

**Executive Committee Meeting
December 5, 2016
Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Jim Cheverie, Laurent Amyotte, Ferd Caron, Warren Griffin, Joan Green, Linda Russnak

Regrets: Arnold Hanson, Dianne Ross

Guest: Maureen Penn

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

1. Meeting called to order at 5:02 p.m.
2. Additions to Agenda – 5c. Petty Cash, 6a. Evaluation of Executive Director, 6b. Confirmation of meeting dates – **Motion to approve the agenda as amended – Laurent Amyotte – Carried.**
3. Minutes of November 5 – **Motion to approve the Executive minutes of November 5, 2016 as presented – Jim Cheverie – Carried.**
Motion to approve the Organizational minutes of November 5, 2016 as presented – Warren Griffin – Carried.
4. LMC Report
 - ACL 2017 – April 27-30/16
 - 3 author talks – Joseph Boyden, Kate Beaton and Susan Juby
 - LMC next meeting March 1, 2017**Motion to accept LMC Report as information – Ferd Caron – Carried.**
5. Executive Director's Report
 - Julie and Terri will go through records retention to sort through what can be thrown out
 - Will have discussion with Clinton about the library websites in January 2017
 - The Plan of Service for NLLS is due next year
 - gives direction for the next 3 years of where NLLS would like to go
 - input is given from Municipalities, Board Members, Library Managers and Staff
 - November 19 In-Service attendance – 18 Board Members and 12 Librarians
 - a. Petty Cash
 - will be decided between Executive Director and Finance Officer
 - b. NLLS Board Orientation
 - PLSB could do a Board Orientation for all new Board Members
 - the Board needs to be informed of their responsibilities
 - history of what the Board does
 - overview of what libraries and boards do
 - Libraries Act
 - regulations
 - System of Agreement
 - Map of 7 Systems and their Chairs
 - Who is in our system (Municipalities and Libraries)
 - c. Wandering River**Motion to go into camera 5:39 p.m. – Warren Griffin – Carried.**
Motion to come out of camera 6:07 p.m. – Vicky Lefebvre – Carried.

Motion to accept Executive Director's Report – Jim Cheverie – Carried.

Motion to review Plan of Service 2014-2017 and send to Board Members and Library Managers and ask for feedback – Ferd Caron – Carried.

Motion to invite Ken Allan to do a presentation at February 11, 2017 Board Meeting for an overview of: Library Act, Library Agreement, Systems Agreement, Overview of 7 Systems, Plan of Service, NLLS Policies on Board, Overview List of Board Members and Libraries (30 minutes) – Warren Griffin – Carried.

Motion to get the agreement between NLLS and Wandering River from PLSB, for purpose of review and to send a response to Doug Kariel's letter – Vicky Lefebvre – Carried.

6. Chairman's Report

a. Evaluation of Executive Director

- Evaluation committee will consist of 3 members (Chair and 2 others)

Motion to create an Evaluation Committee consisting of Stephen Dafoe, Warren Griffin and Arnold Hanson (should Arnold decline then Laurent Amyotte will fill that space) – Jim Cheverie – Carried.

b. Confirmation of meeting dates

- General Board Meetings – February; June; September; November
- Executive Board Meetings – February 11/17; May 6/17; August 14/17 (teleconference); September 9/17

7. **Motion to adjourn at 6:39 p.m. – Warren Griffin – Carried.**