

**Northern Lights Library System
Board Meeting
February 27, 2016
Meeting minutes**

Present

Amyotte, Laurent & Dach, Dwight - County of St. Paul
Barr, Greg - Town of Vermilion
Boe, Vanessa - Village of Mannville
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Degenhardt, Dallas - Village of Edgerton
Foley, Bob - Town of Wainwright
Gordeyko, Pat - County of Two Hills
Gramlich, Val - Village of Chauvin
Griffin, Warren - County of Athabasca
Hryciuk, Stacey - County of Vermilion River
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McMann, Debbie - Village of Innisfree
Parkyn, Roger - Village of Marwayne
Ross, Dianne - Town of Smoky Lake
Saskiw, Gerren - Town of Two Hills
Sisson, Larry - Thorhild County
Svenson, Lavonne - Village of Ryley
Wilkinson, Ted - M.D. of Wainwright
Penn, Maureen - Library Managers' Advisory
Jamieson, Tracy - NLLS
Poitras, Colette - NLLS

Austin, Wanda - Lac La Biche County
Berry, David - Town of Vegreville
Bokenfohr, Wayne - Sturgeon County
Cheverie, Jim - Town of Bonnyville
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Grabski, Cheri - Village of Boyle
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Krahulec, Julie - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Malica, Robert - Lamont County
Matiaszow, Brent - Village of Andrew
Padlesky, Don & Wiebe, Dwight - Town of St. Paul
Pocock, Lorna - Town of Bon Accord
Rudolf, Donna - Village of Myrnam
Schafer, Steven - Town of Athabasca
Smith, Ina - S.V. of Pelican Narrows
Tung, Parrish - Town of Elk Point
Woodger, Jean - Town of Gibbons
Hutz, Terri - NLLS
McGrath, Kelly - NLLS
Walker, Julie - NLLS

Regrets

Arnold, Mary - Village of Paradise Valley
Romanko, Don - Village of Vilna
Allen, Ken & Gray, Bonnie - Library Branch Rep

Hursin, Amelia - S.V. of West Baptiste
Tiedemann, Larry - S.V. Mewatha Beach

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Hartl, Travis - Town of Viking
Sharun, Steven - Town of Lamont
Yontz, Bob - S.V. of Island Lake

Fox, David - M. D. of Bonnyville
Olechow, Wayne (Ross, Shelley) - Town of Bruderheim
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

1. Call to order – Meeting called to order at 10:03 am.
2. Introductions
3. Adoption of Agenda

APPENDIX I

**2016/02/27-01 Motion to approve the agenda
Wayne Griffin - carried**

4. Minutes of November 7, 2015

APPENDIX II

**2016/02/27-02 Motion to approve the minutes of November 7, 2015
Don Padlesky - carried**

**2016/02/27-03 Motion to approve the minutes from AGM of November 7, 2015
Lavonne Svenson - carried**

5. For information

1. 2015 Audited Financial Statements

APPENDIX III

- There is a \$285,507 excess of revenues over expenses. Collection development is less than budgeted. Public Services is more than budgeted, Infrastructure is less than budgeted, and Staffing costs are less than budgeted. Revenues are more than budgeted.
- There was a net increase in cash of \$270,162 during 2015. The budget was based on 2010 population, whereas the actual was based on 2014 population. \$1.8 million cash in bank due to surplus.
- There was a question as to why the budgeted amount for Donations was so high at \$29,250. It was explained that a donation came from Enbridge to assist in the purchase of the servers.
- Clarification for the Professional Development was explained the amount seemed quite low for P.D. days as there was a number of staff that did utilize P.D. days: 3 staff attended Jasper Conference; 4 staff attended Alberta Technical Services in Jasper; 1 staff attended OLA; 1 staff attended Sql training in Syracuse; 4 staff attended Chinook Arch Conference; and 2 I.T. staff attended to Edmonton for virtual servers.

2016/02/27-04 Motion to accept the 2015 Audited Financial Statements.

