

**Northern Lights Library System Board  
Regular Meeting  
Northern Lights Library System Headquarters  
Saturday, June 13, 2015**

1. Call to order at 1:00 p.m.
2. Introductions – Minutes taken by Ina Smith
3. Adoption of Agenda
  1. Amendments included 5.1 a AB Libraries Branch proposal for Organizational Review and 5.10 Questions from a board member

**2015/06/13-01      Motion to adopt the agenda as amended  
Wayne Bokenfohr – carried.**

4. Minutes of March 7, 2015 – tabled in order to represent changes. Will be sent by email.
5. For Information
  1. In Camera Session

**2015/06/13-02      Motion to move the meeting in camera at 1:15 p.m.  
Wayne Bokenfohr – carried**

**2015/06/13-03      Motion to move the meeting out of in camera at 2:07  
Craig Lukinuk – carried**

- 1a. AB Libraries Branch Proposal – Organizational Review – Bonnie Gray/Ken Allan
  - Library System Boards – difficult to bring multiple municipalities together and have everyone agree. For the most part, it seems to work in the library world.
  - Board is here to work as a group.
  - PLSB approached by Board Executive to identify better ways of delivering services. This is not without precedent with other systems.
  - Proposal for review of 5 areas:
    - Board Governance – review what other systems doing
    - Board Member Engagement – survey members on roles & responsibilities
    - Communication Strategies – review existing communication tools & strategies. Interviews with library staff and trustees
    - Organizational Structure – scan policies and existing org. charts. Review other systems' org. charts. Look for improvements.
    - Financial Review – compare current procedures to sound financial practice
  - PLSB work will be done without cost to NLLS
2. Board Questions – covered during in camera session
3. Hiring Head Hunter – motion brought forward from Executive Meeting of today

**2015/06/13-04      Motion that the Board approve the Executive recommendation to contract a recruiting firm to find suitable candidates for the position of Executive Director; fee not to exceed 25% of the Executive Director's salary.**

- Expressions of interest from 3 companies
- Discussion of advantages (arm's length, transparency, library knowledge) and disadvantages (cost) of using head hunter.
- Suggestion to Executive to hire with salary level in mind.
- Onus is on Executive to provide accurate job description to head hunter
- One year guarantee from head hunter that if Executive Director doesn't work out – no fee to find a replacement
- **Motion carried.**
- During this discussion it was announced that the Executive appointed Julie Walker as the Interim Executive Director in their meeting today.

4. Financial Report –

**2015/06/13-05      Motion to approve the Financial Report  
Dallas Degenhardt - carried**

5. Library Managers Council Report – Maureen Penn

- Thank you for approving book allotment increase to 40%
- LMAC approved the outside purchase guidelines that were suggested by the Book Allotment Committee with the following recommendations – only the Library Board or designate will receive reimbursement cheques from NLLS; receipts must be submitted in their entirety (no cut off receipts); the timeline for submission and cataloguing be extended to 60 days; GST must be shown on receipt; “on the fly” section to remain
- Library Managers look forward to having improved open lines of communication and Executive members welcome to attend all meetings
- Zinio follow up – member libraries are open to the idea of ordering Zinio titles using their local library budgets – initiative delayed due to staff changes
- Thanks for the Summer Reading Program training that was provided – it was a huge success.

**2015/06/13-06      Motion to accept the LMAC report as presented  
Steven Dafoe – carried.**

6. ALTA Report – Larry Tiedemann

- Larry completing Parrish Tung's term.
- June 11 meeting – the president is back from sick leave; PLSB application completed; organize October ALTA retreat; clarification of whether ALTA could advertise the NLLS Conference in September

**2015/06/13-07      Motion to accept the ALTA Report as presented  
Larry Tiedemann – carried.**

7. Libraries Branch Report – Bonnie Gray

- PLSB in process of releasing provincial funds @ 75% of what was in the previous government's budget as there is no budget as of yet following the recent election.
- Previous budget changes included a 10¢ per capita increase and the use of 2014 population numbers

- New Minister is Daren Bilous who is the Minister of Municipal Affairs, as well as, Service Alberta – optimistic he will be supportive of public libraries
- E-resources – PLSB still supporting licenses. The Systems' support of The Network makes it possible to deliver resources.

**2015/06/13-08      Motion to accept the Libraries Branch Report as presented  
Dan Warawa – carried.**

8. NLLS Conference Update – everything going ahead for September 17 & 18
  - Registrations have gone out.
  - 25<sup>th</sup> Anniversary

9. Chairman Report

- Executive has been very busy with headquarters issues; PLSB and lawyer
- If any problems occur please make the Executive aware
- When meeting new MLA's let them know who we are
- 2 Library Managers have been approached to help handle some of the Public Services tasks
- At Executive meeting this morning changes to the budget process were discussed with staff having more input into budget requirements for their areas.

**2015/06/13-09      Motion to move the Chairman's Report as presented  
Ted Wilkinson – carried.**

10. Questions from a board member
  - Using a lawyer to interpret Board policy concerns Parrish
  - PLSB review of policies to alleviate any concerns

11. Adjournment

**2015/06/13-10      Motion to adjourn the meeting at 3:00 p.m. moved by  
Dallas Degenhardt – carried.**