



Northern Lights Library System

Executive Summary

VOLUME 6, ISSUE 3

JUNE 2014

COVERED

IN THIS ISSUE:

- Financial Report
- IT and Bib. Services Operational Policies
- Policy
- Book Allotment Committee
- Directors Report
- Chairman's Report
- Budget Deliberations

EXECUTIVE COMMITTEE MEMBERS

PRESENT:

Larry Tiedemann

Dallas Degenhardt

Arnold Hanson

Stephen Dafoe

Parrish Tung

Wayne Bokenfohr

Ina Smith

Dwight Dach

Don Padlesky

ABSENT:

Pat Gordeyko

STAFF:

Brigitte Sakaluk

Mircea Panciuk

Patty Mathiot

GUEST:

Maureen Penn

Financial Report

- Levies and operating grant are higher due to Lamont County joining NLLS in January.
- Deferred allotment is the book allotment left over in this year.
- Online databases will be over budget. Zinio platform fee is not being reimbursed by the Alberta government, but have extended the subscription period instead. Also will have to cover universal Core costs \$5600.00 Universal core \$4100.00 Zinio over and above.
- LMAC line will be over budget due to the gadget labs which were approved at Exec level in March. **Motion to approve the financial report as presented. Moved by Dallas Degenhardt – carried.**

IT and Bib. Services operational policies

- Rework the wording in the IT Operational policy that NLLS will endeavour to support existing/emerging technologies.
- **Motion to approve the Bib Services Operational Policy – Stephen Dafoe – carried.**
- The IT Operational Policy will be brought back to the August meeting.

Policy

- Advocacy – Ina will send a sample policy. Board to write letter re: Public Library Funding (Chinook Arch)
- Board member responsibilities – **motion to accept the board member responsibilities policy as presented. Moved by Stephen Dafoe –carried.**
- Board member recognition – remove the gifts for board recognition. Send a thank you letter when the board member leaves. Special circumstances – long term service will be addressed and may be recognized with a gift as determined by the Executive.
- Capital replacement procedure – discussion regarding change of auditor. Add parking lot under capital assets.
- **Dallas Degenhardt moved the approval of Finance, General Finance, Fiscal Year end and background to Financial Data. – carried**
- **Wayne Bokenfohr moved the capital assets as amended with the parking lot added 10 years. – carried**
- **Larry Tiedemann moved last 3 procedures as presented – carried**
- Tendering procedure – The Executive want there to be a minimum of two quotes added to the use of the Request for Quotation form that was provided. Also something to the effect that the lowest quote was not necessarily the one taken. This is to be brought back to the next meeting.
- **Wayne Bokenfohr moved that administration brings the Executive Committee a policy referencing current policy plus two quotes - carried**
- Social media policy – admin is to look at the policies of other systems for guidance in creating one. This will be brought back to the next meeting

The information in this document was approved at the Executive Committee meeting on August 5, 2014. Please submit any feedback, positive or negative, by email to Patty at pmathiot@nlls.ab.ca.

Important Dates to Remember in 2014

Executive Committee Meetings

- February 24
- March 1
- May 5
- June 16
- August 5
- September 6
- October 6
- November 1

Board Meetings

- March 1
- September 6
- November 1

Library Managers Advisory Council

May 21, 2014
October 23, 2014

NLLS Annual Conference

September 18 & 19

Book Allotment Committee

- Maureen read out the motion that was brought forward from the Library Managers Advisory Council Meeting.
- **Wayne Bokenfohr moves that the Executive Committee refer to the Book Allotment Committee the**
- **Library Managers Advisory Council request for increase to the outside purchases amount from 35% to 40% – carried**

Directors Report

- Meetings with board of record municipalities
- Hired an IT consultant under the direction of the Assistant Director. First day is June 23
- PLSB on Friday June 13th. Government Courier costs were addressed. Looking at increased capacity with a new facility.
- TAL CEO report
- Zinio platform – additional costs
- CLA conference attended. CLA advocacy boot camp by Huw Williams was a valuable session
- **Motion to accept the Directors reports as presented. Moved by Dallas Degenhardt – carried**

Chairman's Report

- Nodes meeting
- ME Initiative
- E-content
- HOOPLA
- Board basics workshop
- CELA network – replaces CNIB
- Review of the Libraries Act starting in November – be prepared for what you would like to see
- Results based budgeting – government wants
- Looking for best practises for school libraries
- Library a gathering place for all ages and cultures
- **Motion to approve the Chairman's report as presented. Moved by Larry Tiedemann – carried.**

Budget Deliberations

- Brigitte handed out a copy of the 2015 draft budget and the Executive Committee will come back with suggestions at the August meeting.



The information in this document was approved at the Executive Committee meeting on August 5, 2014. Please submit any feedback, positive or negative, by email to Patty at pmathiot@nlls.ab.ca.