



Northern Lights Library System

Executive Summary

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COVERED

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EXECUTIVE COMMITTEE MEMBERS

PRESENT:

Larry Tiedemann

Arnold Hanson

Stephen Dafeo

Parrish Tung

Wayne Bokenfohr

Pat Gordeyko

Ina Smith

Dwight Dach

Don Padlesky

ABSENT:

Dallas Degenhardt

STAFF:

Brigitte Sakaluk

Mircea Panciuk

Patty Mathiot

GUEST:

Maureen Penn

Financial Report

- Revenues top three are over budget due to Lamont County joining the system.
- Library Enhancement is a internally restricted reserve for the Fortigates (Customer Edge Devices) maintenance.
- Annual Conference \$2850 is donations.
- Online databases will be over budget.
- Library Managers Advisory Council includes the cost of the gadget labs.
- Brigitte went over the remaining financial reports **Motion to move the financial report as presented – Parrish Tung – carried.**

Board of Record

- Met with 3 counties that NLLS is board of record for – County of Minburn, County of Vermilion River and Beaver County. The information presented was understood through the explanation that was provided. NLLS will be using patron numbers instead of the previous percentages to begin in 2015. Would like to have NLLS estimate the cost to apply for the grant and issue cheques for the board of record.

Policy

- Advocacy – was received in June the board member orientation that relates to advocacy. There was an advocacy sample that was sent out by Ina that was handed out at the meeting. This sample could be tweaked for NLLS purposed and a place to start. It can be a working policy which can be changed as needed. It would be beneficial to have this policy in case someone asks questions. Keep the sample Advocacy policy on hand and bring back in September. 3.1 and 3.2 have good examples that could be included in the current policy. Re-examine this at the October meeting.
- Board Member Recognition – **Motion to accept the Board member recognition policy as revised – Stephen Dafeo – carried.**
- Tendering Procedure – take 6.2 out of the procedure. Would like to enable the use of email votes regarding tenders. Do meeting procedures allow for special votes? Check the policy. The Chairman can call special meetings. It is not a binding procedure unless brought to a next meeting. **Motion to approve the RFQ procedure as modified. Moved by Wayne Bokenfohr – carried.**
- Social Media - will be attached to policy #13. **Motion to present the Social Media Policy to the Board – Stephen Dafeo – carried.**

The information in this document was approved at the Executive Committee meeting on September 6, 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

Budget Deliberations

- 4.38% increase was presented at the last meeting. Concern with COLA at 3%.
- Building Committee still has to meet to discuss the AVIS report to see if NLLS is setting up enough in reserves for the building to create a long term capital plan. Building committee will have a conference call to start working on the plan before the September Board meeting. Currently the committee only consists of committee members, no staff. Brigitte and Mircea will also be on the committee. Have the committee create a 3 year plan and a 6 year plan. Would like to see what the other systems are putting in reserves for their building. The intent is to go through the report to see what is left. Try to find out the items to be done and put a dollar value.
- A question was asked about the logistics of the van run. The van run routes are based on distance and capacity. Was last reviewed two years ago when Innisfree came online.
- **Motion to set COLA at 2.5% moved by Don Padlesky – carried. – 2 opposed.**

IT and Bib. Services operational policies

- page 3 services provided there was a change and on page 6. Remove non-windows computers from the document. Would like to see the changes highlighted in the document when sent out to the Executive for review.
- **Motion to approve the IT operational policy as amended – Stephen Dafoe – carried.**

Directors Report

- Village of Waskatenau – Library has been closed for over a year. There is now an agreement and lease in place with the Catholic School in Waskatenau for the library to open hopefully in October.
- TAL online has expanded their online borrowing. A handout was provided on Alberta Wide Borrowing. TAL is asking any trustees to present a session at the ALC in 2015.
- A NLLS HQ staff directory was handed out. Mircea would like to put a portrait of Pat McNamee (1st Director of the system) in the NLLS board room at the September board meeting.
- ME initiative has all libraries on system except for TRAC. Nothing will be happening until August 25th.
- **Motion to approve the Director's report as presented – moved by Stephen Dafoe – carried.**

Chairman's Report

- attended one of the board of record meeting. Once all the facts were presented there were no issues.
- Has some ongoing conversations with the MLAs and be ready for funds and wish lists that are needed for the system. Theme for advocacy - use current population figures instead of 2010 numbers and raise the amount per capita realistic and real numbers. Arnold will create a letter to let NLLS board members have a common advocacy topic regarding libraries.
- **Motion to approve the chairman's report as presented moved by Wayne Bokenfohr - carried**

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