

**NLLS Board meeting
NLLS Headquarters, Elk Point, AB
Meeting Minutes
November 7, 2015**

Present

Amyotte, Laurent - County of St. Paul	Arnold, Mary - Village of Paradise Valley
Austin, Wanda - Lac La Biche County	Barr, Greg - Town of Vermilion
Berry, David - Town of Vegreville	Boe, Vanessa - Village of Mannville
Bokenfohr, Wayne - Sturgeon County	Brown, Cathy - Town of Tofield
Capjack, Bernice - Town of Elk Point	Cheverie, Jim - Town of Bonnyville
Clarke, Donna - Town of Mundare	Degenhardt, Dallas - Village of Edgerton
Frank, Daryl - Village of Kitscoty	Gordeyko, Pat - County of Two Hills
Grabski, Cheri - Village of Boyle	Green, Joan - Village of Irma
Griffin, Warren - County of Athabasca	Hanson, Arnold - Beaver County
Hartl, Travis - Town of Viking	Kluttig, Dodi - Town of Redwater
Kuzio, Tara - County of Minburn	Lefebvre, Vicky - City of Cold Lake
Lukinuk, Craig - Smoky Lake County	Malica, Robert - Lamont County
Marko, Bernie - Village of Holden	McMann, Debbie - Village of Innisfree
Ross, Shelley - Town of Bruderheim	Tizzard, Randy - Town of Wainwright
Padlesky, Don & Wiebe, Dwight - Town of St. Paul	Parkyn, Roger - Village of Marwayne
Pocock, Lorna - Town of Bon Accord	Ross, Dianne - Town of Smoky Lake
Rudolf, Donna - Village of Myrnam	Saskiw, Gerrin - Town of Two Hills
Schafer, Steven - Town of Athabasca	Sinclair, Don - M. D. of Bonnyville
Smith, Ina - S.V. of Pelican Narrows	Svenson, Lavonne - Village of Ryley
Tiedemann, Larry - S.V. Mewatha Beach	Lawson, Bill & Ted Wilkinson - M.D. of Wainwright
Woodger, Jean - Town of Gibbons	

Regrets

Dafoe, Stephen - Town of Morinville	Gramlich, Val - Village of Chauvin
Hryciuk, Stacey - County of Vermilion River	Krahulec, Julie - Village of Waskatenau
Kuntz, Doyle - Village of Minburn	Sisson, Larry - Thorhild County
Sharun, Steve - Town of Lamont	

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills	Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach	Yontz, Bob - S.V. of Island Lake

Guests

Allen, Ken - Public Library Services Branch	Dahlgren, Jodi - Library Managers Advisory Council
Gray, Bonnie - Public Library Services Branch	

Staff

Mathiot, Patricia - Recording Secretary	Walker, Julie - Interim Director
Xuan, Wei - Information Technologies	

1. Call to order at 10: 05 am
2. Introductions
3. Adoption of Agenda – add 5.10 request from board member, add professional development. **Motion to approve the agenda as amended moved by Warren Griffen - carried**
4. Minutes of September 12, 2015 – no changes to the minutes. **Motion to approve the minutes of September 17 as presented moved by Steven Schafer – carried.**
5. For information
 - 5.1. Financial Report – some of the accounts receivable is conference registrations paid through paypal. The money was transferred to the bank and will be dealt with in November. A

question was asked if the credit union equity could be accessed once a year. **Motion to approve the financial report as presented Dallas Degenhardt – carried.**

5.2. 2016 Draft budget –

- 2016 Budget is presented with a 0 % increase using the 2014 population figures. On line 116 COLA will be reduced to 2%. Regarding salaries, NLLS is looking for a Director, Assistant Director and two consultants.
- The board likes the clarity in the budget with the summary
- PD is included through the various departments in the budget
- Delivery vans need to be special ordered to accommodate the two doors on the side. 1 van has been approved to be purchased from Lloydminster.