Jim Cheverie – carried

2. Annual Reports – NLLS, Myrnam, Edmonton Garrison

APPENDIX IV

2016/02/27-05 Motion to approve the annual reports for Northern Lights Library System, Edmonton Garrison and Myrnam Library.

Dallas Degenhardt – carried

3. Financial Report

APPENDIX V

- Month of January - Currently working on a Best Practice and Procedure for ordering for our libraries to encumbrance all required needs at the most cost effective and business effective way. Lines 71 & 72 will be at NLLS cost back to libraries.
- Telus bills have been amalgamated into 2 bills from 4. The 1-800 line requires some further discussion as to its validity.
- We are continuing to move as many payers/payees to EFT (electronic funds transfer). This proves both economical and ease of business. If you have not signed up for Direct Deposit please contact Terri Hutz to do so. thutz@nlls.ab.ca
- Currently updating current credit cards to get a “cashback” / “reward” program to gain benefits from the usage.
- STEP funding has been submitted for 3 positions. Waiting for a response.

2016/02/27-06 Motion to accept the financial report as presented

Robert Malica – carried

4. Policy

APPENDIX VI

- The Policy Committee has had 2 meetings so far. This is the rough draft of the Human Resource Policy which includes: Code of Ethics, Internet & Computer Usage, Best Practices, Grievance, and Anti-Harassment.
- Ken Allen was at the last meeting and assisted with the policies.

- The March 22 meeting will focus on Governance; this will require Administration staff input as well.
- Approval of the Human Resources Policies hopefully done at the May meeting.
- An issue was raised in regards to Continuing Education/Professional Development for Administration staff; as to whether or not there was a term of employment commitment after the training. Looking into the Athabasca template for guidance.
- An issue of social media and posting minutes on the website prior to them being approved. The minutes are posted in draft form only as the Board meetings are held every 3 months.

2016/02/27-07 Motion to accept the Human Resources Policy report as information.

Wayne Bokenfohr – carried.

5. Library Managers Council Report

Appendix VII

- It was discussed that library funding has been decreased by towns & municipalities, therefore, more advocacy needs to be addressed by NLLS to promote the libraries.
- Issues were discussed of retaining staff and providing training for library staff.
- Another issue raised was on Best Practices for libraries in dealing with difficult situations or patrons.
- The question raised was where do they go from here and who is responsible. Some of the onus will be on the libraries and the library boards. NLLS will also assist the libraries.
- The Library Managers Council will report back as issues are dealt with.
- Sharing of policies among Librarians and Directors is very beneficial especially for those libraries that don't have money in place.
- Another question arose as to what is ME Libraries. ME Libraries gives all people who have a library card access to all other libraries outside their own system.

2016/02/27-08 Motion to approve the LMAC report as presented.

Pat Gordeyko – carried.

- 6. ALTA Report – No report was submitted. A reminder there will be an election for a new President at the Jasper Conference. Anyone can be nominated.
- 7. Libraries Branch Report - No report was submitted. The Libraries Branch is sitting on NLLS Policy Committee.

8. Director's Report

APPENDIX VIII

- New Organizational Chart - Terri Hutz is the new Finance Officer; Colette Poitras is a re-hire to the Public Service Manager position; Tracy Jamieson has taken on the duties of the Executive and Board; Patty Mathiot is in the newly created Human Resources position; Kelly McGrath is the I.T. Consultant/Supervisor; Jodi Arrowsmith our Network Analyst has new hours to better assist our libraries with technical support Monday and Friday 8:30am - 4:30pm, Tuesday, Wednesday and Thursday 10:00am - 6:00pm; Brandon Ziomek is the I.T. Assistant; Kim is in VDX/ILL Assistant and Susan Frisby is in ILL which have both moved to the Bibliographic Service Department.

There will be advertising in May for a new Bibliographic/Delivery Manager. In the process of doing interviews for 2 Public Service Consultants; each Consultant will be assigned 18 libraries and Colette will take the 10 larger libraries in the system.

- Summer Village of West Baptiste have signed on and have been approved by the Minister. Village of Andrew has signed on and are still waiting to hear from Minister.

