



LIBRARY MANAGER'S COUNCIL MINUTES

May 17th 2017, NLLS Headquarters, Elk Point, AB

Present:

Maureen Penn (Lac La Biche County) Chair
Jodi Dahlgren (Wainwright) – 1st Vice Chair
Amber Fehr (Paradise Valley) – 2nd Vice Chair
Isabelle Cramp (Morinville) - Secretary
Stuart Pauls (Vermilion)
Tanya Boudreau (Cold Lake)
Gayle Boyd (Redwater)
Barb Chrystian (Viking)
Kim Murphy (Ryley)
D'Arcy Evans (Myrnam)
Connie Forst (Tofield)
Cynthia Graefe (Thorhild)
Melody Kaban (Smoky Lake)
Betty Lou Kobe (Alice Melnyk)
Leah Larson (Irma)
Sandra Moschansky (Radway)
Marilyn Newton (Innisfree)

Ina Smith (Bonnyville)
Donna Williams (Vegreville)
Jennifer Waters (Chauvin)
Tracy Wilhelm (Waskatenau)
Tracy Woloshyniuk (Newbrook)
Pauline Dechaine (Mallaig)
Brenda Walker (Mannville)
Tammy Morey (Rochester)
Colleen Tabish (Kitscoty)
Carmen Smart (Marwayne)
Daphne Schnurer (Elk Point)
Evelyn Henke (Mundare)
Leslie Price (Cold Lake)
Cynthia Sloychuk (Grassland)
Danielle Frey (Gibbons)
Beckey Swiegocka (St Paul)

Not Attending:

Sheri Lee Moshansky (Thorhild)
Caroline Forst (Andrew)
Mary Ann Sparks (Edgerton)
Robert McClure (Edmonton Garrison)
Diana Mack (Bruderheim)
Roxanne Loberg (Vilna)

Cheryl Ballard (Wandering River)
Katherine Bulmer (Boyle)
Annette Chrystian (Holden)
Krystal Kinash (Lamont)
Tonya Sams (Ashmont)
Peggy Teneycke (Bon Accord)

NLLS Staff, Executive & PLSB

Robyn Gray
Diane Babcock
Dolores Zacharuk
Jodi Arrowsmith
Heather Elliott
Colette Poitras

Kayla Lorenzen
Tany Fontaine
Terry Hampson
Stephen Dafoe
Ken All

1. Call to order: meeting called to order at 10 am.
 - 1.1. Introductions and Welcome

- 1.2. Approval of Agenda

Motion by Jodi Dahlgreen to approve the agenda as amended. Carried.

2. Minutes of the March 1st 2016 meeting

Attendance – Betty Lou Kobe listed twice

Motion by Tracy Woloshyniuk to approve the minutes as circulated. Carried.

3. Reports

- 3.1. Chair – Maureen Penn

- Did everyone get survey for ALC conference? Second survey from Jerome listserv?
- Colette will send second survey from Jerome listserv. Anyone who attended ALC who did not get first survey please talk to Maureen.
- If you want more details about the LAA umbrella working group, LAA or PNLA please contact Maureen.

- 3.2. NLLS Board Chair – Stephen Dafoe

- Biggest work is plan of service – on the way.
- Important that all libraries and Library Managers be involved.
- Continuing work on policies and services.

- 3.3. PLSB report – Ken Allan

- Board Basics – one in Morinville in September, one in NLLS headquarter in October. Please book training for your area if you are interested.
- Reminder that grant applications are due on June 15. !!
- Please finish submitting all documents to PLSB. !!
- Read Alberta eBooks launch on June 15: more info will come. Contact Kerri Anderson at PLSB if you have questions.
- *Congrats to Maureen Penn and Colette Poitras for their awards!*

- 3.4. NLLS Reports

- Colette Poitras on behalf of Julie Walker (please see Director's report)
 - *Congrats to Maureen for her award*
 - *Congrats to Colette for her recognition*
- Public Services – Colette Poitras
 - Conference brochures in the folders.

- Considering bursary for entertainer for next year's SRP: asking for feedback from managers. Cost of going alone might be higher than the \$300 bursary. Partnering with neighbouring libraries would perhaps get better deal. SRP materials would still be sent the same. **This will be placed back on the agenda in September for a formal vote. Talk to your program coordinators, Boards, etc. to prepare for the vote.**
- Overdrive kids eReading – special link is there now.
- Welcome Beckey – new Manager for St Paul.
- Congrats to Robyn Gray who was published – ask Colette for copy of the article.
- Tanya: setting up Saddle Lake satellite library services - May 26th first day of service and this will be a weekly service. Other satellite services are already being provided by Cold Lake Public Library and Lac La Biche County Libraries which are covered by grant through agreements with NLLS. All these service locations plus a few more will continue to provide service as the the money for the second year of the grant from PLSB has be issued.
- Polaris upgrade: patrons can place up to 10 holds at a time – would the Library Managers want this feature turned on? Stop almost overdue notices in Overdrive?
Bulk holds in PAC: create list up to 10 items and place holds on all of them – all in favour to enable.
Overdrive almost overdue notices disabled – all in favour.
- Bibliographic Services – Heather Elliott
 - Travel guides: map mac tacked and barcoded? Survey will be sent out to gather feedback.
 - Shelf location clean – up: what number of items is minimum for shelf location? For example if only two books in location, can it be deleted? Heather will be following via up with individual libraries during this project especially if a location is in question. Reasoning for limiting shelf locations is that it issued for inventory so will have to work with libraries individually.
- IT Services – Jodi Arrowsmith
 - Thank you to libraries who helped so much with Fortigate replacements (being accommodating). It was noted that the new Fortigates are quieter and are more robust for supporting security (better wall against hacks).
 - Antivirus: Bitdefender – deflects aggressively against Malware attacks.
 - Helpspot: new product on cloud.
 - **Polaris upgrade: June 26th as per Polaris scheduling. Computers will need to be on for this.**

