

**Executive Committee Meeting
June 11, 2016
Meeting Minutes**

Present: Arnold Hanson, Laurent Amyotte, Stephen Dafoe, Dianne Ross, Wayne Bokenfohr, Pat Gordeyko

Regrets: Jim Cheverie, Vicky Lefebvre

Guest: Maureen Penn

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

1. Meeting called to order at 8:18 am
 2. Additions to Agenda – 4a. Van, 4b. In-Reach, 4c. Fortigates. – **Motion to approve the agenda as amended – Dianne Ross – carried.**
 3. Minutes of May 9 – **Motion to approve the minutes of May 9, 2016 as presented – Wayne Bokenfohr – carried.**
 4. Executive Director's Report
 - a. Van
 - the company said we missed the deadline for production
 - now looking at an August production; for delivery in the fall
 - Joanne said she'd wait for fall delivery, as these are the specifications she requires (rear doors, 2 side opening doors)
 - b. In-Reach
 - pay yearly subscription – includes Link Data and In-Reach inclusive with TRAC.
 - Julie has a meeting with Polaris on June 30th
 - c. Fortigates
 - Axia offers NGN
 - more bandwidth for supernet
 - exinder box needs replacement because it can't handle the bandwidth increase
 - 2 fortigates (3 year warranty) and 1 exinder box under \$60,000
 - 100mb supernet right now; going to 300mb
 - next year's budget for new fortigates for all libraries
 - plan is to do 8 larger libraries this year, the rest of the libraries next year
- Financials – Terri Hutz
- budget and actuals don't match in a few of the columns
 - need financials to align with budget; therefore adjustments need to be made at the end of the year
 - this is a transitional budget, at year-end it will level itself off
- Motion to accept the Financial Report as presented as information – Stephen Dafoe – carried.**
- Aboriginal Grant
- received \$155,000 grant from the Public Library Services Branch

- Julie and Colette along with the PLSB is in a working group with other systems that received this money as well
- the main stipulation is that the non-resident fee be eliminated for this group
- they are hoping this to be long term funding
- this year will be used for relationship building with First Nations and reserves
- training for cultural sensitivity for Library Managers, Staff, and Board Members to be done in the near future
- Ken Feser will be at the Board Meeting today to discuss this project

Motion to accept Director's Report as information - Stephen Dafoe - Carried.

5. Chairman's Report

- ALTA Representative Alternate
 - met with Laura Ross-Giroux – there are issues with our Representative missing meetings (to date 3-4 meetings have been missed)
 - need to assign an alternate at the Board Meeting today
- Policy Committee Update
 - so far 37 pages of policies
 - hoping to have these policies (to date) approved at the Board Meeting today
 - Ken Allan has been involved and very helpful
 - there's a new Finance/Investment Policy
 - a new structure for electing Executive Committee (min. 6 members – max. 10 members)
 - guaranteed seats go to Sturgeon County, City of Cold Lake (and Bonnyville pending the population count which needs to be 15,000); the other 4 seats will come from the 4 Zones; and if decided, 3 extra seats are available.
 - will be an election in November 2016; with a new election set for March 2017 which will carry a 2 year term

Motion to accept the Policy Handbook report as information – Laurent Amyotte - carried.

Motion to present the policies created to date to Board Member for approval – Wayne Bokenfohr – carried.

- Julie would like to set up a Finance/Audit Committee (Budget) (ad-hoc committee due to policies not being outlined as of yet)
- Other Vehicles
 - might need another consultant vehicle for doing visits to First Nations and reserves

6. **Motion to adjourn at 9:32 am – Stephen Dafoe – carried.**