Motion to pass the 2016 draft budget with the 2% COLA moved by Wayne Bokenfohr - carried

5.3. Policy – RFD documents

- Christmas break – the Executive would like to go with option 1. NLLS is closed from December 25 – Jan 1, returning on January 4th. Board members would like to see the staff have the 24th off as well in the 2015 year. One board member mentioned that there are libraries that are open between Christmas and New Years Day. This will be for the 2015 Christmas season and could change for 2016. **Motion to move the Christmas RFD with option one which has time off with pay from December 24 – December 31, 2015 and January 1, 2016. Moved by Greg Barr – carried 2 opposed.**
- Annual General Meeting – Ken from PLSB said that NLLS should be having an organizational meeting instead of an Annual General meeting. The legislation is okay with one year terms. The Executive would like to see the organizational meeting moved to March to give transitional time. The issue with an organizational meeting in March is if there is a major change to board at election time, an emergency organizational meeting would need to be called because it would be too long between the municipal elections and the March meeting to not have anyone in place. The idea of 2 year rotational terms was favorable, but need policy in place to do so. Maybe advise the councils of this for next year and have a MOU for each municipality sign off on it.

Motion to proceed with the democratic process and proceed with elections today. Moved by Jim Cheverie - carried

5.4. NLLS Annual Conference –

- There were 155 attendees at the conference. It was well presented with great presentations.
- At Library Managers Advisory Council, they were upset that the conference isn't being offered next year. In place of the conference, in 2016 there will be training sessions for Library Managers, Library staff and board training. Webinars will be created for those who cannot attend. The conference will be bi-annual and the training sessions will be bi-annual.

Motion to accept the Annual Conference Report moved by Steven Schafer – carried.

5.5. ALTA Report

- There was a retreat in October to re-examine their mission and values. They are also preparing a couple of courses for the 2016 Alberta Library Conference.

Motion to accept the ALTA report as presented – Larry Tiedemann –carried.

5.6. LMAC Report

- The library managers held a round table to discuss training.
- They are very appreciative for the organizational review document
- LMAC would like to see someone hired for the Public Services Consultant position. They are no longer asking NLLS questions and are sourcing the answers amongst themselves.

Motion to accept the LMAC report as presented – Jodi Dahlgren – carried.

5.7. PLSB Report

- Danielle Larivee is the new minister of Municipal Affairs. She is from the Slave Lake riding.
- Organizational Review – Comments on site visits, first one is free and the 2nd one is \$75.00. Interim Director said the \$75.00 fee was only for the IT site visits, but this will be discontinued. The plan of service will need to be redone there are no goals or objectives. What does NLLS need to do to support libraries and members? This is what the goals and objectives need to cover. Some of the items in the report have already been acted upon.
- **Motion to accept the PLSB report – moved by Wanda Austin - carried**

5.8. Chairman's report

- Set up the hiring committee and will be sending a letter of offer on Monday morning. Hope to have the Director in place December 1st.
- Meetings with various ministers to discuss libraries. The chairman would like to encourage all board members to talk to the ministers at the upcoming conventions and thank them for what they have done for libraries.
- **Motion to accept the Chairman's report as presented moved by Arnold Hanson – carried.**

5.9. Interim Directors report

- Former minister of Municipal Affairs will meeting with Systems directors on possible infrastructure needs.
- Lots of Library Manger turnover and NLLS doesn't know of the changes until a few weeks later.
- **Motion to accept the interim Directors report as presented – moved by Arnold Hanson – carried.**

5.10. Request from Board member

- It is in regards to a request brought forward at the June meeting. Library boards don't fall under the MGA and needs to follow FOIP.

Motion to go into camera at 12:10 pm moved by David Berry –carried

Motion to come out of camera at 12:30 pm moved by Robert Malica – carried

Motion to put the past six months issues to bed – moved by Joan Green –carried.

5.11. Professional Development

- Would like to see 30 minutes training sessions at board meetings on a variety of topics.
- Motion to have professional development – moved by Vicky Lefebvre – carried.**

6. Adjournment – **Motion to adjourn at 12:40 pm moved by Wayne Bokenfohr – carried.**

Approved by: _____ Date: _____