

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

Present: Arnold Hanson, Stephen Dafoe, Vicky Lefebvre, Dianne Ross, Jim Cheverie, Laurent Amyotte

Regrets: Ferd Caron, Pat Gordeyko

Guest: Maureen Penn

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

1. Meeting called to order at 8:06 a.m.
2. Additions to Agenda – 5b. In-Camera – **Motion to approve the agenda as amended – Dianne Ross – Carried.**
3. Minutes of October 3 – **Motion to approve the minutes of October 3, 2016 as presented – Laurent Amyotte – Carried.**
4. Executive Director's Report
 - a. Vehicles
 - new van has arrived and is out on deliveries
 - purchased a Dodge Journey for consultants
 - purchased a Jeep Patriot for Indigenous services
 - had Blue Quills College translate "Northern Lights Library Service" into Cree to put on Jeep
 - b. Training
 - September 8 – Homelessness Webinar
 - October 3 – Safe & Sound PD day at HQ – 22 people attended
 - October 19 – Blue Quills/LMC PD day – 78 people attended
 - November 19 – In-Service for all Board members and Library Staff

Courier

- Julie and Arnold attended the PLSB Nodes and System meeting was discussed that PLSB did a survey on courier in 2011. Out of 180+ libraries there were 36 that were worst offenders (13 of those included libraries in our system).
- PLSB has stopped courier between libraries and all materials need to go to systems for distribution, therefore the increased workload is seeing a need for a second van run
- the second van will require a need for another garage bay
- will need to set up a building committee to prepare a proposal for renovation to extend the garage at the back and present it to PLSB or apply for a matching grant
- Efficiencies with libraries
 - the van run to wandering river has been discontinued due to the small amount of items being sent out weekly
 - all packages will be sent through Canada Post, therefore Wandering River patrons will receive their items for often
 - there are approximately 90 people that are serviced in that area
 - the savings would be at least \$100/month

- Building Agreement
 - between NLLS/County of St. Paul/Town of Elk Point
 - 2006 condo agreement was signed
 - April 18, 2015 the back portion of the building was sold to County of St. Paul/Town of Elk Point
 - the party wall partition agreement hasn't been signed

Motion to investigate by legal opinion if the Executive Director has the authority to sell an asset belonging to NLLS, as well as determine if we have clear title to the building – Stephen Dafoe – Carried.

- Colette has been nominated to sit on the Board of Truth & Reconciliation
- Finance comparison - October 2015 Liabilities & Equities \$4,886,142 to October 2016 Liabilities & Equities \$5,456,614
 - because of the savings asking to give staff gift cards for Xmas, a Xmas meal, as well as a 3% COLA increase (to be dealt with in-camera)
- Staff meeting Tuesday:
 - Susan is back is training to take over the second van run
 - new appraisals have been created – they are to be completed by staff by then end of November
 - RRSP contributions – staff was informed of the RRSP contribution of what needed to be done to fulfil the obligation. They need to provide a T4A at the end of the year.
 - Paul Kosa has been with NLLS for 6 years; Dolores Zacharuk has been with NLLS for 19 years
 - NLLS Christmas party will be held December 9
- Wayne Bokenfohr passes on thank you to the Executive Committee, they were a great team to work with.

5. Chairman's Report

a. Policy Committee Update

- nothing to report

b. In-Camera (COLA, gift cards)

Motion to go into camera 9:00 a.m. – Laurent Amyotte

Motion to come out of camera 9:30 a.m. – Dianne Ross

Motion to give staff a 1.5% COLA – Vicky Lefebvre – Carried.

Motion to give \$150 gift card for Christmas – Stephen Dafoe – Carried. (2 opposed)

Motion to send the comparison list of 2014 to 2015 to all councils with the levy and all items of what we have done – Stephen Dafoe – Carried.

6. **Motion to adjourn at 9:40 a.m. – Vicky Lefebvre – Carried.**