

2023-08-25 General Board Meeting Minutes - DRAFT

2023-08-25 Annual General Meeting of the Board

Northern Lights Library System Board

Regular Meeting

Northern Lights Library System

IN-PERSON

Also available online:

Join Zoom Meeting

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

Meeting ID: 912 878 2619

Passcode: Executive

10:00 AM Friday, August 25, 2023

[General Board Mtg Full Package](#) | Minutes in PDF

Meeting Minutes

Mission: Bringing the world to our communities by collaboratively providing efficient, effective, and exceptional library service.

Advocacy Slogan: Libraries: Value Beyond Words

Chair Contact Information: Jennifer Anheligher
jennifer.anheligher@morinville.ca

1. Call to order & Quorum – 10:05am

(25) has been met: 35 Present, 3 Alternates, 4 Guests [Board Attendance 2023 08 25](#)

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. M1 – Barbara Smith motions to adopt the Agenda as presented, all in favor, motion carried.

4. M2 – Dwayne Spicer motions to accept the [minutes of May 26, 2023](#) as presented all in favor, motion carried.

For Information

5. [Chairperson's Report](#) –Jennifer Anheliger

M3- Wanda Cochrane motions to accept the Chairs report as presented, all in favor, carried.

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

M4- Kelly Chamzuk motions to accept the ALTA report as presented, all in favor, carried.

7. [Budget Vs. Actuals](#) & [Financial Management Report](#) - James MacDonald

M5-Larry Tiedemann motions to accept the Financial report as presented, all in favor, carried.

Briefing note: Budget lines over by 10%. (Computer Server Infrastructure 6114 & Computer Software 6121) This is the result of last year's late decision to adopt Deepfreeze and is an anticipated overage. The OROS expenditures are also over by 10% and anticipated as we draw down the reserve in that area.

6616 shows a negative budget line. This is an adjustment by the auditor from 2020. We understand that a membership fee was inadvertently charged twice that year.

Library levies are nearly all paid.

Board Development Moment

Should I Vote For This Budget?

A webinar by the Alberta Library Trustees Association discusses the intricacies of library budgets. Experts include library consultant Dr. Margaret Law, Hank Smit of the Hinton Municipal Library Board and the Yellowhead Regional Library System, and Renee LeBlanc, Finance Manager at The Alberta Library.

This webinar is directed toward local library budgets, but much of the content can be related to system budgets.

For Decision

8. Draft Budget

Briefing Note: This is a first look at the budget for 2024 and the presentation that will be made to the Board on August 25th. [Link to presentation](#) | [Link to draft budget](#)

M6-Leslie Cusack motions to accept the Draft Budget as presented, all in favor, carried.

9. 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.*

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 requirement to use carry-forward vacation before mid-year included.

- 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

M7- Mary Arnold motions to accept the omnibus policies as presented, all in favor, carried.

10. Next Meetings

Friday, November 24, 2023 (ONLINE) 10 am

Executive Committee

Friday, October 13, 2023, at 10:00 am - in Cold Lake (online option available)

Policy Committee

TBD

11. Adjournment

M8- Dwayne Spicer motions to adjourn at 12:08pm