

**Northern Lights Library System
Board Meeting
September 9, 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
Cheverie, Jim - Town of Bonnyville
Dafoe, Stephen - Town of Morinville
Foley, Bob - Town of Wainwright
Green, Joan - Village of Irma
Hanson, Arnold - Beaver County
Krahulec, Julie - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
Olechow, Wayne - Town of Bruderheim
Parkyn, Roger - Village of Marwayne
Rudolf, Donna - Village of Myrnam
Sharun, Steven - Town of Lamont
Svenson, Lavonne - Village of Ryley
Tyska-Evans, Tanu - Town of Athabasca
Walker, Arlene (alternate) - Village of Boyle

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
Frank, Daryl - Village of Kitscoty
Griffin, Warren - County of Athabasca
Hryciuk, Stacey - County of Vermilion River
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
McMann, Debbie - Village of Innisfree
Padlesky, Don & Wiebe, Dwight - Town of St. Paul
Pocock, Lorna - Town of Bon Accord
Saskiw, Gerren - Town of Two Hills
Smith, Ina – S.V. of Pelican Narrows
Tiedemann, Larry - S.V. of Mewatha Beach
Valleau, Phil - M.D. of Wainwright
Woodger, Jean - Town of Gibbons

Regrets

Arnold, Mary - Village of Paradise Valley
Matiaszow, Brent - Village of Andrew

Caron, Ferd - Sturgeon County

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Gordeyko, Pat - County of Two Hills
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna
Russnak, Linda - Village of Chauvin
Sisson, Larry - Thorhild County
Yontz, Bob - S.V. of Island Lake

Belik, Wendy - Village of Edgerton
Hartl, Travis - Town of Viking
Malica, Robert - Lamont County
Ross, Dianne - Town of Smoky Lake
Sinclair, Don - M. D. of Bonnyville
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Allan, Ken – PLSB

Penn, Maureen - LMC

Staff

Hampson, Terri - Finance Officer
Paradis, Tracy - Recording Secretary

McGrath, Kelly - I.T. Consultant/Supervisor
Walker, Julie - Executive Director

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

APPENDIX I

Additions to agenda 5.7 – PLSB

2017/09/09-01 Motion to approve the amended agenda – Greg Barr – carried

Acknowledge of Treaty 6 and Land of the Metis – Stephen Dafoe

4. Minutes of May 13, 2017

APPENDIX II

2017/09/09-02 Motion to approve the minutes of May 13, 2017 – Bernie Marko – carried

5. For information

1. Library Managers Council Report-Maureen Penn

APPENDIX III

- PNLA Conference – for all states and provinces; 2020 Conference will be held in Alaska
- next meeting scheduled for Thursday, September 14 at NLLS (before pre-conference)
- AGM is scheduled for February 28, 2018
- second vice-chair resigned, there will be 2 positions open
- LAA – united libraries working group
- 6 groups to come under an umbrella association
- 2 questions being asked: 1. What would your dream organization look like? 2. What is your organization looking for?

2017/09/09-03 Motion to accept the Library Managers Council Report as information – Les Dorosh – carried

2. ALTA Report

APPENDIX IV

- no report

3. Director's Report-Julie Walker

APPENDIX V

- PLSB grants based on 2016 population
- please present this budget to your council and any questions are to be directed to Julie Walker
- budget to be passed at November meeting
- no levy increase for 2018
- possible levy increase in 2019

Budget 2018 (draft)

- Revenue Budget 2018 - \$3,124,133.32
- Total Operating Expenses Budget - \$3,123,974.45
 - Administration Budget - \$117,200.00
 - Bibliographic Budget - \$523,638.45
 - Board Budget - \$48,100.00
 - I.T. Budget - \$209,000.00
 - Public Services Budget - \$221,300.00
 - Contracts & Vendors Budget - \$143,500.00
 - Staff Salaries/Benefits - \$1,268,830.00
- Reserve Total Budget - \$146,100.00

2017/09/09-04 Motion to accept Draft Budget as information – Don Padlesky – carried

Department Reports

- Hoopla – PLSB will no longer be providing \$25,000 for funding of Hoopla
- LMC reduced the number of checkouts from 10 to 8 per month (this made no difference)
- they were then reduced to 5 checkouts per month (still very expensive); letter was drafted by Julie and Maureen explaining the situation to the libraries
- TAL was fined \$374,000 for not remitting GST to the CRA; they went to court and TAL won the judgement; the CRA is now charging TAL \$1.1 million for charging GST on resources to patrons.
- new position being created: Marketing/Communications
- Conference 2017 – September 14 & 15 (keynote John Chrastka)

2017/09/09-05 Motion to accept the Executive Director's report as information – Ina Smith – carried

