

# Executive Meeting Minutes 2023-06-09

## Meeting Minutes - Executive Committee Meeting

### Meeting Information

Date: June 9, 2023

Location: Morinville Public Library

Attendees: Jen Anheliger, Dwayne Spicer, Larry Tiedemann, Barbara Smith, Maxine Fodness, Josh Crick, Kelly Chamzuk, Vicky Lefebvre.

Guests: Jodi Dahlgren (LMC Chair), Isabelle Cramp (Manager Morinville Public Library)

Regrets: Leslie Cusack, Matthew McLennan

Staff: James MacDonald, Terri Hampson

The meeting is open to the public. We aim to provide a Zoom connection to watch the proceedings. We can not guarantee the quality of the Zoom connection or the ability to participate fully through the Zoom connection.

Join Zoom Meeting

<https://us02web.zoom.us/j/9128782619?pwd=T1I5RVlwdmpHL3pvb1IDdTJudUtGUT09>

Meeting ID: 912 878 2619

Passcode: Executive

### AGENDA

#### ***Land Acknowledgment***

*As the collective stewards of this land, Morinville Community library strives to honour our commitment to uphold the spirit of collaboration and friendship as intended by Treaty 6. It is our pledge to learn form the past and to follow a shared path forward with those who walked these lands since time immemorial for as long as the sun shines, the grass grows, and the river flows.*

**1. M1 – Barbara Smith motions the Approval of the Agenda as presented, all in favor, motion carried.**

**2. M2 – Maxine Fodness motions the Approval of Previous [Minutes of April 14th](#) as presented, all in favor, motion carried.**

### **3. Reports**

3.1 Chair's Report – nothing to report at this time.

3.2 Executive Director's [Conference Report \(IUG\)](#) & [regular report](#).

**M3 –Kelly Chamzuk motions to accept the Executive Director report as discussed, all in favor, motion carried.**

### 3.3 [Financial Report](#) & [Budget Vs. Actuals](#)

**Briefing note:** We have one budget line over by 10%. (Computer Server Infrastructure 6114) This is the result of last year's late decision to adopt Deepfreeze and is an anticipated overage.

All municipalities have paid their levies. Library levies are coming in.

**M4 –Larry Tiedemann motions to accept the Financial Report as presented, all in favor, motion carried.**

### **4. Auditor RFP**

**Briefing Note:** We are at the end of our contract with Metrix Group. An [RFP was published](#) on March 2, 2023 and closed on April 28th. We received the following responses:

#### **Metrix (Current Company)**

View Quote Here: [Metrix](#)

\$16,500 – \$17,500 – 3 yrs

\$16,500 - \$18,500 – 5 yrs

#### **Ashley Zutz | Principal**

Grant Thornton LLP

\$10,000 more than what we pay currently – no quote given after verbal meeting

#### **Gregory, Harriman & Associates LLP**

View Quote Here: [GHP](#)

\$22,000 – \$25,470 - 5 yrs

**M5 –Josh Crick motions to accept the proposal of Metrix as discussed, all in favor, motion carried.**

**M7 - Amendment to M5 to accept the 5-year proposal of the Metrix RFP as discussed, all in favor, motion carried.**

## **5. Communications Audit**

**Briefing Note:** We recently engaged with Focus Communications to conduct a communications audit. Their report concludes with several recommendations that should be considered by the Board and the Plan of Service committee. The Report is [available here](#).

**Actions:**

- resend out the standard for LibAnswers ticket process
- take recommendations to the Plan of Service meeting

**M6 – Dwayne Spicer motions to accept the Communications Audit report as provided, all in favor, motion carried.**

## **6. OROS Project**

**Briefing Note:** We have received a [proposal from Cold Lake Library](#) for funding from the On Reserve On Settlement funds. This is in addition to their local appropriation, so it is coming before the Executive for approval. The Indigenous Advisory Circle has been asked for feedback on the project.

**M8 – Maxine Fodness motions to accept the proposal from the Cold Lake Library to be taken from the reserve OROS grant money, all in favor, motion carried.**

We have received a [request for funding from Elizabeth Métis Settlement](#). They wish to hire a local resident to promote existing library services in the community over the summer, sign residents up for library memberships and show them how to access our inline resources. They also seek funding for internet services, bookshelves, and two computers. They hope to form a local library board and start a local library in the coming months. Total cost \$8,000 - \$10,000.

