

**Northern Lights Library System
Board Meeting
June 11, 2016
Meeting minutes**

Present

Amyotte, Laurent - County of St. Paul
Berry, David - Town of Vegreville
Bokenfohr, Wayne - Sturgeon County
Cheverie, Jim - Town of Bonnyville
Dafoe, Stephen - Town of Morinville
Foley, Bob - Town of Wainwright
Gordeyko, Pat - County of Two Hills
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Kuzio, Tara - County of Minburn
Marko, Bernie - Village of Holden
Parkyn, Roger - Village of Marwayne
Ross, Dianne - Town of Smoky Lake
Russnak, Linda - Village of Chauvin
Smith, Ina - S.V. of Pelican Narrows
Tung, Parrish - Town of Elk Point
Woodger, Jean - Town of Gibbons

Austin, Wanda - Lac La Biche County
Boe, Vanessa - Village of Mannville
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Grabski, Cheri - Village of Boyle
Griffin, Warren - County of Athabasca
Krahulec, Julie - Village of Waskatenau
Lukinuk, Craig - Smoky Lake County
McMann, Debbie - Village of Innisfree
Pocock, Lorna - Town of Bon Accord
Rudolf, Donna - Village of Myrnam
Saskiw, Gerren - Town of Two Hills
Svenson, Lavonne - Village of Ryley
Tyska-Evans, Tanu - Town of Athabasca

Regrets

Arnold, Mary - Village of Paradise Valley
Degenhardt, Dallas - Village of Edgerton
Hryciuk, Stacey - County of Vermilion River
Lefebvre, Vicky - City of Cold Lake
Sisson, Larry - Thorhild County

Barr, Greg - Town of Vermilion
Hartl, Travis - Town of Viking
Lawson, Bill - M.D. of Wainwright
Padlesky, Don - Town of St. Paul

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Hursin, Amelia (Myn) - S.V. of West Baptiste
Matiaszow, Brent - Village of Andrew
Romanko, Don - Village of Vilna
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep.
Yontz, Bob - S.V. of Island Lake

Fox, David - M. D. of Bonnyville
Malica, Robert - Lamont County
Olechow, Wayne - Town of Bruderheim
Sharun, Steven - Town of Lamont
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Allan, Ken - Library Branch Rep.
Penn, Maureen - Library Managers' Advisor

Feser, Ken - PLSB

Staff

Gray, Robyn - Public Services Consultant
Jamieson, Tracy - Recording Secretary
McGrath, Kelly - I.T. Consultant/Supervisor
Walker, Julie - Executive Director

Hutz, Terri - Finance Officer
Lorenzen, Kayla - Public Services Consultant
Poitras, Colette - Public Services Manager

1. Call to order – Meeting called to order at 10:07 am.
2. Introductions
3. Adoption of Agenda

**2016/06/11-01 Motion to approve the agenda
Laurent Amyotte – carried**

APPENDIX I

4. Minutes of February 27, 2015
**2016/06/11-02 Motion to approve the minutes of February 27, 2015
Pat Gordeyko – carried**

APPENDIX II

5. For information

1. Policy Committee Update

APPENDIX III

- Taken some policies from Municipalities and other Systems; Best Practices (laws)
 - Ken Allan has been advising from PLSB
 - Policies should be able to be implemented
 - Policies are to provide framework
 - Policies need to be approved by the Board
 - This is a “living document” therefore there will be changes going forward as each section is completed.
 - The Executive Committee Policy was changed to have better Zone representation.
 - 1 year terms do not work – now changed to 2 year terms.
 - Move to a March election date instead (the previous Executive passes a budget; and the new Executive has to work with it).
 - The AGM in November 2016 will see voting on a new Executive; but there will also be a new election in March 2017.
 - Starting in 2017 the AGM will be held in March going forward.
 - Zone representation:
 - Zone 1 = Athabasca County/County of Thorhild/Smoky Lake County
 - Zone 2 = Lac La Biche County/M.D. of Bonnyville/County of St. Paul
 - Zone 3 = Sturgeon County/Lamont County/Beaver County
 - Zone 4 = County of Two Hills/County of Minburn/M.D. of Wainwright/County of Vermilion River
 - Municipalities with a population of 15,000 or more will automatically get a seat (to a maximum of 3 seats)
 - Each Zone will vote for their own representative.
 - Minimum of 6 representative to a maximum of 10.
 - Continuity needed on Executive Committee therefore, Zone 1 and 3 will vote on odd years, and Zone 2 and 4 will vote on even years.
 - 2 terms of 2 years for the Chair and Executive members
 - If 2/3 of the Board votes in favor, then the Chair or Executive member can be re-appointed to another term.
- Suggestion for Policy Handbook that minutes of Executive Meetings to be emailed out to all Board Members (draft form).

2016/06/11-03 Motion to go into camera to discuss HR at 10:36 am

Arnold Hanson – carried

2016/06/11-04 Motion to come out of camera at 11:00 am

Craig Lukinuk – carried

2016/06/11-05 Motion to refer Section 1, G3 (Christmas Closure) back to the Policy Committee for further discussion and deliberation and to be brought back to the Board at the September meeting

Stephen Dafoe – carried

2016/06/11-06 Motion to accept the policies presented to date, with the exception of Section 1, G3

Wayne Bokenfohr – carried

2. Financial Report – Terri Hutz **APPENDIX IV**
- See attachment – the new layout keeps everyone accountable for where the money is being used.

