

**Northern Lights Library System
Board Meeting
September 17, 2016
Meeting minutes**

Present

Amyotte, Laurent - County of St. Paul
Berry, David - Town of Vegreville
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Grabski, Cheri - Village of Boyle
Griffin, Warren - County of Athabasca
Hartl, Travis - Town of Viking
Krahulec, Julie - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Marsh, Carl (alternate) - Village of Holden
Olechow, Wayne - Town of Bruderheim
Ross, Dianne - Town of Smoky Lake
Sisson, Larry - Thorhild County
Tizzard, Randy (alternate) - Town of Wainwright
Wilkinson, Ted (alternate) - M.D. of Wainwright
Yaceyko, Richard (alternate) - Town of Vermilion

Austin, Wanda - Lac La Biche County
Boe, Vanessa - Village of Mannville
Cheverie, Jim - Town of Bonnyville
Dach, Dwight - County of St. Paul
Degenhardt, Dallas - Village of Edgerton
Frank, Daryl - Village of Kitscoty
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Hryciuk, Stacey - County of Vermilion River
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
McMann, Debbie - Village of Innisfree
Padlesky, Don - Town of St. Paul
Rudolf, Donna - Village of Myrnam
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep.
Tyska-Evans, Tanu - Town of Athabasca
Woodger, Jean - Town of Gibbons

Regrets

Allan, Ken - Library Branch Rep
Bokenfohr, Wayne - Sturgeon County
Gramlich, Valerie - Village of Chauvin
Smith, Ina - S.V. of Pelican Narrows

Arnold, Mary - Village of Paradise Valley
Gordeyko, Pat - County of Two Hills
Gray, Bonnie - Library Branch Rep
Svenson, Lavonne - Village of Ryley

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Hursin, Amelia (Myn) - S.V. of West Baptiste
Matiaszow, Brent - Village of Andrew
Pocock, Lorna - Town of Bon Accord
Saskiw, Gerra - Town of Two Hills
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Yontz, Bob - S.V. of Island Lake

Fox, David - M. D. of Bonnyville
Malica, Robert - Lamont County
Parkyn, Roger - Village of Marwayne
Romanko, Don - Village of Vilna
Sharun, Steven - Town of Lamont
Tung, Parrish - Town of Elk Point

Guests

Dahlgren, Jodi - Library Managers' Advisor

Staff

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

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

1. Call to order – Meeting called to order at 10:09 am.
2. Introductions
3. Adoption of Agenda
Addition: 5.8 In-Camera

**2016/09/17-01 Motion to approve the amended agenda
Dallas Degenhardt – carried**

4. Minutes of June 11, 2016

**2016/09/17-02 Motion to approve the minutes of June 11, 2016
Laurent Amyotte – carried**

APPENDIX I

APPENDIX II

5. For information

APPENDIX III

1. Policy Committee Update

- Had another Policy Committee meeting – accomplished a lot of items
- Compensation – better definition
 - Level – experience, education, job classification
 - Step – tenure
 - COLA (cost of living allowance) will be decided by Executive Committee
 - Executive Director may have the right to move an employee up one Step; but if more than one Step is requested then it must go to the Executive Committee.
- Christmas Closure – this was taken back to the Policy Committee
 - an agreement was reached that all lieu would be time for time
 - dropped time and a half to straight time
 - staff will use lieu time within 3 months
 - previously staff was paid out for lieu at the end of the year
 - this creates a \$12,000/year savings going from time and a half to straight time for time
 - Christmas closure will be regular holiday for staff (Christmas to New Year's) who have worked a full year.
- Extended Health Benefit Plan
- Self-Directed Registered Plan
 - employee chooses financial institution they wish to deal with
- Functional Work Letter/Return to Work Letter (employee)/Statement of Commitment Letter (employer)
 - this is only for cases of extended leave of absences
- Workplace Impairment
- Grievance Committee
 - Consists of 1st Vice Chair and 1 representative from each zone (total of 5 members)
- NLLS Committees:
 - Executive Committee – up to 10 members
 - HR Committee (Grievance) – AdHoc 5 members
 - Finance & Audit Committee (Budget) – 5 members
 - Building & Equipment Committee – 5 members
 - Policy Committee – 5 members
 - Wherever possible have one member from each zone on the committees
 - All committees have the right to present to the Board
- Workplace Violence and Harassment
- How to be an Effective Board Member
 - Board members will serve on committees as required
- Executive Committee has the authority to hire the Executive Director; as well as the authority to terminate the Executive Director.
 - 2 members of the Executive Committee will present to the Grievance Committee
 - Executive Committee may immediately terminate the Executive Director under egregious circumstances.

