

**Executive Committee Meeting
February 22, 2016
Meeting Minutes**

Present: Arnold Hanson, Vicky Lefebvre, Laurent Amyotte, Stephen Dafoe, Wayne Bokenfohr, Jim Cheverie,

Regrets: Steven Schafer, Dianne Ross, Pat Gordeyko

Guest: Maureen Penn

Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hutz, Tracy Jamieson

1. Meeting called to order at 4:46 pm
2. Additions to Agenda - 5a. Policy Update, 5b. Resignation, 5c. Professional Development Board Level. **Motion to approve the agenda as amended – Stephen Dafoe – carried.**
3. Minutes of December 9/15 – **Motion to approve the minutes of December 9, 2015 as presented – Laurent Amyotte – carried.**
4. 2015 Audited Financial Statements – Barb McCarthy. Hard copy of the financial statements in packages. 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, Staffing costs are less than budgeted. Revenues are more than budgeted. There was a net increase in cash of \$270,162 during 2015.
The question arose to the Professional Development budget amount being significantly larger when compared to the actual. It was explained that due to staff shortage professional development days were unable to be taken. **Motion to receive the audited financials for presentation and acceptance by the Board at the February 27 meeting - Stephen Dafoe - carried.**
Motion to accept the Audit Findings letter as presented - Jim Cheverie - carried.
5. Jasper ALC
Executive attending ALC - It was questioned why NLLS pays for the Executive members to go to Jasper ALC (conference fees & hotel). A lengthy discussion ensued and a decision was reached. **Motion for the Executive to pay for their own conference fees, hotel and travel expenses; with the exception of the Board Chair and the 1st Vice-Chair for this year only - Stephen Dafoe - carried.**
Motion that Stephen Dafoe will give up his NLLS paid portion for Jasper ALC to another member - Stephen Dafoe - carried.
6 members from NLLS headquarters will be attending ALC in Jasper this year including Rhonda Cusack from Myrnam Library.
 - a. Policy Update
 - The Policy Committee has had 2 meetings to date. They will be ready to present a rough draft on Saturday, February 27 to the Board on the following:
Human Resources, Code of Ethics, Grievance, Harassment and I.T.
 - At the March meeting they will be discussing Governance, FOIP, Records Retention and Confidentiality.

b. Resignation

- Greg Barr has resigned from the Executive Board. **Motion to accept Greg Barr's resignation - Laurent Amyotte - carried.**

Motion to send a letter of thank you for his service on behalf of the Executive Committee - Stephen Dafoe - carried.

c. Professional Development

- Look at having Barb McCarthy come in and do a brief presentation on board level finances.
- Possibly set something for June Board meeting.
- Julie, Vicky and Barb to coordinate
- As well, possibly do a Library System Board Information presentation from PLSB after the AGM meeting (November or February).

Director's Report-

- Julie & Terri have been busy meeting with banks to look for different investments.
- There is bit of excess money sitting in the bank account and some suggestions are:
 - money for the new van
 - looking at buying tablets for each library and putting on the LEAP ILS System; this would enable the libraries to be wireless when checking out books or signing up new patrons. Cost would be approximately \$30,000 for tablets. **Motion for staff to present the LEAP ILS System to the Board on Saturday, February 27 - Stephen Dafoe - carried.**
 - new phone system
 - databases for libraries - Tumblebooks K-5 early literacy (\$40,000 for all libraries); Cypress Resume-resume writer (\$1400 for all libraries); Solaris-teaching assistant Grade 1-12 (waiting for a quote).

Need to set up a going forward statement to the government.

6. **Motion to adjourn at 6:28 pm – Arnold Hanson – carried.**