**2016/06/11-07 Motion to accept Financial Report as presented
Dianne Ross – carried**

3. Library Managers' Council Report– Maureen Penn **APPENDIX V**
- Report of Breakout Session
- Thank you for the I-Pads and Leap Program– it takes the Libraries out of their 4 walls and gives them access to work out in the community.
- Libraries are loving the new databases – Tumble Books and Cypress Resume
- Footnote: Lac La Biche and Fort McMurray residents – ALLB has been offering free memberships and ME cards; free photocopying, faxing and printing; free books to residents that cannot get library cards.

**2016/06/11-08 Motion to accept the Library Managers' Council Report as presented
Wayne Bokenfohr – carried**

4. ALTA Report **APPENDIX VI**
- No report submitted.
5. ALTA Representative Alternate **Appendix VII**
- 3-4 meetings per year
- Face-to-face meetings are in Edmonton during the day; video conferencing in the evening
- Wayne Bokenfohr nominated Stephen Dafoe. Stephen Dafoe accepted nomination.
- Nominations ceased
- Stephen Dafoe acclaimed as ALTA Representative Alternate

6. Libraries Branch Report – Ken Allan **APPENDIX VIII**
- Plan of Service presentation
- Thursday and Friday all consultants, from all systems gathered together for a working symposium at PLSB
- Discussed future symposiums on Early Childhood Development
- There will be a symposium in February 2017 on providing services to Indigenous Peoples
- Ken Feser from PLSB gave a presentation on the Indigenous Peoples Grant Program
- The initiative is to provide services to the First Nations and Metis Settlements
- The system has received \$155,000 in grant money to work collaboratively with the First Nations and Reserves
- The main stipulation of this program is to remove the non-resident fee
- Ken Feser will be coming to the Board meeting in September

**2016/06/11-09 Motion to accept the Public Library Services Branch Report as information
Wayne Bokenfohr – carried**

7. Director's Report – Julie Walker

- New Staff
 - Robyn Gray – Public Services Consultant
 - Kayla Lorenzen – Public Services Consultant
 - Rhonda Cusack – ILL Assistant
 - Alexis Bristow and Dayna Wallington – summer students (received STEP funding)
 - Heather Elliott – 6 month contract position
 - Bibliographic/Delivery Manager position has been posted. Looking at October for a potential start date
- TAL Online has changed the way to search for materials online. There may be some service disruption, but should resume June 30
- Vermilion and Wainwright are in the process of basement renovations
- Boyle Library, Edgerton Library, and Three Cities Library (Paradise Valley) are in the process of moving.
- Village of Andrew is new to the System – retro-conversion of books will be done at HQ (approx. 8,000-12,000 items need to be done).
- 3 new databases have been added to our system – Tumble Books, Cypress Resume and Niche Academy
- 3D printer is ready for circulation to our libraries. Survey was sent out to the libraries and with the interest that it generated it was decided to purchase one
- At LMC meeting handed out new I-Pads and did a LEAP training session
- Our new phone system will be installed June 13 & 14. Staff extensions will change to 4 digit number. Will email a new listing and post on the website once install is completed
- Deepfreeze virus scan has been loaded on all public computers. Looking into a new virus program.
- New computers for HQ staff have now been installed
- Supernet will be update on July 7. Due to this upgrade, Fortigate and Exinder box need to be upgraded to deal with increased traffic. Fortigates for all libraries will have to be replaced next year.
- HQ is testing Office365 and Windows 10
- Looking at changing internet provider – Platinum is 80 mb, Axia is 150 mb for similar pricing
- Public Services has created 2 new social media accounts – Twitter and Pinterest
- Canada Day Parade in Elk Point – staff are participating on their own time
- FOIP Training – 44 attendees, was very informative – the link to the online course is <http://www.servicealberta.ca/foip/training/online-training.cfm>
- HQ did a Team Building day with Kathryn Hotte – was a very interesting session and a good experience for staff.
- Niche Academy – patrons and staff can access training. HQ can put our training sessions on there as well for others to access.
- Annual Conference – Thursday, September 16 – Registration is \$30
- Service Education Day training being offered to Library Manager, Library Staff, Library Board Members in the fall.

2016/06/11-10 Motion to accept the Executive Director's report as presented.

Warren Griffin – carried.

8. Chairman's Report

APPENDIX IX

- Thank you to the Policy Committee for working on the Handbook
- Thank you to HQ Staff for working hard to fill in empty positions
- Thank you to Librarians for getting the services out to patrons
- Government Round Tables – libraries are getting well noticed. The need is to get services to libraries and communities.
- MLA's – we need to thank them for the dollars we've received, and remind them about libraries and continued funding.

**2016/06/11-11 Motion to accept the Chairman's report as presented
Laurent Amyotte – carried**

Budget Committee

Laurent Amyotte
Lavonne Svenson
Craig Lukinuk
Vicky Lefebvre

**2016/06/11-12 Motion to adjourn at 1:27 pm
Stephen Dafoe – carried**

DRAFT