

**Executive Committee Meeting
August 17, 2015
Meeting Minutes**

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

Staff: Julie Walker, Wei Xuan, Patty Mathiot

Guest: Maureen Penn

1. Meeting called to order at 5:40 pm
2. Additions to the agenda – Add in camera – process of hiring director and alternate, questions from the board, personnel. **Motion to approve the agenda as amended – Wayne Bokenfohr – carried.**
3. Meeting minutes of June 13, 2015 – Stephen Schafer approved the minutes of the Exec meeting in June. The board minutes were looked at and people making the motions were clarified. **Motion to approve the Executive Committee minutes of June 13th as amended – Stephen Dafoe - carried**
4. Process for hiring director (moved to in camera)
5. Library manager secondment – Maureen and Ina will be doing some work to help the libraries. The libraries helped themselves out during the summer. Ina hasn't been utilized as of yet. Maureen has helped a couple of libraries in the meantime which is great. Maureen is commenting that Lamont is a different circumstance because of the public and school side which is intertwined. PLSB doesn't having an issue with the library managers helping out in the secondment position. Maureen doesn't know if Lamont has an agreement with the school division. Jen Anderson should have her report of school housed libraries out this fall. **Motion to accept as information moved by Stephen Dafoe – carried.**
6. 2016 budget – Julie has looked at bib services as far as pay scale and training. Wei has looked at assistive technologies and other IT items. Julie was able to get budgets from other systems to see how they are formatted. PLSB was only looking as best practises, not the budget itself. The organizational review is part of the budget process. Will need to have a budget meeting. Stephen recommended to take a look at last years budget and go line by line as a start. NLLS is not sure how the government is funding the system being that the budget is being passed so late in the year. IT is the biggest thing for the budget. Training will be needed for IT staff for the new server. **Motion - a. the 2014 and 15 budget be sent to the executive committee for review, b. have the departments prepare a list of needs and reductions for the 2016 budget, c. Budget committee review, d. budget committee to meet and discuss the budget, e. the budget will be reviewed quarterly or semi-annually moved by Stephen Dafoe – carried.**
7. Financial Report – received the grant from the government and the library boards have been invoiced – **Motion to accept the financial report as information moved by Wayne Bokenfohr - carried**
8. SV of West Baptiste, Village of Andrew – need a motion from their council in order for them to become members. The presentation takes place before they make the motion to join. Julie will

make the presentation. If there is a board member present, give the municipal version of what they save by joining the system. The seconded library managers can help with what is expected at library level. **Motion to accept as information – Stephen Dafoe - carried**

9. LMAC report – Book Allotment – the final guidelines would be in place. The book allotment committee hasn't met. Would like to have the new director in place before the guidelines are official. There are a few libraries that aren't adhering to the guidelines but with gentle reminders they are coming around. The book allotment committee is still formed and will be called if needed. Would like to see the Zinio collection increased from 40 to 50 subscriptions.

Motion to move acceptance of the LMAC report – Dallas Degenhardt - carried

10. Interim Directors Report

- Conference is set. The grant that was applied for the conference was not received. 115 registrations received to date.
- Servers – the grant that was applied for hasn't been received.
- 7 systems are looking a becoming one – There is a meeting on the 25th of August the Julie will be attending. Possibility of looking at a new ILS. – Potential efficiencies would include a centralized cataloguing system. Will effect the board and how things will be voted on. Looking at ILL system to become as one (to replace VDX)
- Intercom system – sent out 3 requests for proposals. One quote was received at \$1,600.00.
- EBSCO host will be 10,500 for the next 3 years (budget line) Universal Core
- PLSB – new subscription for Canadian News stand is up and running.
- Training for staff – WHIMIS and violence in the workplace
- FOIP was extended for another 3 years. Julie will need to see who has it and who doesn't
- WEI went to iii for SQL training to do custom reports.
- VDX training in house for 20 members and web ex training. Need to start doing webinars for training as well through go-to-webinars. The same company that NLLS uses go-to assist.
- Director and chairs meeting in October. To discuss the one system and possibly first nations
- Three staff members will be attending Mary Anne Penner's retirement party in Cold Lake on August 24th.
- System van ¾ or 1 tonne chassis to handle the weights that the van carried. The current van is having axle issues due to the weight being carried. There are 2 – 2009 Uplander vans that the mileage is okay. Julie would like to see one passenger van and a smaller vehicle used for consultant visits. The van for van run is customized being that it has one door on each side because it is hard to pull the tubs across. Need a RFP for a ¾ tonne van. Julie is also requesting for a magnetic decal for the van instead of the wrap that is currently on them which is a hazard while driving.
- Efficiencies –
 - i. Printers in house at NLLS. Currently there are 12 printers plus the big Xerox printers. The Xerox printer is more efficient and isn't being utilized. Would like to see NLLS go down to 4 printers in house and have the majority of staff use

the Xerox printer. It would save NLLS approximately \$700.00 in the cost of toners.

- ii. Standardizing mileage for Library Managers and Board members. Have the library managers claim mileage from the Library and the NLLS Board members/Exec members claim mileage from their municipal Office would have a savings of approximately \$3232.00
- iii. Eliminate the charter service to Jasper and release the block of rooms being held for the conference. Keep a reservation of rooms for staff members and Executive Committee members. In 2015 two library managers didn't adhere to the 60 day cancellation policy. This would free up staff time for figuring out the billing for the charter service and the rooms. The executive recommends to cancel for 2016 but if there is demand, restrictions will be put in place.

Motion to accept the interim Directors report – Dianne Ross - Carried

- 11. Chairman's Report – majority of what the Chairman has been working with will be in camera
- 12. In camera – process of hiring, personnel, questions from the board. **Motion to go in to camera at 7:33 moved by Wayne Bokenfohr – carried. Motion to come out of camera at 8:53 moved by Dallas Degenhardt – carried. Motion to re-affirm that Julie Walker is the interim Director moved by Vicky Lefebvre – carried. Motion to separate HR from payroll files moved by Wayne Bokenfohr –carried. Motion to secure cabinets and have a lock box with codes for HR and all keys are to remain in the building in accordance with best practises moved by Steven Schafer – carried. Motion to hire Toni May at \$25.00 per hour after background checks are made moved by Laurent Amyotte – carried. Motion to pay Maureen Penn a consultant fee of \$35.00 per hour on behalf of her time spent for NLLS – moved by Dallas Degenhardt – carried. Motion to nominate a Dallas Degenhardt(1), Wayne Bokenfohr(2), Steven Schafer(3) as an alternate for the interview process in case one individual of the three cannot attend – moved by Greg Barr. Motion from the in camera session discussion that the acting director get paid an extra \$10.00 fee to her wage in the acting director role effective September 1, 2015. Moved by Dallas Degenhardt – carried.**
- 13. Adjournment – **motion to adjourn at 9:03 pm moved by Pat Gordeyko – carried.**

Approved by: _____ Date: _____