- We have 5 new library managers in the system: Gayle Boyd-Redwater; Leslie Price-Cold Lake; Danielle Frey-Gibbons; Robert McClure-Edmonton Garrison; and Evelyn Henke-Mundare.

- TAL Update - VDX (Virtual Document Exchange) is coming to the end of life. TAL is looking at new options for an ILL system. Two options being discussed are Blacklight (an open-source software) and the other is Inn-Reach (and Innovative product). A decision will be made at the April 15 TAL meeting.

- Training - NLLS will be hosting a FOIP session specific to libraries. The majority of the Library Manager's at the LMAC were interested in this all day session.

- Conference - NLLS will be hosting a one-day conference on Friday, September 16 9:00am-5:00pm. Lunch will be supplied. Sessions will be arranged and revolve solely around training and PD for both Library Managers and Board Members.

- ALC - NLLS is hosting the systems party along with Peace Library System at the Outlook Cabin in Jasper.

- Audit - The audit has revealed that we have a little extra money!! We are looking at delivering some new services to our member libraries and to update some antiquated devices at HQ.

- Recognitions - Anniversaries, Retirements, Long Service and any other celebrations; we want to hear about it and celebrate with you. Celebrated Rose Alexander of Thorhild Library for 25 years of library service. She was presented with a plaque and cake.

- Staff P.D.'s - A team building session with Kathryn Hotte for HQ staff.

4 staff members are taking Fred Pryor sessions and seminars

6 staff members are attending ALC in Jasper

3 staff members are attending IUG

2 staff members are taking courses in IT for Virtual Server Management

1 staff member will be taking diploma/certificate courses in HR (Patty Mathiot)

1 staff member will be taking diploma/certificate courses in Business Management (this is not a concise list as more PD will be presented when registered)

2016/02/27-09 Motion to approve the Executive Director's report as presented.

Laurent Amyotte – carried.

Recommendation to bring to the Board the programs and upgrades for our libraries and HQ as well as requesting an amount of up to \$160,000 to be used out of unrestricted surplus funding.

Request:

Leap for libraries - tablets \$36,000; pens \$700; cases \$3,000

Leap is an ILS system (cloud-based) that assists the librarians to be mobile in their library while doing checkouts, acquisitions, etc. There will be training to all libraries.

Library computer upgrades - Office 365 \$4,100/year (cloud-based) there will be training to all libraries; MalwareBytes \$2,500/year.

Databases - Cypress Resume \$1,400/year U.S. (includes unlimited usage a remote access).

Cypress Resume is designed for patrons with limited computer and writing skills. Patrons simply enter their personal information into the fields, select the job they're applying for, then choose from the already written statements to complete the resume. It also includes cover letters and reference sheets.

Tumble Books \$44,100/3 years

Tumble Book Library Premium (K-5 early literacy reading program) is a collection of animated, talking picture books as well as, graphic novels, math stories, chapter books, videos and non-fiction books. These books are also available in French.

Updates for NLLS - computers \$21,000 (these are over 5 years old and off warranty); Office 365 \$600; Migration (unknown); Telecom \$21,000 (our antiquated phone system is starting to drop calls, having issues in-house with transferring).

2016/02/27-10 Motion to use up to \$160,000 for the proposed upgrades for libraries and NLLS headquarters.

Gerren Saskiw – carried

9. Chairman's Report

APPENDIX IX

- It's been a very busy year, with new government changes and the change in population. We must thank the MLA's for the money they've given, and remind them that we still need it.
- At the Public Library meetings it is clear that Municipal Affairs believes in libraries and wants to keep them.
- The Policy Committee has been busy working on the policies. This is a very big job. The old policy handbook had policies that were only one sentence. If you have any recommendations or concerns now is the time to send them in to the Policy Committee.

2016/02/27-11 Motion to accept the Chairman's report as presented

Les Dorosh – carried

2016/02/27-12 Motion to adjourn at 12:00 pm

Steven Schafer – carried