

**Northern Lights Library System  
Board Meeting  
March 7, 2015  
Meeting minutes**

**Present**

Amyotte, Laurent - County of St. Paul  
Berry, David - Town of Vegreville  
Brown, Cathy - Town of Tofield  
Cheverie, Jim - Town of Bonnyville  
Dafoe, Stephen - Town of Morinville  
Frank, Daryl - Village of Kitscoty  
Griffin, Warren - County of Athabasca  
Hanson, Arnold - Beaver County  
Lefebvre, Vicky - City of Cold Lake  
MacGreggor, Trish - Town of Wainwright  
Olechow, Wayne - Town of Bruderheim  
Parkyn, Roger - Village of Marwayne  
Ross, Dianne - Town of Smoky Lake  
Saskiw, Gerrin - Town of Two Hills  
Smith, Ina - S.V. of Pelican Narrows  
Tiedemann, Larry - S.V. Mewatha Beach  
Woodger, Jean - Town of Gibbons

Barr, Greg - Town of Vermilion  
Boe, Vanessa - Village of Mannville  
Capjack, Bernice - Town of Elk Point  
Clarke, Donna - Town of Mundare  
Dorosh, Les - Town of Redwater  
Green, Joan - Village of Irma  
Gramlich, Val - Village of Chauvin  
Huot, Ray - Village of Waskatenau  
Lukinuk, Craig - Smoky Lake County  
McMann, Debbie - Village of Innisfree  
Padlesky, Don & Wiebe, Dwight - Town of St. Paul  
Pocock, Lorna - Town of Bon Accord  
Rudolf, Donna - Village of Myrnam  
Schafer, Steven - Town of Athabasca  
Svenson, Lavonne - Village of Ryley  
Wilkinson, Ted - M.D. of Wainwright

**Regrets**

Austin, Wanda - Lac La Biche County  
Degenhardt, Dallas - Village of Edgerton  
Gordeyko, Pat - County of Two Hills  
Kuzio, Tara - County of Minburn

Bokenfohr, Wayne - Sturgeon County  
Fox, David - M. D. of Bonnyville  
Grumetza, Kevin – Thorhild County

**Absent**

Antal, Mike - Village of Boyle  
Bancroft, Garth - S.V. Island Lake South, Whispering Hills  
Hartl, Travis - Town of Viking  
Kuntz, Doyle - Village of Minburn  
Marko, Bernie - Village of Holden  
Yontz, Bob - S.V. of Island Lake

Arnold, Mary - Village of Paradise Valley  
Barry, Frank - Village of Vilna  
Hryciuk, Stacey - County of Vermilion River  
Malica, Robert – Lamont County  
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

1. Call to order – Meeting called to order at 10:00 am.
2. Introductions
3. Adoption of Agenda

**APPENDIX I**

Book Allotment 5.4a, Purging of inactive members 5.4.b, Appointment of Auditor 5.4.c

**2015/03/07-01 Motion to approve the agenda as amended**

**Ray Huot - Carried**

4. Minutes of November 1, 2014  
Change name to Lavonne Svenson for Village of Ryley representative

**APPENDIX II**

**2015/03/07-02 Motion to approve the minutes of November 1, 2014 as amended**

**Les Dorosh - carried**

5. For information
  1. 2014 Audited Financial Statements  
There is a \$68,200 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 \$47,578 during 2014. Increase in Internally restricted

**APPENDIX III**

reserves of \$4932.00. Invested in Capital Assets an increase of \$18,317.00. Increase in Unrestricted reserves \$44,971.00.

**2015/03/07-03 Motion to accept the 2014 Audited Financial Statements.**

**Don Padlesky – carried**

2. Annual Reports – NLLS, Myrnam, Edmonton Garrison

**2015/03/07-04 Motion to approve the annual reports for Northern Lights Library System, Edmonton Garrison and Myrnam Library**

**Larry Tiedemann – carried**

3. Financial Report

**APPENDIX IV**

Operating and establishment grant for 2014 was received for the Town of Lamont. NLLS will receive the 2015 grant as well. Establishment grant will be used for recon, hardware, wireless and computers. Expenses – book allotment, overdrive \$10,000 the other \$10,000 will be spent later. Interlibrary loan costs – TRAC plastic cards that were purchased for the libraries the invoice came in 2015. TRAC Polaris fees cost overrun is due to an app known as Boopsie.

