

2024-02-09-Executive Meeting Minutes

2024-02-09 Executive Meeting Agenda

Meeting Agenda- Executive Committee Meeting

Meeting Information

This meeting is in-person with an online option for those who cannot travel and the public.

Join Zoom Meeting

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

Meeting ID: 912 878 2619

Passcode: Executive

Agenda in FULL

Date: February 9, 2024, Call to order 10:05am

Location: Paradise Valley

Attendees: Jenn Anheliger (Chair), Dwayne Spicer (Vice-Chair), Larry Tiedemann (Treasurer), Barbara Smith, Maxine Fodness, Leslie Cusack, Matthew McLennan, Kelly Chamzuk, Vicky Lefebvre

Regrets: Josh Crick

Guests: Jodi Dahlgren (LMC Chair)

Staff: James MacDonald, Terri Hampson

Land Acknowledgment

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.

2. Approval of the agenda

M1 Vicky L motions to approve the agenda, all in favor, carried.

3. Approval of previous minutes of [December 8, 2023](#)

M2 Barb S motions to approve the December 8, 2023 minutes, all in favor, carried

REPORTS

Financial Report, [Budget Vs. Actuals](#)

Briefing Note: 44 municipalities have paid their levies. 14 municipalities have not yet paid. 3 Indigenous communities will have their levies paid from the OROS reserve fund. The annual audit process is underway. We will likely need an online Executive meeting before our Board meeting to discuss the audit findings with the auditor, as per our usual practice.

M3 Larry T motions to approve the financial report as presented, all in favor, carried.

Chairs Report, Verbal

Briefing Note: We meet with the MLA, Scott Cyr, on Thursday at NLLS HQ. We expect Jenn will have an update from that conversation. The System's advocacy group also met in January.

M4 Larry T motions to have the policy committee investigate on office rental for government, all in favor, motion carried.

M5 Leslie C motions to approve the verbal Chair report as presented, all in favor, carried.

Executive Directors Report

Briefing Note:

Pelican Narrows

A letter was sent to their council on December 19th, 2023 in response to their request to leave the system. The letter is available [at this link](#).

They responded briefly with some interest in hearing about library grants. We are still working to connect.

Myrnam

Myrnam has formed a library board. We are actively working with them to get services rolling. They have met several times.

Elizabeth Métis Settlement

I met with the newly formed library board on January 8th. Two members of the PLSB were also there to help the board get their bearings. They have been successfully added to the Polaris Library System as a new branch. They are moving forward with good speed.

Glendon

The Glendon Library held a grand opening on January 27th. I facilitated a community focus group to aid in the development of their plan of service.

Legal

We are working to add the Legal library to the Polaris library system software. It appears they have identified a temporary location for the library.

General Updates

Vestibule

The vestibule is coming together. We believe we are still operating within budget. There have been some unforeseen costs. The hydro-vac truck required a whole day to ensure there were no sewer or water lines in the way of the screw piles.

M6 Maxine F motions to approve the Executive Director report as presented, all in favor, carried.

Action: ED to assess Board questions/section on the Annual Survey.

Annual Provincial Reports

Briefing Note: We are required to submit annual reports for the system and any service points operated by the system to the provincial government. These reports must be approved by the Board. The Board has delegated authority to the Executive to approve these reports so we can ensure they are submitted in a timely fashion. We will share the reports with the Board at the February Board meeting.

1. [System Report](#)
2. [Myrnam Library Report](#) - This will be our last report for this service point with the hand-off to the local library board commencing in January 2024.
3. [Fishing Lake Library Report](#) - The Fishing Lake Library remains a work in progress. We've been unsuccessful in securing a location. We meet with the settlement council in February.
4. Edmonton Garrison - We are still working on this report. We hope to have it complete before the meeting on the 9th.

M7 Kelly C motions to approve the library reports as presented, all in favor, carried.

DISCUSSION

OROS Website demonstration

Briefing Note: The OROS website is nearing completion. We will demonstrate the site to the library managers at their next meeting. Peace Library System has been shown the site and shows a keen interest in partnering with us on the project. They've offered to potentially pay for some further feature development. I will demonstrate the site in this meeting.

Action: Update Phone number to Cell Number, print page for interim until they get to the library for the actual card.

Myrnam Library Board - Support

Briefing Note: The Myrnam Library Board is getting off the ground and running. We want to support their development as much as possible. We propose doing this with a dedicated consulting service akin to a secondment. Given the financial constraints of the new board, we anticipate that NLLS will provide the **service at no cost**. We would provide initial services remotely to support the board in hiring a library manager, setting up policies, and in the development of a Plan of Service. Once the library manager is hired, we propose three weeks of on-site support. That support would include in-depth training for the library manager, collection development, and public service support. We anticipate the cost for three weeks of site support will be 7-10 thousand dollars.

M8 Vicky L motions to accept the secondment proposal to support Myrnam Library Board up to a maximum of \$10,000, all in favor, carried.

School Library Services Contract

Briefing Note: We met with the Northern Lights School Division regarding their library service point in Cold Lake, 4-Wing. We've proposed allowing the school to participate in the system. They would be added to the weekly van run, receive training for their school librarian, receive cataloging and purchase support, and access to the library system (TRAC). We've proposed that the cost be set at \$5.39/FTE student. A contract was drawn up by our lawyer and is currently being reviewed by the school administration.

