

**Northern Lights Library System  
Board Meeting  
May 13, 2017  
Meeting minutes**

**Present**

Amyotte, Laurent - County of St. Paul  
Austin, Wanda - Lac La Biche County  
Berry, David - Town of Vegreville  
Brown, Cathy - Town of Tofield  
Clarke, Donna - Town of Mundare  
Ferd, Caron - Sturgeon County  
Green, Joan - Village of Irma  
Hanson, Arnold - Beaver County  
Kuzio, Tara - County of Minburn  
Lukinuk, Craig - Smoky Lake County  
Olechow, Wayne - Town of Bruderheim  
Pocock, Lorna - Town of Bon Accord  
Rudolf, Donna - Village of Myrnam  
Saskiw, Gerren - Town of Two Hills  
Svenson, Lavonne - Village of Ryley  
Tyska-Evans, Tanu - Town of Athabasca  
Woodger, Jean - Town of Gibbons

Arnold, Mary - Village of Paradise Valley  
Barr, Greg - Town of Vermilion  
Boe, Vanessa - Village of Mannville  
Cheverie, Jim - Town of Bonnyville  
Dafoe, Stephen - Town of Morinville  
Foley, Bob - Town of Wainwright  
Griffin, Warren - County of Athabasca  
Hartl, Travis - Town of Viking  
Lefebvre, Vicky - City of Cold Lake  
Marko, Bernie - Village of Holden  
Parkyn, Roger - Village of Marwayne  
Ross, Dianne - Town of Smoky Lake  
Russnak, Linda - Village of Chauvin  
Sinclair, Don - M. D. of Bonnyville  
Tiedemann, Larry - S.V. of Mewatha Beach/ALTA Rep  
Valleau, Phil - M.D. of Wainwright

**Regrets**

Dorosh, Les - Town of Redwater  
Matiaszow, Brent - Village of Andrew  
Sisson, Larry - Thorhild County  
Yontz, Bob - S.V. of Island Lake

Hryciuk, Stacey - County of Vermilion River  
McMann, Debbie - Village of Innisfree  
Smith, Ina - S.V. of Pelican Narrows

**Absent**

Bancroft, Garth - S.V. Island Lake South, Whispering Hills  
Capjack, Bernice - Town of Elk Point  
Gordeyko, Pat - County of Two Hills  
Hursin, Amelia (Myn) - S.V. of West Baptiste  
Malica, Robert - Lamont County  
Romanko, Don - Village of Vilna  
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Belik, Wendy - Village of Edgerton  
Frank, Daryl - Village of Kitscoty  
Grabski, Cheri - Village of Boyle  
Krahulec, Julie - Village of Waskatenau  
Padlesky, Don - Town of St. Paul  
Sharun, Steven - Town of Lamont

**Guests**

Penn, Maureen - LMC

**Staff**

Elliott, Heather - Bibliographic Consultant/Manager  
McGrath, Kelly - I.T. Consultant/Supervisor  
Poitras, Colette - Public Services

Hampson, Terri - Finance Officer  
Paradis, Tracy - Recording Secretary  
Walker, Julie - Executive Director

1. Call to order – Meeting called to order at 10:02 a.m.
2. Introductions
3. Adoption of Agenda

**APPENDIX I**

Additions to agenda 5.5.1 – UNDRIP; 5.5.2 – purchase of vehicle

**2017/05/13-01 Motion to approve the amended agenda – Greg Barr – carried**

Acknowledge of Treaty 6 and Land of the Metis – Colette

4. Minutes of February 11, 2017

**APPENDIX II**

**2017/05/13-02 Motion to approve the minutes of February 11, 2017 – Laurent Amyotte – carried**

5. For information

1. Library Managers Council Report-Maureen Penn

**APPENDIX III**

- next meeting scheduled for Wednesday, May 17 at NLLS
- on June 22, there will be a face-to-face with all Alberta Library committees to produce one provincial voice to take to the national level

**2017/05/13-03 Motion to accept the Library Managers Council Report as information – Bernie Marko – carried**

2. ALTA Report-Larry Tiedemann

**APPENDIX IV**

- their retreat will be held in June
- meeting to bring all committee under one umbrella
- library managers need to provide names and emails of people wishing to receive ALTA information
- LAA has proposed to bring all associations under one umbrella

**2017/05/13-04 Motion to accept the ALTA Report as presented – Arnold Hanson – carried**

3. Director's Report-Julie Walker

**APPENDIX V**

- Financial Report – comparison of YTD to 2016
- Revenue – 2016 - \$959,115.01; 2017 - \$1,008,434.19
  - Expenses – 2016 - \$858,399.87; 2017 - \$934,705.12
  - Net Income – 2016 - \$100,715.14; 2017 - \$73,729.07

**2017/05/13-05 Motion to accept Financial Report as presented – Linda Russnak; seconded – Jean Woodger – carried**

Projected reserves going forward (see attached)

PLSB noted that 6 systems have received infrastructure money for renovations or new buildings.

NLLS won't get any money this year; we received funding in 2006 for renovations on this building.

Money not used from the other 6 systems should be returned to PLSB and get pooled together.

We have an electrical program in place, in which he will come out on a regular basis and look after any electrical requirements, etc. that needs tending to.

Board room lights have been changed and the lights above the garages outside have been replaced.

Book Allotment

- NLLS is proposing that 100% of book allotment be available to the libraries to use.

**2017/05/13-06 Motion to place 100% of book allotment funds in the libraries hands – Linda Russnak – carried**

Websites

- TownLife will be presenting 2 mock-ups to libraries at the LMC meeting on Wednesday
- expenditures of \$40,000 needs to be taken from reserves for upgrades for websites, before September.

