

**Executive Committee meeting
October 19, 2015
Meeting minutes**

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

Regrets: Dianne Ross, Steven Schafer

Guest: Maureen Penn

Staff: Julie Walker, Wei Xuan, Patty Mathiot

1. Meeting called to order at 5:09 pm
2. Agenda – Add in camera at the end of the agenda, add 7.a server upgrade project
3. Minutes – **Motion to approve the Aug 17 Executive Committee minutes moved by Dallas Degenhardt – carried. Motion to approve the September 12 Executive Committee meeting notes – moved by Stephen Dafoe - carried**
4. 2016 budget – using the 2014 population there is an increase, but that increase will go to the servers and reserves. Would like to see a comparison at the end of the year. **Motion to accept the proposed budget with the suggested changes and summary noted and forward to the NLLS Board. Moved by Dallas Degenhardt – carried.** Any questions that the board members have to be forwarded to Julie and Patty to forward to the Exec.
5. Financial Report – there are still a few expenditures and revenue regarding the NLLS annual conference. A true picture will show in the October financial statements. The executive noted that there is quite a few funds just sitting in the chequing account is there a better option for earning more interest? This is something that the finance committee can look at. Would like to see a break out of expenditures of the different committees ie. Finance, policy, Building, Exec, etc. **Motion to accept the financial report as presented – Patrick Gordeyko – carried.**
6. PLSB Organizational Review
 - This document was discussed at the LMAC meeting and they were grateful to see the document. There wasn't much kickback at the meeting
 - There was a motion at the September meeting to set up a policy committee. Send a reminder email to the board for those who would like to sit on the committee to put their names forward. A couple of names have been submitted to date.
 - Would like to see something in place so no board members are on the board more than 9 years. Each member is appointed by their municipality yearly.
 - Send out the board packages with read receipts to see how many board members read their emails. Post the minutes to the website once they are approved instead of creating the Executive Summary or Board Briefs. Send a link to the board members when the minutes are posted to the website. If a board member can't attend a meeting see if they are forwarding the information to their alternates. Currently the email goes out to the board members and alternates if they have been designated when they were appointed.
 - The Chairman and Interim Director will be attending a meeting with PLSB on Thursday Oct. 22.
 - There is concern with the AGM on November 7th that there could be a total change of the Executive Committee and what was started towards a new direction could be lost. Would like to see the current Executive Committee stay in place until the new Executive Director is hired and the policy committee is in place and working.

- The board has enough trust with the Executive Committee for continuity to address the survey. Would like to see positions stagger for 2 years. Budget would become ownership of the new committee. March would be a good time.
- The policy will have to be looked at. Currently all Executive Committee terms are only for 1 year. Would like to see a rotation of 3 members yearly. This way there is Direction, Input and Decision.
- Ask to draft a new policy (RFD) to allow the current Executive Committee to finish their current job and to go to a rotational basis (transitional policy) that way there is continuity. Have the RFD reviewed by the Executive Committee this week so it is ready to email out next week.
- Transitional policy to give the Executive committee and additional 6 month to hand over to the new director what has been done. Procedure – inform the board.
- Policy is going to be reviewed regarding Executive Committee appointments, options: do you agree with a transitional term, do you have alternative suggestions, don't agree. All of this is based on the recommendation from the PLSB review.
- The 8 executive committee members that are present at this meeting are committed to moving forward. Preface to strengthen communication....
- Send an email from Julie with the budget with a copy of the RFD. Mention of the RFD will be in the Chairman's report.
- PLSB is ready to help NLLS with policies.
- The Executive Committee would like to scrap the plan of service and redo. There are no goals and objectives in the current plan of service.
- Guidance should be based on AB legislation
- It was mentioned at the board meeting that Policy is an issue.

7. LMAC report

- LMAC notes and minutes were in the Exec packages
- On November 7th, Jodi Dahlgren will be representing LMAC at the board meeting.
- Public Library Services Consultant position is crucial, because staff don't have the training required for the position to help answer questions.
- Created an IT focus group
- Break out sessions, there were 5 groups that answered 4 questions, the feedback included in the folders and will be emailed out to the board members as part of their packages.
- Training – have a suite of training sessions and programs. So there are modules available. This can be put into the plan of service as part of the goals. NLLS didn't have the software before, but now can post training online through You Tube.
- LMAC would like to thank the board for the open lines of communication.

8. IT server upgrade project

- Wei handed out a summary of the expenditures for the server upgrade. Stephen would like to see this document brought to board level.
- Would like to use money from the server project that was saved to put towards training for the two network analysts instead of hiring someone in.

Motion to use the money from the server project to train the NLLS Network Analysts – moved by Dallas Degenhardt – carried.

9. Interim Directors report

- NLLS annual conference –there were some really great sessions. Team building by Catherine Hotte is something to consider for future PD.
- Ideas – be fit for life – health and Wellness – office ergonomics

- AUMA – checked out OH&S and found out that NLLS Staff do not need WHIMIS training. Staff will need to take harassment in the workplace and working alone (for a couple of staff members) this is in the 2016 budget.
 - Will need staff policies as part of the policy committee
 - TAL – PLSB has been funding TAL substantially and will be reducing the funding. In 2016 TAL will be using their reserve funds to cover databases. In 2017 the membership fee will go up. They will be approaching school divisions. Universal Core - TAL pulled out. It is in the NLLS budget.
 - Resource sharing meeting – Interim Director and Public Services Assistant attended the meeting in Calgary. VDX is coming to an end in 2018. Looking at other options.
 - Andrew presentation- Will be like Lamont Library (school housed). They have supernet to the school, not the library. Lamont paid \$5000.00. They might join in 2016.
 - Municipal Affairs – infrastructure – would like the systems get together to discuss what their needs are. Government courier might be on its way out. The building committee should get together to discuss what is needed to be done to the building.
 - Bookkeeper – Toni May has turned down the position, but has forwarded another name.
 - Government courier – What happens if Municipal Affairs does not continue funding government courier for libraries. Have a centralized 9 or 2) depots. NLLS would have to increase the van run to 2 deliveries per week.
 - Legal is interested in joining the system and would like a presentation
 - Idea for extra funding – harper Collins you download 25 books. Can sell to the patrons for \$3.00. Greg would like to have Julie explore this idea and bring more information to the Executive Committee. ALLB pays for Freading which costs them \$1000.00 per year.
 - **Motion to approve the interim Directors report moved by Dallas Degenhardt- carried**
10. Chairman’s report – the Chairman’s report is mainly topics to be discussed in camera
11. In camera – **Motion to go into camera at 7:32 pm moved by Wayne Bokenfohr – carried**
Motion to come out of camera at 8:22 pm moved by Laurent Amyotte
Motion to pay NLLS staff a 1.5% bonus for recognition of work done while in transition from May 1 – December 31, 2015 moved by Vicky Lefebvre – carried
- The interim Director will not qualify for lieu time, but will have vacation increased to 3 days per month as of September 1st while in the interim Director position.
12. Adjournment – **Motion to adjourn at 8:25 pm moved by Dallas Degenhardt – carried.**

Approved by: _____

Date: _____