

**Executive Committee Meeting  
February 23, 2015  
Meeting Minutes**

Present: Arnold Hanson, Stephen Dafoe, Steven Schafer, Dallas Degenhardt, Vicky Lefebvre, Laurent Amyotte, Greg Barr, Dianne Ross (teleconference), Pat Gordeyko

Regrets: Wayne Bokenfohr

Guests: Maureen Penn, Barbara McCarthy

Staff: Mircea Panciuk, Brigitte Sakaluk, Patty Mathiot

1. Meeting called to order at 6:12 pm
2. Agenda – **Motion to approve the agenda as presented moved by Pat Gordeyko - carried**
3. Minutes of December 1, 2014 and Executive Summary – **Motion to approve the minutes as presented – moved Dallas Degenhardt – carried. Motion to approve the Executive Summary as presented moved by Stephen Dafoe – carried.**
4. 2014 Audited Financial Statements – a hard copy of the financial statements is in the packages. There is a \$68,200 excess of revenues over expenses. Collection development is less than budgeted. Public Services is more than budgeted, Infrastructure is less than budgeted, Staffing costs are less than budgeted. Revenues are more than budgeted. There was a net increase in cash of \$47,578 during 2014. Increase in Internally restricted reserves of \$4932.00. Invested in Capital Assets an increase of \$18,317.00. Increase in Unrestricted reserves \$44,971.00. **Motion to accept the 2014 Audited Report moved by Dallas Degenhardt, 2<sup>nd</sup> Steven Dafoe - carried.** Building Committee would like to change the parking lot from a 10 year to 15 amortization. The policy will have to be amended. **Motion to recommend to the board to amend the policy to read 15 years amortization instead of 10 years for the parking lot moved by Pat Gordeyko – carried.** Recommendation regarding staff attending the board meetings – it adds to the consultant/board relationship. It is also good for the staff to see the questions that are asked at the meetings. The other regions have their consultants attend the meetings. The executive would like to have the director ask the consultants the value of their time at the meetings. The Chairman will sign the minutes with each page initialed to prevent tampering of the minutes.
5. January 2015 Financial Report – Operating and establishment grant for 2014 was received for the Town of Lamont. NLLS will receive the 2015 grant as well. Establishment grant will be used for recon, hardware, wireless and computers. Expenses – book allotment, overdrive \$10,000 the other \$10,000 will be spent later. Interlibrary loan costs – TRAC plastic cards that were purchased for the libraries the invoice came in 2015. TRAC Polaris fees cost overrun is due to an app known as Boopsie. Oct 2014 began a staff benefits review – short term and long term benefits were increasing significantly. There is savings through Manulife and will begin coverage on April 2015. It is a guaranteed 3 year rate. Annual conference food costs have increased by 30% and might go over budget. Brigitte has applied for a CIP grant for the conference and found that food costs are increasing by 30%. Brigitte will be asking for the release of capital reserves of \$171,000.00 for servers, vehicles and furniture. Grants have been applied for through Enbridge and CFEP. There has been communication with Enbridge. Audit proposals – sent out 5 letters, received 3 quotes. Question regarding AB Health care premiums NLLS paid 50% of the

cost in previous years. Servers will have to be changed before the fall because they won't be compatible with the new servers for YRL. It will take approximately 3 days to switch out the servers. The work will be completed through ACSI. If NLLS doesn't get grants, there is \$55,000.00 in the reserves for changing the servers. **Motion to accept the financial report as presented – Stephen Dafoe – carried.**

6. Board Correspondence – Jen Andersons will be visiting the school housed libraries.
7. Alberta Library Conference
  - a. Executive Members attending – Greg Barr is no longer able to attend the Alberta Library Conference. Stephen Dafoe will attend in his place.
  - b. Charter Service – charter has been booked. Posted to ALTA, LAA, ALC website
8. Policy
  - a. Policy 4 – **motion to refer the policy #4 to the NLLS board – Stephen Dafoe – carried.**
  - b. Public Services Operational Policy – was emailed to the Exec. **Motion to approve the Public Services operational policy as presented – moved by Dallas Degenhardt – carried.**
9. Directors Report – point #6 – Gerri Lynn will not be returning to work until April 30<sup>th</sup>. 45 municipalities were in favor of the levy increase and four were not. Town of Lamont is now a member. IT has met with the school techs, Public services will be going this week to check out the collection to see what needs to be done. The new plastic library cards are now here at NLLS and will be delivered to the libraries for active patrons. Statement of services is based on 2013 statistics from the annual reports that are sent in to municipal affairs. NLLS Server upgrade was compiled by the IT department. In December there was talk about the survey for the annual report that the Executive would like to see. There were two different surveys that were sent out. Server upgrade – Brigitte won't hear from CFEP until June. This will have to be brought to board level, but funds will have to come out of somewhere to cover. Would like to recommend to the board to continue with the server upgrades. This includes 5 years warranty. Brigitte will investigate a lease option. The question was asked if there was an option for a provincial server. Each region does something different and software might not be compatible. Would like to see something compatible so all are doing the same thing. What is the next step forward for long term planning? The 7 systems are trying to get one ILS for the province. **Motion to accept the Directors report – Steven Schafer - carried**
10. Chairman's report – talking to the MLAs about the library systems. All executive members need to talk to the MLAs to ensure that NLLS doesn't lose money because of the issues that are arising. Libraries are on the bottom of the ladder for the majority of the MLAs. Book Allotment committee will need to set up a meeting before the March board meeting. Maureen would like to see where the book allotment committee is going if there are policies in place. **Motion to approve Chairman's report moved by Stephen Dafoe - carried.**
11. In Camera – **Motion to go into camera at 7:52 pm moved by Dallas Degenhardt – carried. Motion to come out of camera at 8:00 pm moved by Stephen Dafoe – carried. Motion to recommend Joly McCarthy & Dion for the 2015 – 2018 NLLS Audit moved by Steven Schafer – carried.**
12. **Adjournment at 8:01 pm moved by Dallas Degenhart - carried**