4. Chairman's Report-Stephen Dafoe

APPENDIX VI

- to those of you running for council again good luck; for those of you who are not it has been a pleasure to work with you
- a reminder that you do not need to be member of council to sit on this Board, your council is able to appoint a member they choose to represent them

2017/09/09-06 Motion to accept the Chairman's report as presented – Larry Tiedemann – carried

- lighting in Bib. Services needs to be replaced
- to take advantage of the government grant rebates we are requesting \$7,000 to be taken out of reserves to replace the lighting

2017/09/09-07 Motion to take \$7,000 out of reserves to replace lighting in Bib. Services – Phil Valleau – carried

Auditors – RFP's were sent out

- Based on a 3-year contract

JMD Group (St. Paul) - \$10,000 (first); \$10,500 (second); \$11,000 (third) - (2 visits/year)

Wilde & Co. (Vegreville) - \$14,000 (first); \$14,600 (second); \$15,200 (third) - (2 visits/year)

Hawkings & Dumont Ltd. (Edmonton) - \$12,700 (first); \$13,000 (second); \$13,200 (third) - (2 visits/year)

- an additional \$866/year for 3 years with Hawkings

2017/09/09-08 Motion to ratify the Executive Committee motion – Greg Barr – carried (4 opposed)

5. Policies

APPENDIX VII

Continuing Education

2017/09/09-09 Motion to approve \$800 per course within each department's budget – Laurent Amyotte – carried

2017/09/09-10 Motion to approve staff member to submit a written report on subject matter and course overview – Cathy Brown – carried

2017/09/09-11 Motion to approve Appendix C – Tanu Tyska-Evans – carried

2017/09/09-12 Motion to approve staff member to submit a written report on highlights of sessions attended from conferences – Bernice Capjack – carried

Absenteeism

2017/09/09-13 Motion to approve a.) employees are expected to attend work and be punctual – Lavonne Svenson – carried

2017/09/09-14 Motion to approve b.) employees subject to disciplinary policy of absent or late without authorization for 3 occurrences – Dwight Wiebe – carried

c. deferred back to Policy Committee

Bereavement Leave

2017/09/09-15 Motion to approve the definition of immediate family – Roger Parkin – carried

Sick Days

2017/09/09-16 Motion to approve the doctor's note request – Les Dorosh – carried

Short-Term Disability/Sick Pay Benefits

2017/09/09-17 Motion to approve the Short-Term Disability and Sick Pay Benefits – Warren Griffin – carried

Retirement

2017/09/09-18 Motion to approve Retirement conditions – David Berry – carried (1 opposed)

Company Vehicles - Overview

**2017/09/09-19 Motion to approve a.; c.; e.; and f. – Daryl Frank – carried
b.; and d. deferred back to Policy Committee**

Company Vehicles – Usage

2017/09/09-20 Motion to approve e.) safe operation of vehicles in accordance to the local laws and regulations – Greg Barr – carried

2017/09/09-21 Motion to approve fleet replacement – Craig Lukinuk – carried

2017/09/09-22 Motion to approve sale of vehicles by public tender – Wayne Griffin – carried

2017/09/09-23 Motion to approve Appendix S – Driver’s Abstract Consent Form – Lavonne Svenson – carried

Financial Matters

2017/09/09-24 Motion to approve Fraud policy – Craig Lukinuk – carried

Privacy Issues

2017/09/09-25 Motion to approve policy #3. – Arnold Hanson – carried

Request for Purchase

2017/09/09-26 Motion to approve the Request for Purchase policy – Larry Tiedemann – carried

Vacation

2017/09/09-27 Motion to accept vacation addition – Greg Barr – carried

6. Plan of Service

APPENDIX X

- Bernie Marko was Chairman of this Committee
- Heather Nickel provided excellent guidance through this process
- meetings were held in 5 big centers
- the following pamphlet was put together with all the contributions from the Board members and Librarians

2017/09/09-28 Motion to approve Plan of Service for the next 3 years – Gerren Saskiw – carried

2017/09/09-29 Motion to dissolve the Plan of Service Committee – David Berry – carried

7. PLSB Report

APPENDIX XI

- Board Basics Workshops
 - September and October on Saturdays – full day workshops
 - September 30 – Morinville
 - October 21 – NLLS
- Electronic Resources – some of the resources are expiring this year; RFP’s will be sent out to potential resource companies
- PLSB will be presenting sessions at the NLLS conference on Thursday and Friday

2017/09/09-30 Motion to accept PLSB Report as information – Lorna Pocock – carried

8. Adjournment

2017/09/09-31 Motion to adjourn at 1:30 p.m. – Les Dorosh – carried