- Some of the other items that are upcoming to be discussed:

- medical marijuana
- borrowing by-law (funds)
- vehicles – policy to buy/lease
- reserves funding for contingencies

2016/09/17-03 Motion to approve the proposed policies as updated and presented

Jim Cheverie -

Amended motion to approve the proposed policies as presented, with the exception of the definition of egregious. Refer the term egregious back to the Policy Committee for definition.

Stephen Dafoe – carried

2. Financial Report – Terri Hampson

APPENDIX IV

- See attachment
- establishment grant came in for Andrew
- almost done back changeover to ATB from Servus
- ATB has been very good in assisting with the investments
- investments of \$400,000
- changed garbage companies rate change from \$450/month to \$80/month

2016/09/17-04 Motion to accept Financial Report as presented

Les Dorosh – carried

3. Library Managers’ Council Report– Jodi Dahlgren

APPENDIX V

- Jodi presented on behalf of Maureen.
- Jodi couldn’t comment on the meetings attended by Maureen.
- On behalf of the LMC, a big thank you to NLLS staff for attending Powwow’s in the area

2016/09/17-05 Motion to accept the Library Managers’ Council Report as presented

Dallas Degenhardt – carried

4. ALTA Report – Larry Tiedemann

APPENDIX VI

- there was a meeting on September 15 via teleconference
- in the process of setting up various committees
- issues with LAA – as pertaining to Jasper Conference
- meeting scheduled for October
- project proposals for PLSB

2016/09/17-06 Motion to accept the ALTA Report as information

Stephen Dafoe – carried

5. Libraries Branch Report

APPENDIX VII

- no report submitted

- Presentation: Colette Poitras and Bailey Oster
“Alberta Indigenous Cultural Information”
- important to respond to the Indigenous People with understanding and empathy when they come into our libraries.
 - CBC program – Wab Kinew
 - Indigenous groups: First Nations (“Status” or “Non-Status”); Metis (mixed of First Nation & European history)
 - Inuit (Aboriginal people who have traditionally lived in Northern Canada)

6. Director’s Report – Julie Walker

APPENDIX VIII

- New employee Heather Elliott has been hired as Bibliographic Services Manager
- Patty Mathiot resigned
- Government Courier has made changes to the shipping process – PLSB has asked to stop the gov’t courier between libraries. All shipments are to be sent to the system and then distributed from there.
- Investments with ATB - \$100,000; \$100,000; and \$200,000
- October 19 – Learning Day at Blue Quills for LMC
- November 19 – HQ in-service for new members of the Board
- Library Communication Update
 - Andrew Library is up and running
 - Boyle has moved into their new building
 - Paradise Valley is waiting for move in date
 - Edgerton is waiting for Axia to finish installation
 - Firewalls for libraries are failing, the fortigates are 5 years old
 - Money is required from reserves to replace all the fortigates in the libraries

**2016/09/17-07 Motion to take up to \$60,000 out of reserves for replacement of fortigates
Craig Lukinuk – carried**

**2016/09/17-08 Motion to accept the Executive Director’s report as information.
Stephen Dafoe – carried**

7. Chairman’s Report

APPENDIX IX

- NLLS staff has had some changes
- Everyone is happy with the way things are going, questions libraries have are being answered
- Thank you to the staff for the Conference
- Thanked the PLSB for the money that we received
 - they appreciated the conference
- In May, we handed out tablets to all the managers in our libraries
- Librarians are going out into the communities and able to sign up new patrons with the tablets
- 3 meetings in Edmonton coming up as discussions for changes with library services
- Policy committee has spent a lot of time on this document
- If you have any suggestions or concerns please let Stephen Dafoe or the NLLS staff know

**2016/09/17-09 Motion to accept the Chairman’s report as information.
Jim Cheverie – carried**

- Proposed Budget
 - Much more transparent
 - Additional lines to better explain the expenses
 - No increase in levy
 - Stopped the upcharge of resale items to libraries
 - All departments have cell phones with data. Terri found \$300 in savings.
 - Require a building committee to keep the building maintained and working
 - Building reserves – for window replacement, air conditioning, fix doors, floors, etc.
 - I.T. Dept. – replacements for hardware, networks, warranties
 - This budget does not include interest from investments
 - By the end of the year we will know what it left for money to invest

2016/09/17-10 Motion to accept the Proposed Budget as information.

Don Padlesky – carried

2016/09/17-11 Motion to go into camera for legal at 1:10 pm

Dallas Degenhardt – carried

2016/09/17-12 Motion to come out of camera at 1:15 pm

Jim Cheverie – carried

2016/09/18-13 Motion to adjourn at 1:15 pm

Stephen Dafoe – carried