

**Executive Committee Meeting
June 13, 2015
Meeting Minutes**

Minutes taken by Stephen Dafoe

Present: Arnold Hanson, Stephen Dafoe, Dallas Degenhardt, Vicky Lefebvre (teleconference), Dianne Ross, Wayne Bokenfohr, Pat Gordeyko, Steven Schafer

Regrets: Laurent Amyotte, Greg Barr

1. Call to order at 10:08 am
2. Agenda
 - a. Add discussion for book allotment – added to board briefs,
 - b. Briefing for board meeting
 - c. Extension process
 - d. Parrish Letter

Motion to approve the agenda as amended – Moved by Wayne Bokenfohr - carried
3. Minutes of May 25, 2015
 - a. Change executive summary from LAA to ALTA
 - b. Proceed not process
 - c. New gov't not program (scratch)
 - d. ALLB should be Lac La Biche County Libraries – both branches
 - e. June 13 not 15 for the Exec meeting

Motion to approve the minutes and executive summary as amended moved by Stephen Schafer - carried

Motion to go into camera at 10:30 am moved by Stephen Dafoe – carried

Motion to come out of camera at 10:57 am moved by Stephen Dafoe - carried
4. Process for hiring the Director Position – **Motion to recommend to the Board to approve the Executives recommendation to contract a recruiting firm to find suitable candidates for the position of Executive Director. The fee is not to exceed 25% for the Executive Directors Salary. Moved by Pat Gordeyko –carried.**
 - a. Interm FOIP Coordinator – **Motion to appoint Julie Walker as an interim FOIP Coordinator. Moved by Dallas Degenhardt – carried. Motion that the Executive have IT to instruct staff how to use blind carbon copy on all group and mass emails to provide best practise with respect to FOIP legislation. Moved by Stephen Dafoe – carried.**
 - b. Personnel access to simply accounting – tabled until the August 17 Exec meeting
 - c. Business Consent for CCRA (Record of Employment)- **Motion to appoint Patricia Mathiot as an interim Financial Officer for Northern Lights Library System moved by Wayne Bokenfohr – carried.**
5. 2016 budget – **Motion to have departments begin budget process by looking at upcoming needs and potential efficiencies in preparation for both budget process and organizational review. Moved by Stephen Dafoe –carried.**
 - a. **Motion that all department heads attend all Executive Committee meetings from this point on. Moved by Dianne Ross – carried.**

6. Financial Report – **motion to approve the financial report as presented moved by Dallas Degenhardt – carried.**
7. SV of West Baptise – Consult with PLSB to get process for new members and send one Executive Committee member and one Staff member moved by Stephen Dafoe – carried. **Motion to appoint Julie Walker as interim Executive Director effective June 13, 2015 moved by Steven Schafer – carried.**
8. ALTA Representative and alternate – refer to the NLLS board
9. LMAC report – **Motion to accept the LMAC report as information moved by Dallas Degenhardt - carried**
10. Chairman’s report – **Motion to accept the Chairman’s report for information moved by Dallas Degenhardt – carried**
11. Adjournment – motion to adjourn at 12:40 pm moved by Dallas Degenhardt – carried

Approved by: _____ Date: _____

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