

**Executive Committee Meeting  
February 11, 2017  
Meeting Minutes**

Present: Stephen Dafoe, Arnold Hanson, Dianne Ross, Vicky Lefebvre, Jim Cheverie, Laurent Amyotte, Ferd Caron, Warren Griffin, Linda Russnak

Regrets: Joan Green

Guest: Maureen Penn

Staff: Julie Walker, Kelly McGrath, Terri Hampson, Colette Poitras, Tanya Fontaine, Heather Elliott, Tracy Paradis

1. Meeting called to order at 8:05 a.m.
2. Additions to Agenda – **Motion to approve the agenda – Arnold Hanson – Carried.**
3. Minutes of December 5 – **Motion to approve the Executive minutes of December 5, 2016 as presented – Laurent Amyotte – Carried.**
4. LMC Report
  - PNLA in Post Falls, ID August 2-4/17
  - Theme is Renew & Reimagine
  - 4 main topics: Academic & Special Libraries; Public Libraries and Trustees
  - LMC next meeting March 1, 2017**Motion to accept LMC Report as information – Dianne Ross – Carried.**
5. Executive Director's Report
  - Staff says thank you for Christmas cards
  - AWR
    - January 10 Jennifer Batiuk resigned
    - they are looking for a new manager
    - all deliveries have been put on hold
  - New Minister of Municipal Affairs is Shaye Anderson
  - New employee – Tanya Fontaine, Indigenous Services Library Liaison
    - Master's in Education, fluent in Cree
    - she will provide services and connections to reserves and Indigenous communities
    - she will also be recording stories of the Indigenous people (oral histories)
  - 2<sup>nd</sup> van run started in January, a lot of adjustment but seems to be working well
    - there is 400,000 km on old van so we are using the old consultant vans for 2<sup>nd</sup> van run Deliveries
    - purchase of new delivery van in the future
  - Ken Feser, PLSB, will be doing a presentation on Plan of Service at Board Meeting
  - MD of Bonnyville dissolved library board – we are now their Board of Record
    - they weren't being utilized, no service point
  - In March Bruderheim is coming to discuss partnerships
  - Glendon expressed an interest in joining the system
    - all information has been sent
    - they will not have a library, but they will be able to utilize the other libraries facilities
  - Websites aren't functional, and not attractive to patrons
    - Clinton from Townlife is working on some mock ups of different sites

- end of February he will present them to us
- not sure of the cost
- libraries will also have a say on website design
- Projects
  - records retention – looking at digitization of files
  - digitization of Indigenous stories and pictures from the reserves and settlements
  - equipment would cost approx. \$30,000 – 3 different models
  - portion of money would come from the Indigenous grant and the remainder would need to come from capital reserves
- We're receiving phone calls from people who are utilizing the Allied Arts asking for our Wi-fi passwords, as there is no Wi-fi in that part of the building. Will not provide passwords.
- Building is shifting – cracks in walls, doors won't shut
  - building committee meeting after board meeting

**Motion to accept Executive Director's Report as information – Warren Griffin – Carried.**

- Colette is on the Truth & Reconciliation Board – would like to request that before each meeting we acknowledge Treaty 6 and accept UNDRIP
- Bib Services – good feedback on the two van runs
  - new totes and dollies – ease of moving totes around Bib Services, no more totes in the middle of the Bib Services room

**Motion to accept Bib. Services Report as information – Arnold Hanson – Carried.**

- I.T. Report
  - new fortigates for all libraries
  - brand new firewall
  - built new configuration – straight switch out at libraries
  - Bitdefender is our new anti-virus for computers
  - site visits will take a while to complete
  - Edgerton moved into their new building on Thursday
  - 15 new laptops purchased to replace the out-dated ones in the lab
  - making a lab of Windows 10 to lend out, to get the libraries familiar with the new system
  - all the libraries computers are out of warranty, libraries need to have a contingency plan for Replacements

**Motion to accept I.T. Report as information – Ferd Caron – Carried.**

**Motion to have an inspector come and investigate the building – Arnold Hanson – Carried.**

**Motion to present to the Board for purchase of Digitization equipment – Linda Russnak – Carried.**

**Motion to acknowledge Treaty 6 and the Homeland of the Metis before all meetings – Vicky Lefebvre – Carried.**

- Julie went to OLA – over 150 sessions and presentations per day
  - coaching conversations
  - wide collection of books on Indigenous population, new releases, best books of the year – posters will be coming for our libraries
  - 150 Canadiana Films – many Indigenous films; February 19<sup>th</sup> is free film day for the libraries
  - John Chraska – Advocacy for Libraries – community involvement; we are trying to get him for our conference
    - pre-conference, session and key-note

- Conference is September 14 & 15 – LMC meeting will be the morning of Sept. 14 and pre-conference will start in the afternoon with a full day of sessions on Sept. 15

6. NLLS Audit – Barb McCarthy – JMD Group

- bank balance \$1,197,538 ending December 2016; compared to \$1,841,029 ending December 2015 – this is due to \$1,002,387 moved to short-term investments

- Total Assets - \$2,344,240; total liabilities \$405,739

**Motion to refer Audit to the Board – Jim Cheverie – Seconded Warren Griffin – Carried.**

**Amended motion to accept Audit as presented – Jim Cheverie – Seconded Warren Griffin – Carried.**

7. Chairman’s Report

**Motion to adjourn at 9:50 a.m. – Arnold Hanson – Carried.**

DRAFT