

**Executive Committee Meeting
August 14, 2017
Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Laurent Amyotte, Ferd Caron, Warren Griffin, Joan Green, Arnold Hanson (tele-conference)

Missing: Linda Russnak, Jim Cheverie, Colette Poitras

Staff: Julie Walker, Heather Elliott, Terri Hampson, Kelly McGrath, Tracy Paradis

1. Meeting called to order at 6:21 p.m.
2. Additions
Motion to approve agenda – Laurent Amyotte – Carried.
3. Approval of Minutes of May 13
Motion to approve the Executive minutes of May 13, 2017 – Warren Griffin
Approval of Minutes June 26
Motion to approve the Executive minutes of June 26, 2017 with amendment, add “time” at the end of the last point – Vicky Lefebvre – Carried.
4. In-Camera - none
5. LMC Report
 - United Voice for Alberta Libraries Working Group
 - what do the groups want to get out of the partnership
 - what do the groups want to see happen
 - No longer a Vice-Chair on the LMC, Amber Fehr resigned as Library Manager for APV
 - Maureen will not be running for Chair next term
6. Executive Director’s Report
 - Finances/Investments
 - 3 investments are coming due on September 7
Motion to renew the 3 certificates coming due on September 7 into an 18-month term GIC investment – Vicky Lefebvre – Carried.
 - there is \$500,000 available for investment in the chequing account
Motion to take \$500,000 from chequing and put into investments (\$200,000 in 18-month term; \$200,000 in 15-month term; \$100,000 in 12-month term)
 - Budget – a few codes were changed (P.D.); look at total amounts for the year
Motion to have Administration make changes and forward to Budget Committee and Executive – Vicky Lefebvre – Carried.
 - changes will be made and Tracy will forward to Executive and then forward “Draft” copy of budget to Board.
 - Stephen passed the Chair to Vicky
Motion for Julie and Terri to get concrete numbers of users for Hoopla and to discuss with LMC Chair (Maureen) to find a potential to tame the budget for Hoopla – Stephen Dafoe – Carried.

- Chair was referred to Stephen

- Building Update

- Building Committee made recommendations to get a building assessment.

- We had a company come out and do an initial assessment, but unfortunately before we could proceed, the person quit the company. Need to look for another Company to do the assessment.

Motion to contact a couple of Municipalities and Jen-Col Construction to get a building assessment – Vicky Lefebvre – Carried.

- New Position

- Creating a new position – Marketing & Communications

- NLLS Conference 2017

- 1.5 day conference

- Thursday evening Corks ‘n Cans at Wally’s or Golfing at local golf course

- Jasper Park Lodge has let us have the Outlook Cabin for one year only. If anyone is interested in staying in the Cabin let Julie know. As well, we have the block of rooms for ALC2018. Please book early.

- Kelly & Jodi went on a paid conference to Montreal. Great speakers and impressive equipment.

- There has been interest from the town to rent our spare rooms and horizon equipment

Motion to rent out Board room, Meeting room and Lab room; on checking with insurance company to see what our liability coverage is – Craig Lukinuk – Carried.

Motion to accept the Executive Director’s report as information – Laurent Amyotte – Carried.

7. Chairman’s Report

- Policies

- good work done by committee and staff

- will be sent out before September 9 meeting

- Plan of Service

- updated Mission statement, Vision statement, Values

- Heather Nickel was amazing with her contribution

Motion to accept Plan of Service draft and present to Board for approval – Craig Lukinuk – Carried.

Motion to accept Chairman’s Report as information – Joan Green – Carried.

8. Adjournment

Motion to adjourn at 7:35 p.m. – Warren Griffin – Carried.