**2015/03/07-05 Motion to accept the financial report as presented**

**Steven Schafer – carried**

Release of capital of \$171,000 for servers, vehicles and furniture. Have applied for grants through Enbridge and CFEP. Won't know if NLLS is approved for the grants until June. To lease the servers, it will cost an additional \$12,000. Furniture and equipment would include a disc cleaning machine. Need to replace a van. Budget for staff training. The question was asked at board level where NLLS is at with staff training. Each department has staff going to different venues. Some training has already taken place through conferences and online learning and other training/conferences will take place later in the year.

**2015/03/07-06 Motion to release \$171,000 from reserves**

**Stephen Dafoe – carried**

4. Policy

**APPENDIX V**

- i. 4. Board policy should be the 2011 approved version in the manual.
- ii. Book Allotment – The Executive made a motion that book allotment outside purchases increase up to 40% effective March 7, 2015. Guidelines are in place and need to be clearer. The book allotment committee will create the guidelines and will be brought to the library managers for input then brought back to board level in September. Training is received at NLLS regarding procedures regarding outside purchases.

**2015/03/07-07 Motion to increase the book allotment outside purchases up to 40%.**

**Les Dorosh – carried – 2 opposed.**

**2015/03/07-08 Motion that guidelines be formalized and discussed at the next book allotment meeting then sent to all library managers in the system for feedback. The feedback will come back to the book allotment committee to amend and review. Book allotment committee will submit to the executive to recommend to the board at the September board meeting.**

**Greg Barr – carried.**

- iii. Purging of inactive members – need an understanding as to what constitutes an inactive member. An inactive member is someone that holds an expired card for 3 years and has less than \$10.00 in fines. If their library cards haven't expired, they shouldn't be purged.
- iv. Three quotes were received for the auditor. The executive would like to recommend to board - Joly, McCarthy & Dion.

**2015/03/07-09 Motion to appoint Joly, McCarthy & Dion for the 2015 – 2017 NLLS Audit  
Steven Schafer – carried.**

5. Library Managers Council Report **APPENDIX VI**
  - i. The biggest issue was the book allotment issue. It has now been addressed.

**2015/03/07-10 Motion to approve the LMAC report as presented  
Dianne Ross – carried.**

6. ALTA Report – ALTA v/c next week to talk about the AGM and Jasper Conference. Vice president is taking over the duties. Provincial trustee voice for library trustees – education and advocacy are the main focus. There are sessions at the ALC geared towards library trustees. If attending the ALC, make sure to attend the AGM –

**2015/03/07-11 Motion to accept the ALTA report as presented  
Steven Schafer – carried**

7. Libraries Branch Report  
There is no news about changes to the department within the provincial budget. March 13<sup>th</sup> is the deadline for the Ministers awards. Jen Anderson will be starting to visit the school housed libraries next week. There was a print disabilities symposium in February. There will be a board basics workshop in Bonnyville on September 19<sup>th</sup>. There will be additional Hoopla funding available for library systems. The changes to the various polices are now online.

**2015/03/07-12 Motion to accept the Alberta Libraries Branch Report as presented  
Vicky Lefebvre – carried**

8. NLLS Conference Update **Appendix VII**  
NLLS is celebrating 25 years. It will be a more formal affair.
9. Jasper Conference Update **Appendix VIII**  
Alberta Library Conference 2015 takes place from April 30 – May 3. There is a charter service that will be going to the Alberta Library Conference from the NLLS region
10. Director's Report **Appendix IX**

To date have visited 16 municipalities to present the 2013 statement of services. The Executive has approved 3 operational policies and the will be on the NLLS website (Public Services operational Policy, Bibliographic Services operational policy and IT operational policy).

**2015/03/07-13 Motion to accept the Directors report as presented.  
Stephen Dafoe – carried.**

11. Chairman's Report – NLLS board needs to be front and center with the new politicians. If not in the MLAs faces, and libraries are not talked about, NLLS could be without funding. Rural development and libraries go hand in hand.

**2015/03/07-14 Motion to accept the Chairman's report as presented  
Craig Lukinuk – carried**

12. A comment was made on the walls in the building that there are no pictures and are very bare.

**2015/03/07-15 Motion to adjourn at 11:18 pm  
Steven Schafer - carried**