- Office 365: if trouble, contact IT. There will be a conference session on Office 365 so register early. In the meantime, feel free to Maureen if you have questions on Outlook as she has been using the desktop and online versions for awhile now.
- Windows 10 will not happen in the next 3 or 4 months. There are no training packages in place yet, plus no understanding of needs. IT will need site visit for the OS upgrade to the public computer but no idea when this will happen. Any new computers still can come with windows 7 and libraries can choose either Windows 10 or 7 can it the time of purchased. The Mobile lab has windows 10 if you want to get ready for it before the switch. Some of the old computers might need to be replaced to accommodate for windows 10. Library Managers should start looking at their older computers and scheduling replacements as required. Contact IT if you are unsure of Windows 10 compatibility with the computers you have.

Motion by Marilyn Newton to adopt the reports as presented. Carried.

4. Old Business – None

5. New Business

5.1. Floating Collections Follow Up – Maureen Penn

- Info for New Library Managers – explanation of collections.
- Western collections – needs updating. Group will need to meet soon and the contact is Melody Kaban.
- Inspirational – Contact is Maureen Penn.
- Donations can be sent for western and inspirational to the consortium chair.
- Romance collection is made up of new books. Contact is Maureen Penn.
- Weed books that are in bad shape. In doubt please contact chair of consortium (Maureen or Melody).
- Floating collection can be searched by codes in Polaris (ei. WF – Western Floating).

5.2. Electronic Resources – Colette – see Director’s report also

- Hoopla: very expensive because subscription is based on usage. Hoopla cost will go over the budget this year by approximately \$40,000. 2707 items were taken out last month – well used all across the collections available in Hoopla.
 - Preference was stated to go back to 5 checkouts per month instead of losing our most popular database. Get rid of unused ones and put money towards Hoopla.
 - Other systems have lowered their limits.
 - Hoopla is flexible for the subscription (month to month)
 - There is no plan to get rid of it. NLLS Board is looking at raising awareness of cost and containing it.

- Some education of cost to users and Library Staff was suggested. Awareness that this vital service is expensive as a cost per use.

Motion by Stuart Paul's to reduce borrowing limit to 8 per month and revisit the future of Hoopla at the next LMC meeting. Carried.

- Lynda.com
 - NLLS is looking into subscribing to Lynda.com for all member libraries at the cost of \$25,000/year.
 - Good resource for staff training.
 - Recommended to students at MacEwan University as good resource to access through your library.
 - Is there a way to look at cost sharing like Public Performance licensing?
 - Some libraries questioned if these are accredited courses and where this resource would be used by the general public.
 - **Conclude the discussion of bringing back the service options to the next LMC meeting in September and NLLS will send out a formal survey to all LMC to see what interest there is in this resource and these results will be shared at the meeting.**

5.3. Outside Purchases – Heather Elliott

- 100 % outside purchases is being proposed.
- *Thank you from the group to the NLLS Board for allowing us the freedom to use our book allotment.*

Motion by Isabelle Cramp to accept the proposed move to have outside purchases opened to 100% of the book allotment. Carried.

- Time frames: July 1st will be the roll out date.
- Processing supplies: Terri Hampson would like to do a group order to help with costs and if you have any questions Please talk to Terri.

5.4. Website Mock-ups – Clinton (Townlife)

- What is the goal of your library? Why do libraries have webpages? Things need to know when designing webpages.
- Review of recommendations – Google listing, search tabs, logos, and library jargon.
- Review of proposed designs.
- Survey will be sent out to get everyone's feedback regarding the website designers.

5.5. Learning Commons – Colette Poitras

- School divisions are moving to learning commons within their schools. This means making spaces more welcoming (digital presence, comfy sitting, Makerspaces, creating a space that is more appealing to the public).

This means also weeding in order to provide space for this. Libraries in schools are looking at policies and changes. If you are going through this process , Amber Fehr, can provide guidance while NLLS works in collaboration with other groups to come with standards for public school libraries as they move towards the Learning Commons model.

5.6. Winter Reading Club Them – Kayla Lorenzen

- Presentation of 2018 theme ideas.
- Suggestion to do a survey monkey or poll and select the top 3 picks.

5.7. CFLA TRC report – Colette Poitras

- Leaving spreadsheet of best practices, programming, decolonizing, culture.
- Committee is asking that organization endorse the report.

Motion by Betty Lou Kobe to endorse the recommendations of the CFLA TRC report. Carried.

6. NLLS Plan of Service – Heather Nickel

- All feedback gathered by NLLS staff.

7. Next Meeting Dates

- **Thursday, September 14th 2017 (Morning of NLLS pre-conference)**
- **Wednesday, February 28th 2018 (AGM)**

8. Adjournment at 15:13 pm

Motion by Jodi Dahlgreen to adjourn. Carried.