

NLLS Board meeting  
Meeting Minutes  
September 12, 2015

1. Meeting called to order at 10:05 am
  2. Introductions
  3. Agenda – Larry Tiedemann is now the ALTA Rep and will be presenting the report – **Motion to approve the agenda as presented – Bernie Marko – carried**
  4. Meeting minutes of June 13, 2015 – **motion to approve the minutes of June 13, 2015 moved by Dianne Ross – carried.**
  5. For information
    1. Financial Report – There were no questions regarding the financial documents. **Motion to approve the financial report – Laurent Amyotte, 2<sup>nd</sup> Wayne Bokenfohr – carried**
    2. Libraries Branch Report – Ken Allan and Bonnie Grey were present for the organizational review report.
      - The branch conducted staff interviews in July and August and also talked to NLLS board members and Library managers
      - There were 16 survey responses received from NLLS board members. There were technical issues with the survey and some commented that they were away on vacation during the time frame of the questionnaire.
      - Noted that there was a low level of engagement with the board. They approve policies, but have no engagement with the policies. There is also a high level of board turnover
      - NLLS policies are brief, vague and lack clarity
      - There is inconsistent communication and there is no direction for staff
      - There is lots of talent within the NLLS Board and that talent needs to be utilized.
      - It is encouraged that the board members take the report home and give it a read. Further discussion and direction can take place at the November meeting. There has been a request from other boards and systems that would like to see the document when it is available.
- Motion to accept the organizational review document as information moved by Les Dorosh –carried**
- Motion to be able to share the document with boards and library managers moved by Don Padlesky – 2 opposed – carried.**
- The minister has approved the remaining 25% of the budget/grants for the libraries and they will be processing the funds the week of September 15<sup>th</sup>.
3. 2016 Draft Budget
    - The 2016 budget will be a transitional budget because of the organizational review.
    - Took a look at the 2014/2015 budget and it will be status quo. Figures were used from the 2014 budget

- Will be using the 2014 population numbers which is an increase of 10% in population
- The 2016 budget will take a departmental approach: Admin, Bibliographic Services, Public Services, Information Technologies, Board and Building
- The next step for the budget will be information from the organizational review and discussion. The budget committee will be meeting during the conference. A solid budget will be emailed before the November meeting so everyone has a chance to review.
- There was a lack of transparency in the previous budget
- Would like to do the conference every other year and to do training for the library managers and board in the years between
- The van for delivery needs to be increased in size to handle the loads. Looking at sliders in the van to benefit the employee.
- With the turmoil from the past five months a financial summary was presented. With the two dismissals and lawyers fees, the cost was \$200,000.00. The salaries from the 5 positions that are now vacant, works out to \$27,500 per month and the five months that the positions have been empty is \$137,500.00. If the positions are not filled before January, the savings would be \$220,000.00 which means there would be nothing carried over into 2016.
- The Executive is looking at salaries and staff will be compensated for taking up the extra work loads while short staffed.
- The head hunter payment will be part of the 2016 budget.
- A question was asked if NLLS could get by without replacing people. There are people needed in Public Services. Julie and Wei are covering part of the position with the help of Maureen Penn.
- In finance, a part time book keeper will be starting in October to help take the load off of the Executive Assistant.
- In Bibliographic Services, there is one staff member who would like to go part time in November. There will be less people, but if they are cross trained, there is more responsibility.
- Is an Assistant Director needed or can the department heads be cross trained to step in the Directors position if needed?
- The budget committee will refine the process. It will be emailed at the November meeting. Let Patty know if a paper copy is required.

**Motion to accept the 2016 budget as information moved by Gerren Saskiw – carried.**

4. NLLS Annual conference
  - The gala night is on Thursday with 148 in attendance, Friday has 135 people registered. Scott Cyr, MLA for Bonnyville/Cold Lake will be in attendance.
5. ALTA Report
  - The next meeting is on October 4<sup>th</sup> and are preparing for a retreat. There will be a representative from ALTA here at the conference.

**Motion to approve the ALTA report as presented moved by Wayne Bokenfohr – carried.**

6. LMAC report

- LMAC would like to thank the NLLS staff for stepping up to the plate and filling in where needed.

**Motion to approve the LMAC report moved by Larry Tiedemann – carried.**

7. Chairman's report

- Arnold emailed in a report that Stephen read out at the meeting

**Motion to approve the Chairman's report moved by Craig Lukinuk – carried.**

8. Interim Directors report

- The Summer Village of West Baptiste has made a motion to join NLLS. The Village of Andrew is requesting a presentation and there is interest from the Town of Legal.
- Regarding training. Thank you for the additional funds for training. The IT Consultant has been to Syracuse NY for custom reports training. He is one of two within the province that has the capability to create reports. The two Network Analysts will be starting training for the new server.
- The interim Director will be taking a 3 day FOIP course in November
- Three staff have been registered for a year long online training resource through Fred Pryor seminars.
- Looking at HR online training for 3 staff through Fenshawe College starting in 2016.
- Regarding the Alberta Library Conference for Jasper in 2016, NLLS will not be doing the charter service to Jasper and will not be reserving rooms at the Fairmont Jasper Park Lodge. The charter service has been operating at a loss for a couple of years. 2015 was the first year it broke even. If you are looking to reserve rooms for the Alberta Library Conference, you will have to contact the lodge directly. Book soon because there is usually a waiting list.
- Looking at having the IT staff offset their hours so there is some afterhours support for three days during the week that the libraries are open later hours.

**Motion to accept the interim Directors report as presented moved by Steven Schafer – carried.**

At this point in the meeting Stephen Dafoe handed the Chairman's position to Wayne Bokenfohr.

- Motion to strike a governance committee effective September 12, 2015 consisting of 7 board members (3 Exec member, 4 Board members) moved by Stephen Dafoe – carried. Ken Allan is willing to provide policy assistance for the committee.
- If you are interested in being part of this committee, please email the Executive Assistant with your name to be forwarded to the November meeting. Deadline to submit your name is November 6<sup>th</sup> at 4:00 pm.
- Motion that those from the board and executive submit their names by the close of day on November 6, 2015 for decision at the November board meeting moved by Stephen Dafoe – carried.

9. Adjournment – meeting adjourned at 11:22 moved by Bernie Marko – carried.