

2024-02-23 General Board Meeting Minutes - DRAFT

Northern Lights Library System Board

Regular Meeting

Northern Lights Library System

On-Line

Join Zoom Meeting

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

Meeting ID: 912 878 2619

Passcode: Executive

10:00 AM Friday, February 23, 2024

General Board Mtg Full Package [HERE](#)

AGENDA

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 Anheliger |
jennifer.aneliger@morinville.ca

1. **Call to order by Board Chair at 10:00am & Quorum has been met**
[HERE](#) 36 Board members, 5 Alternates, 4 Staff/Guests.
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. **Approval of the Agenda**

M1-Norm Noel motions to approve the agenda, all in favor, motion carried.

4. **Approval of the minutes of [November 24, 2023](#)**

M2- Jennifer Johnson motions to approve the 2023 11 24 meeting minutes , all in favor, motion carried.

PRESENTATIONS

5. **Audit Report [Auditor Report 2023](#)**

Auditor's Presentation | Draft Financial Statements | Audit Findings Report

Briefing Note: Metrix Group LLP: "In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library System as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with the Canadian public sector accounting standards for government not-for-profit organizations." "In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard."

M3- Larry Tiedemann motions to approve the Auditor report, all in favor, motion carried.

M4- Dwayne Spicer motions to accept Metrix LLP as Auditors for 2024, all in favor, motion carried.

DECISIONS

6. **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 one 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.

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 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. **Direction for Administration: Thank you letter to organization volunteered for.**

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.

POLICIES FOR REVISION:

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.

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 need more employees to make this a requirement but opens us to creating a committee in the future if employees numbers warrant. 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.

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.

M5- Lorraine Berry motions an omnibus motion to accept all policies presented, all in favor, motion carried.

7. 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.

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](#) – This report is complete.

M6- Edie Yuill motions to approve the Annual Provincial Reports as presented and submit to PLSB, all in favor, motion carried.

DISCUSSION

- **OROS Website demonstration**
Briefing Note: The OROS website is nearing completion. 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. We will demonstrate the site in this meeting. **Recommendations:**
 - **Ability to add to Apple or Android Wallet**
 - **“Join your public library today” in various Indigenous languages.**

REPORTS

9. [Chair's Report](#) - Jennifer Anheliger

M7- Kelly Chamzuk motions to approve the Chairs report as presented, all in favor, motion carried.

10. Alberta Library Trustee's Association - [ALTA Report](#) - Jennifer Anheliger

M8- Barbara Smith motions to approve the ALTA report as presented with an update to the conference information, all in favor, motion carried.

11. Library Manager's Council Report: This report will be sent to the board by email sometime after the LMC meeting on February 28th.
12. Executive Director's Report – verbal update, weekly reports are still being sent.

13. 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.

M9 – Larry Tiedemann motions to approve the Financial report as presented, all in favor, motion carried.

14. Next Meetings

- **General Board**

- May 24th (AGM Friday) 10 am (In person with online option)

M10 – Larry Tiedemann motions to move the General Board Meeting to Wed May 22 instead of the 24 to allow for PD training, majority in favor, motion carried.

- 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

12. **Adjournment.**

M11- Curits Schoepp motions to adjourn meeting at 11:13am, all in favor, motion carried.