**M9 –Barbara Smith motions to accept the request for funding from Elizabeth Metis Settlement up to \$10,000 to be taken from the reserve OROS grant money, all in favor, motion carried.**

We have been investigating a new website for residents of reserves and settlements. [The concept](#) is to produce a simple and clean method to identify nearby library services and enhance the online registration process with participating libraries. We would launch this site in conjunction with radio

advertising. This is a first look at the idea. We'll discuss the service with library managers and the Indigenous Advisory Circle. There may be interest from other regional library systems to help in funding the site.

### **Library Tour and Lunch 11:30 - 12:30**

## **7. Election of Officers**

**Briefing Note:** The position of [Vice-Chair](#) and [Treasurer](#) are now open.

1st call for nominations of Vice-Chair (30 seconds)

Maxine Fodness nominated Dwayne Spicer and he accepts

2nd call for nominations of Vice-Chair (30 seconds)

3rd call for nominations of Vice-Chair (30 seconds)

**M10-Kelly Chamzuk moves the nominations for Vice-Chair cease.**

Dwayne Spicer is acclaimed.

1st call for nominations of Treasurer (30 seconds)

Larry Tiedemann names to stand.

2nd call for nominations of Treasurer (30 seconds)

3rd call for nominations of Treasurer (30 seconds)

**M11-Barbara Smith moves those nominations for Treasurer cease.**

Larry Tiedemann is acclaimed.

### **7.1 Signing Authority**

**Briefing note:** [By policy](#) "Signing officers shall be the Executive Director or the Finance Officer, the Board Chairman, and two (2) others from the Executive Committee." We need a motion in our minutes to grant signing authority to two other board members besides Jenn.

**M12- Larry Tiedemann moved to approve signing authority for James MacDonald as Executive Director; Terri Hampson as Finance Officer, Jennifer Anheliger as NLLS Board Chair, Dwayne Spicer as NLLS Board Vice Chair; and to remove signing authority from Vicky Lefebvre and any previously approved individuals not named in this motion.**

## **8. Policy updates**

Briefing note: The policy committee met on April 6th, 2023. See [the minutes](#) from that meeting.

### **POLICIES FOR REVISION:**

- Section 1:1M - [Sick/Personal Days](#)  
**Briefing Note:** The intent is to remove as much duplication with Alberta Labour Standards as possible and simplify the language.
- Section 1:2D - [Pandemic Situation](#) renamed the Emergency Management  
**Briefing Note:** A shift from the specific pandemic language to a more comprehensive policy relating to public health emergencies.
- Section 1:3J - [Internet and Computer Usage](#)  
**Briefing Note:** The amalgamation of the Spyware and Spam Control Policy.
- *Section 1:1H* - [Overtime](#)  
**Briefing Note:** Removal of everything already covered in Alberta Labour Standards. Shift to a group overtime agreement ([template](#) from Alberta Government)
- Section 2:1B - [Governance](#)  
**Briefing Note:** Incorporates the Policy Development policy into the Governance policy and simplifies the governance language. It also removes Executive Committee term limits that are more stringent than the legislated requirements.
- Section 1:1J - [Vacation](#)  
**Briefing Note:** Added language to require the establishment of vacation schedules twice each year. The executive wants a second look at the requirement to use carry-forward vacation before mid-year.

- Section 2:1M - [Records Retention](#)  
**Briefing Note:** Simplifies the language and moves to a digital-first strategy in records retention. The [retention schedule](#) also changes.

#### **POLICIES TO DELETE**

- Section 1:3K - [Spyware and Spam Control](#)  
**Briefing Note:** Amalgamated into the Internet and Computer Use policy
- Section 2:1N - [Policy Making](#)  
**Briefing Note:** Amalgamated into the Governance policy

**M13- Josh Crick motions to have the above policies sent to the next regular board meeting for approval, all in favor, motion carried.**

**M14- Maxine Fodness motions to move in-camera at 13:24, all in favor, motion carried.**

**9. In-Camera – Personnel – standing performance evaluation discussion.**

**M15- Josh Crick motions to move in-camera at 13:39, all in favor, motion carried.**

#### **10. Next Meetings**

##### **General Board**

Friday, August 25, 2023 (ONLINE) 10 am

Friday, November 24, 2023 (IN-PERSON & ONLINE) 10 am

##### **Executive Committee**

Friday, August 11, 2023, at 10:00 am - in Tofield (online option available)

##### **Policy Committee**

TBD.

**11. M16 – Dwayne Spicer motions to Adjourn at 13:41pm.**