) to quote). This first quote comes in at just over 4k. This construction would go beyond the regular maintenance budget for the year. We have a fully funded building reserve of 250,000 dollars.

**M: Dwayne Spicer moved that we proceed with the vestibule construction up to a maximum cost of \$8,000 to come from the building reserve funds.**

**Carried.**

#### **9. On Reserve On Settlement (OROS) Grant**

Briefing note: See [this document for greater details](#). The Indigenous Relations Advisor position ended on October 12<sup>th</sup>. In our last meeting we resolved to

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].

The link in this briefing note proposes how we act on these resolutions.

**M: Dwayne Spicer moved that we proceed with the actions outlined in the briefing note: a) we form an advisory committee of representatives from Indigenous communities we serve, b) we develop a formula with feedback from libraries serving indigenous populations to equitably disperse the local funding portion of the OROS grant, and c) we move the unspent portion of the grant \$216,900 into a 1-year GIC.**

**Carried.**

#### **10. Conference venue**

**Briefing note:** We have struggled over the last 3 months to communicate effectively with Métis Crossing. Our emails, phone calls, and voicemails are not returned, we've sent many. WE are now actively looking at other venues.

- June is a very busy time for libraries
- Two weeks before
- Last weekend in May is still the best time.
- Potential to partner with the Stronger Together conference
- Potential to join with the other 3 systems

**M: Leslie Cusack moved to have the conference the last Thursday and Friday of May, 2023.**

**Carried.**

#### **11. Village of Glendon**

**Briefing Note:** I met with the village council on September 13<sup>th</sup>. The mayor made a motion to join Northern Lights Library System which was unanimously carried. The council expressed great interest in bringing library services to the community and are enthusiastic about membership. I attended their

community night the following week. The Mayor and CAO signed the agreement at that time and it is now out to our Chair for signature.

I met with representatives from the school district about the next steps for opening a public library in the school. We are exploring placing a book return bin outside the library in the meantime. The 2016 population of Glendon is 486. There 2022 Levy at \$10.46 prorated from Oct 1- Dec 30 = \$1,270.89. I recommend that as a gesture of goodwill while they get established and work to spread the word that the Board consider waiving the levy for these last few months of 2022.

**M: Larry Tiedemann moved to waive the fees for Glendon for 2022.**

**Carried.**

**Leslie Cusack left the meeting at 11:30**

## **12. Annual Services Survey**

**Briefing Note:** At the most recent Library Manager's Council meeting we forwarded a draft annual services survey to all library managers. 26 completed the survey. The main goal was to determine if we are asking the correct questions. We received a few insights into how to better layout the survey. We are now looking for your feedback on [this survey](#).

**M: Matthew McLennan moved that we send the survey out to our community at a time convenient to administration.**

**Carried**

## **13. Plan of Service**

**Briefing Note:** Our Plan of Service comes due in 2023. It technically covers this year, but I think we have largely achieved the strategic goals of this plan. As I begin working on next year's Implementation Plan a new Plan of Service would help us all. I recommend the Executive begin planning now so we are prepared to discuss our methods for formulating a new plan with the full Board in November.

**M: Barbara Smith moved that we form a new Plan of Service Committee at the November general board meeting.**

**Carried**

**Jennifer Anheligher left the meeting at 12:00**

## **14. Network Enhancement Plan – [Phase 2](#) – [Executive Summary](#)**

**Briefing Note:** We continue to make great strides in improvements to our Internet network for all libraries. We completed a migration over the summer to firewalls held in the cloud with our Internet provider (Cybera). This deliberately breaks our hub and spoke network model and will keep our libraries connected to the internet regardless of conditions in Elk Point.

Our next step is a redistribution of shared bandwidth. See this [executive summary](#) for details.

**M: Larry Tiedemann moved that we redistribute the NLLS HQ bandwidth as proposed and lift the wireless internet cap as proposed.**

**Carried.**

## **15. Policy Committee**

**Briefing Note:** The Policy Committee met on October 4<sup>th</sup>. The minutes of that meeting are [available here](#). The Policy Committee recommends the following policy updates be made:

- [Staff Orientation](#) – grammatical and modernization changes

- [Statutory and General Holidays](#) – grammar and clarification on winter break. Truth and Reconciliation Day to remain open in support of libraries that remain open for programming.
- [Gym Facilities](#) – Extension of use (under waiver) to tenants and accompanied guests.
- [Annual Agenda](#) – Formatting changes to enhance clarity
- [Board Honoraria And Expenses](#) – aligning with recent addition of the new Travel policy
- [Board Member Orientation And Professional Development](#) – grammatical changes
- [Signing Authority](#) – clarification that all account expenditures require 2 signatures.
- [Grants, Sponsorships and Donations](#) – Simplification of wording and combining with PLSB Grant Funding policy.

The Policy Committee recommends the following redundant policies be deleted.

- [NLLS Cell Phone Policy](#) – superseded by Internet and computer usage policy
- [Personal Cell Phone Or Devices Use](#) – superseded by Internet and computer usage policy
- [Email Usage](#) – superseded by Internet and computer usage policy
- [PLSB Grant Money](#) – combined with Grants, Sponsorships and Donations policy

**M: Maxine Fodness moved to send all the policy updates and deletions outlined here to the Board for final vote.**

**Carried.**

The Policy Committee felt the [Finance Fund Account](#) policy would best be discussed at the Executive level.

**Jennifer Anheligher returned to the meeting at 1:00pm**

**M: Matthew McLennan moved to send the Finance Fund Policy as amended to the Board for final vote.**

**Carried.**

**16. In Camera – Personnel – standing performance evaluation discussion.**

**Jodi Dahlgren and Jessie Morris left the meeting at 12:39pm**

**M: Dwayne moved to go into camera at 12:40pm**

**Carried.**

**James MacDonald left the meeting at 1:04pm**

**M: Barb Smith moved to go into camera at 1:05pm**

**Carried**

**M: Jennifer Anheligher moved to come out of Camera at 1:14pm**

**M: Maxine Fodness moved to approve payment of tuition (up to \$10,000 USD) for the Quantic Executive Master of Business Administration (EMBA) degree less any scholarship funds awarded to the Executive Director.**

**Carried.**

- Understood we will cover remainder after scholarship for tuition up to \$10,000 USD.
- Understood these are American figures which will have to be converted.
- Understood we will follow regular continuing education repayment policy if ED leaves employment with NLLS.

- Understood that costs for conferences associated with the degree will be reviewed as they are known. They may fall within regular PD guidelines and budget.

**M: Jennifer Anheligher moved to approve the policy for Executive Director compensation.**

**M: Barbara Smith moved to adjourn the meeting at 1:14pm**

Adjournment

**NEW ACTION ITEMS**

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

**A: Executive Director to write a letter to the new premier congratulating her on her recent election.**

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Approved by

\_\_\_\_\_  
Date