

**Executive Committee Meeting
March 7, 2015
Meeting Minutes**

Present: Arnold Hanson, Vick Lefebvre, Greg Barr, Laurent Amyotte, Stephen Dafoe, Steven Schafer, Dianne Ross

Regrets: Wayne Bokenfohr, Dallas Degenhardt, Pat Gordeyko

Guest : Stuart Pauls

Staff: Brigitte Sakaluk, Mircea Panciuk, Patty Mathiot

1. Meeting called to order at 8:38 am
2. Agenda – additions to the agenda, lease options for servers, LMAC report, Book Allotment, Budget Process, annual reports. **Motion to approve the agenda as amended – Steven Schafer – carried.**
3. Minutes of Feb 23 – **Motion to approve the minutes of February 23, 2015 as presented – moved by Laurent Amyotte – carried. Motion to approve the executive summary as presented – Stephen Dafoe – carried.**
4. Financial Report – Asking to release the capital at the board meeting. **Motion to accept the recommendation to the board to release capital reserves of \$171,000.00 moved by Dianne Ross - carried**
 - a. Lease options for servers \$112, 492.80 vs \$100, 352. It would cost more to lease than to purchase the servers. Motion to recommend to purchase the servers – moved by Vicky Lefebvre – carried. It will be mentioned at board level that grants have been applied for.
 - b. LMAC – correction on report. Book allotment committee has not approved the increase of outside purchases to 40% pending the approval of guidelines. Book allotment committee is created from the population groupings created for granting. **Motion to accept the LMAC report as information, moved by Stephen Dafoe - carried**
 - c. Book Allotment – LMAC needs an answer because it has been left too long. Stephen is wondering why the additional percentage required guidelines. **Motion that the Executive would like to recommend to the board to increase the outside purchases up to 40% effective March 7, 2015 with guidelines to follow in September - moved by Stephen Dafoe.** There is an issue with not receiving original receipts and that the recipient of payment is the one signing the forms. Arnold would like to see the library managers have more involvement with the guidelines. Feedback could include emails from the library managers. Have the discussions take place after the book allotment committee meeting once the parameters are in place. Is there a policy that covers over-arching regarding purchasing? Is it possible to get purchasing cards for the libraries? A person would have to be very mindful of the process. **Motion that book allotment committee prepare guidelines which will be sent to libraries for input with the intent for finalization at the September Board meeting – moved by Stephen Dafoe – carried.**
 - d. Budget Process – before the next board meeting, the budget needs to be completed. Only 22 municipalities replied to the survey. The executive to bring up at the board

meeting what they would like to see in the next budget. Items coming out of the survey: Board of record – wage increases – don't expect increase in funding. Amortization of capital assets is an issue at board level. At the Executive table, all members were in agreement that NLLS should be setting up amortization. The first draft needs to be presented to the Executive in June. There is an increase in TRAC fees in the next 4 years. Will the funding from the government be the same? Thought process should be how can NLLS scale back? In the past when there were cuts, it was in the reserves. Recommendation to prepare a number of budgets 0, -3, -5 to give staff opportunity to see where cuts can be made. Depreciation is one line in the budget. The executive will be meeting 3 times before the September board meeting. Recommendation for decision (RFD) shows the consequences of reductions. Administration can group ideas on the table and the Exec/Board will make the decision. There has been no news from PLSB regarding cuts to funding. Could the NLLS conference be reduced? Have it once every two years, only have a one day conference etc. The Director's visits to municipalities, could a NLLS vehicle be used. Have all staff look in their areas to see if efficiencies can be found within their departments.

5. Directors Report
 - a. Annual Reports Edmonton Garrison, Myrnam and NLLS - **Motion to take the annual reports to the NLLS Board for approval. Moved by Steven Schafer - carried**
 - b. Director's report hasn't changed from the last Exec meeting. Operational policies – bibliographic Services, Public Services and IT services. – Have them presented as information for the board meeting.
6. Chairman's report– hasn't changes since the last meeting
7. **Motion to adjourn at 9:37 am – moved by Arnold Hanson – carried.**

Approved by: _____ Date: _____