

**Executive Committee Meeting
September 17, 2016
Meeting Minutes**

Present: Arnold Hanson, Laurent Amyotte, Stephen Dafoe, Dianne Ross, Jim Cheverie, Vicky Lefebvre
Regrets: Wayne Bokenfohr, Pat Gordeyko
Guest: Jodi Dahlgren
Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hampson, Heather Elliott, Tracy Jamieson

1. Meeting called to order at 8:04 am
2. Additions to Agenda – 4a. Policy, 4b. Budget, 5a. In-Camera (RRSP) – **Motion to approve the agenda as amended – Jim Cheverie – Carried.**
3. Minutes of June 11 – **Motion to approve the minutes of June 11, 2016 as presented – Laurent Amyotte – Carried.**
4. Executive Director's Report
 - New Bibliographic Services Consultant is Heather Elliott
 - Patty Mathiot gave her resignation
 - TRAC meeting in April – there was a presentation with Innovative and Polaris
 - In-Reach will take on the component of VDX
 - Link Data is able to search the nearest available library for the specified item
 - Negotiations with In-Reach for our system to be the first to roll it out in Canada
 - January 1 implementation – this is a partnership; we need to promote this
 - P.D. day – today at the Board Meeting Colette and Bailey will be doing a presentation on “Cultural Sensitivity”
 - November board meeting – Ken Allan will be doing a presentation on Board Basics
 - Create a committee for New Board Orientation
 - Would like to suggest for the staff to have a gym/gym equipment in office
 - Waivers would be signed
 - Bring a business plan for the equipment required back to January meeting.
 - Consultant vehicle
 - Needs to be good in winter (suv/all-wheel)
 - Look into a lease option
 - Bring 3 quotes to the next meeting for leasing vs. buying
 - In-Camera
 - Financials
 - we don't budget for grants, therefore with the aboriginal grant the percentage is high for this year.
 - changed garbage collection companies went from \$450/month to \$80/month
 - investments with ATB – 30, 90, 120 day investments total of \$400,000 invested so far.
 - intending to invest more, but want to see what the return is
 - will re-evaluate next month

Motion to accept the Financial Report as presented as information – Jim Cheverie – Carried.

- a. Policy Committee Update
- Compensation
 - Level = based on experience, education and job classification
 - Step = based on tenure
 - NLLS employees will be entitled to time off from Christmas to New Year's based on one full year of employment.
 - Grievance Committee (5 members)
 - Consists of 1st Vice Chair and 1 from each zone
 - Workplace Violence & Harassment
 - How to be an Effective Board Member
 - will serve on committees as required
 - Committees of NLLS:
 - Executive Committee – up to 10 members
 - HR Committee – AdHoc – 5 members
 - Financial & Audit Committee – 5 members
 - Building & Equipment Committee – 5 members
 - Policy Committee – 5 members
 - Policies need to be continually looked at and adjusted on a regular basis. This is a working, living document.

- b. Budget Committee Update
- Fortigates need to be replaced in all our libraries
 - The firewalls in the library computers are starting to fail
 - Will cost approximately \$100,000 to replace them in all of our libraries
 - \$100,000 will catch up the libraries this year for their firewalls. The proposed budget to take care of the next 3-5 years.

Motion to take to the Board the request for taking out up to \$60,000 out of reserves for the replacement of the fortigates in our libraries – Stephen Dafoe – Carried.

5. Chairman's Report

- a. In-Camera – 9:24 am

Motion to move into camera – Laurent Amyotte – Carried.

Out of Camera – 9:45 am

Motion to come out of camera – Stephen Dafoe – Carried.

Motion to present to the Board a letter in the HR file of a re-instated employee – Carried.

In-Camera – 9:46 am

Motion to move into camera – Jim Cheverie – Carried.

Out of Camera – 9:56 am

Motion to inquire of specific legal opinion of a tax lawyer in regards to employee RRSP's – Stephen Dafoe – Carried.

6. **Motion to adjourn at 10:00 am – Stephen Dafoe – Carried.**