The ED will present to the NLSD administrators in Lac La Biche on March 18th. The presentation is to help principals better understand the services available to them through local public libraries. The ED will contact libraries in the school district for their assistance with the presentation.

Action: Clause for renewing, and cost assessment to be done. Contract to be reviewed by the Executive.

DECISIONS

Glendon and the MD Book Allotment

Briefing Note: The book allotment is set aside at NLLS for Bonnyville and Cold Lake on a 70%/30% basis. Admin proposes that we provide Glendon with 10% of the allotment and reduce Bonnyville and Cold Lake proportionally, 7%/3%. Glendon has made the case that they capture about 19% of the MD population using population density (2.1/sq km) and the school catchment area of 945 square kilometres. 10% seems reasonable as they start out. We can monitor usage over the next few years to determine if any change is appropriate.

M9 motions to have James draft a letter on behalf of the NLLS board recommendation to the MD of Bonnyville regarding book allotment or service agreement consideration for Glendon Library, all in favor, carried.

Policy Updates for Board

NEW POLICIES

Section 1:1N - [Volunteer Time Off](#)

Briefing Note: In response to a discussion of the Executive Committee in December this policy was developed to allow staff the opportunity for greater community service in NLLS member municipalities. The policy proposes 7 hours of annual paid time off for volunteer service. VTO policies are increasingly popular with industry and non-profit organizations. They lead to increases in staff morale and develop a culture of service.

ACTION: Add, where appropriate wear NLLS clothing for promotion.
Add, specify unpaid volunteer work.

M10 Vicky L motions to amend the Volunteer time off as discussed, all in favor, motion carried.

Section 3:1O - [Sale of Capital Items](#)

Briefing Note: Establishes the authority for the sale of capital items and outlines a procedure. This policy was being followed but never formally adopted - it is taken from the Marigold Library System.

ACTION: Amend \$10,000 threshold for ED to sell.

M11 Barb S motions to move the Sale of Capital Items policy to the General Board for approval as amended, all in favor, motion carried.

POLICY REVISIONS

Section TOR - [Executive Director Evaluation Committee](#)

Briefing Note: Major changes proposed to these. Potential to combine this TOR and Policy. The intent is to free the committee to use evaluation methods most appropriate for the time while still formalizing the process.

ACTION: Add Job Description under primary metrics, Under Committee Role remove "optional"

M12 Maxine F motions to move the Executive Director Evaluation Committee policy as amended to General Board for approval, all in favor, motion carried.

Section 1:1V - [Police Information Check](#)

Briefing Note: This policy came up in the regular course of review. Grammar and other slight changes were made for clarity.

Section 1:2F - [Pets in the Workplace](#)

Briefing Note: This policy came up in the regular course of review. Grammar and other slight changes were made for clarity.

Section - 1 3:F - [Library Property](#)

Briefing Note: This policy came up in the regular course of review. Requires employees to properly sign out library property before using it.

Section - 1:3L - [Social Media Internal](#)

Briefing Note: This policy incorporates the service point (external) policy and slight changes for clarity have been made.

Section 1:3S - [Workplace Violence and Harassment](#)

Briefing Note: This policy came up in the regular course of review. Very slight modifications for clarity.

Section 1:4A - [Participation in Occupational Health & Safety](#)

Briefing Note: I proposed a name change for clarity. It strikes the need for a Health and Safety Committee as we do not have enough employees to make this a requirement. Other minor grammatical changes.

Section TOR - [Building Committee](#)

Briefing Note: Minor changes made for clarity.

Section 3:1F - [Corporate Credit Cards](#)

Briefing Note: We've added a section to the policy clarifying the use of loyalty and credit card points. We've also changed the policy from strictly using loyalty points for the NLLS conference to general revenue.

M13 Kelly motions to move the above policies to the General Board for approval, all in favor, motion carried.

POLICIES TO DELETE

Section 4:1D - [Social Media External](#)

Briefing Note: This policy was incorporated into the Social Media Internal policy and renamed the Social Media Policy.

Section 1:1X - [ED Evaluation](#)

Briefing Note: The Executive Director Evaluation Committee policy makes this policy redundant.

M13 Kelly motions to delete the above policies and move to the General Board for approval, all in favor, motion carried.

9. Next Meetings

General Board

- February 23th (Friday) 10 am (online)
- May 24th (AGM Friday) 10 am (In person with online option)
- August 23rd (Friday) 10 am (In person with online option)
- November 29th (Friday) 10 am (online)

Executive Committee

- April 12th (Friday) 10 am - Bonnyville
- June 14th (Friday) 10 am - Newbrook
- August 9th (Friday) 10 am - Gibbons
- October 11th (Friday) 10 am - Wainwright
- December 13th (Friday) 9 am - Elk Point, Headquarters

Policy Committee

- April 5th (Friday) 8 am
- May 31st (Friday) 8 am
- October 4th (Friday) 8 am

Library Managers Council

- February 28th (Wednesday) 10 am - Online
- May 22nd (Wednesday) 10 am - In Person
- September 25th (Wednesday) 10 am - In Person

Closed Session

M14 Kelly C motions to go into closed session at 1:09pm

Personnel – standing performance evaluation discussion.

M15 Leslie C motions to come out of closed session at 2:00pm

Adjournment

M16 Kelly C motions to adjourn at 2:01pm