**2017/05/13-07 Motion to authorize the expenditure of up to \$40,000 for websites – Tanu Evans – carried**

**2017/05/13-08 Amendment to motion to send back to Executive Committee for final approval – Tanu Evans – carried**

Hoopla

- need to stabilize the amount being paid for Hoopla
- will put before the LMC meeting on Wednesday some other options
- Linda.com – database training
  - business resources, animation, photography
  - sign on and use it anywhere

Awards & Recognition

- Maureen Penn & Lac La Biche County received 2 Minister Awards at ALC in Jasper
- Robyn Gray (Public Services Consultant) had her article published in Public Library Quarterly
- Colette Poitras (Public Services Manager) received the ALA Movers & Shakers Award and a Minister Award at ALC in Jasper

**2017/05/13-09 Motion to accept the Executive Directors report as presented – Warren Griffin – carried**

4. Chairman's Report-Stephen Dafoe

**APPENDIX VI**

- spoke with a couple of new board members at ALC; some are unsure what's required of them.
- Organizational Review – Stuart Pauls, Manager from the Vermilion Public Library, sent a letter of thank you to the Board for working on the recommendations set forth by PLSB.

**2017/05/13-10 Motion to accept the Chairman's report as presented – Roger Parkyn – carried**

5. Policies

**APPENDIX VII**

Executive Director Evaluation Committee

**2017/05/13-11 Motion to amend policy – Executive Director to be evaluated by Library Managers – Stephen Dafoe – carried**

Company Credit Cards

**2017/05/13-12 Motion to approve the Company Credit Card policy – David Berry – carried**

Continuing Education

**2017/05/13-13 Motion to approve the new form as Appendix C – Lavonne Svenson – carried**

Timesheet/Payroll Policies

**2017/05/13-14 Motion to approve the Timesheet/Payroll policy – Greg Barr – carried**

Maternity/Parental Leave and Compassionate Leave

**2017/05/13-15 Motion to approve the Maternity/Parental Leave and Compassionate Leave Appendix – Bernie Marko – carried**

Staff Long-Service

**2017/05/13-16 Motion to approve the Staff Long-Service as amended – Lorna Pocock – carried**

NLLS Vehicle Usage & Equipment Replacement

**2017/05/13-17 Motion to amend NLLS Vehicle Usage policy to include email vehicle request – David Berry – carried (7 opposed)**

**2017/05/13-18 Motion to approve the NLLS Vehicle Usage policy – Vicky Lefebvre – carried**

**2017/05/13-19 Motion to change the Fleet Replacement Chart to an Appendix – David Berry – carried**  
**2017/05/13-20 Motion to change the Equipment Replacement Chart to an Appendix – Larry Tiedemann – carried**

Gym Usage

**2017/05/13-21 Motion to approve the Gym Usage policy – Greg Barr – carried**

Whistleblower Policy

**2017/05/13-22 Motion to approve the Whistleblower policy – Warren Griffin – carried**

Voting

**2017/05/13-23 Motion to accept policy change of Two Hills being moved to Zone 2 – Dianne Ross – carried**

**2017/05/13-24 Motion to accept policy change of the removal of Chairman – Lavonne Svenson – carried**

**2017/05/13-25 Motion to change the elections from March to May – Greg Barr – carried**

**2017/05/13-26 Motion to approve the Committee Chair remuneration to \$150/meeting – Linda Russnak – carried**

Recognition

**2017/05/13-27 Motion to remove the line “the Board may from time to time give an honorarium to any Board member” – Greg Barr – carried**

Awards and Honorariums

**2017/05/13-28 Motion to approve the honorarium of \$100/month to Chairman, paid at the end of the year at the AGM – Arnold Hanson – carried (5 opposed)**

Budget Process Timeline

**2017/05/13-29 Motion to approve the amended Budget Process Timeline policy – Greg Barr – carried**

Service Points

**2017/05/13-30 Motion to approve the Service Points policy – Greg Barr – carried**

Bibliographic Services Operational Policy

**2017/05/13-31 Motion to accept the Bibliographic Services Operational Policy as information – Larry Tiedemann – carried**

5.1 UNDRIP – Colette

- the United Nations is asking organizations to adopt this document

**APPENDIX VIII**

**2017/05/13-32 Motion to accept UNDRIP – Travis Hartl – carried**

5.2 Vehicle Purchase

- looking at replacing “Monster Van”, it’s over 300,000 kms

- to be used for second van run and passenger vehicle

- approximate cost \$42,000

**APPENDIX IX**

**2017/05/13-33 Motion to spend up to \$45,000 on a passenger van – Phil Valleau – carried**

6. Elections

**APPENDIX X**

- Chairman

Dianne Ross nominates Stephen Dafoe

Stephen accepts nomination

1<sup>st</sup> call for nominations to cease

2<sup>nd</sup> call for nominations to cease

3<sup>rd</sup> call for nominations to cease

Stephen Dafoe elected by acclamation

- Zone 1 – Craig Lukinuk (Town of Smoky Lake)

- Zone 3 – Arnold Hanson (Town of Viking) acclaimed

**2017/05/13-34 Motion to destroy the ballots from Zone #1 – Tanu Evans – carried**

**2017/05/13-35 Motion to accept the Public Services, Bibliographic Services and I.T. Services report as information – Greg Barr – carried**

7. Plan of Service

**APPENDIX XI**

Next Board Meeting September 9, 2017 at 10:00 a.m.

**2017/05/13-36 Motion to adjourn at 1:35 p.m. – David Berry – carried**