

**Executive Committee Meeting
September 9, 2017
Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Joan Green, Arnold Hanson, Jim Cheverie, Craig Lukinuk

Guest: Maureen Penn

Missing: Ferd Caron, Linda Russnak, Colette Poitras, Heather Elliott

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

1. Meeting called to order at 8:04 a.m.
2. Additions – 7. In-Camera (Personnel/HR)
Motion to approve agenda – Arnold Hanson – Carried.
3. Approval of Minutes of August 14, 2017
Motion to approve the Executive minutes of August 14, 2017 – Laurent Amyotte – Carried.
4. LMC Report
- deferred to Board Meeting
Motion to accept LMC Report – Warren Griffin – Carried.
5. Executive Director's Report
 - Finances/Investments
 - renew the 3 certificates
 - \$500,000 into a 90-day notice certificate
 - Terri will into interest rates of electronic banks
 - Auditors
 - 3-year contract (put out RFP)
 - JMD Group (St. Paul) - \$10,000 (first); \$10,500 (second); \$11,000 (third)
 - Wilde & Co. (Vegreville) - \$14,000 (first); \$14,600 (second); \$15,200 (third)
 - Hawkings & Dumont Ltd. (Edmonton) - \$12,700 (first); \$13,000 (second); \$13,200 (third)
 - Budget
 - couple of changes
 - needed to take money out of reserves to put into Hoopla
 - Building Update
 - we contacted a few municipalities and they referred us to the government planning department; unfortunately, because we are not a public entity we are required to go back to PLSB and ask them for assistance.
 - Barr Engineering, out of Lloydminster, came and did a walk-through of the building; will send us a quote for assessment
 - Jen-Col, out of Stony Plain, will come out in a couple of weeks, to do the initial walk-through

- Hoopla
 - Julie and Maureen drafted letters to the libraries explaining the circumstances of cost for Hoopla
 - PLSB is no longer providing the \$25,000 in funding for Hoopla
 - the libraries can pick up Hoopla on their own if they would like
 - in August, there were 2,564 checkouts at \$4.99 each
 - 4 of the 7 systems are also having funding issues with Hoopla
 - Marigold is down to 2 checkouts per month
 - Yellowhead is down to 5 checkouts per month
 - Parkland is down to 3 checkouts per month
 - Peace is down to 5 checkouts per month
 - EPL is down to 5 checkouts per month
 - Calgary has opted out entirely

- Insurance
 - guests are allowed to be with staff in vehicles
 - renting the rooms in our building won't affect the premiums

- County of St. Paul Library Board
 - they asked for Laurent Amyotte's ALC fee to be paid for by us (we paid)
 - now they want us to pay for the room rate as well
 - Laurent will look into this

- Lighting
 - we have changed some of the office from standard lighting to LED lighting; has made a huge difference.
 - would like to replace all lighting in Bib. Services to LED lighting
 - \$6,700 is the cost for replacing lights in Bib Services; we will receive rebates from the government on lights (31% rebate)
 - MCCAC gives grants for retrofits if upgrading to energy efficient lighting

Motion to take \$7,000 out of building reserves for lighting replacement in Bib. Services to take advantage of the current government rebate program– Jim Cheverie – Carried.

- Collaborations
 - Library Archives of Canada/National Film Board of Canada
 - series of dialogues for Truth & Reconciliation
 - indigenous actors and directors for movies
 - Toronto Public Library, Edmonton Public Library, University of Alberta
 - indigenous studies
 - Marigold, Peace, Northern Lights
 - creating curriculum on advocacy and training
 - for Board members, libraries
 - advocating for funding, mla's, etc.

Motion to accept Executive Director's Report as information – Joan Green – Carried.
Motion to put \$500,000 in a 90-day notice demand account at 1.75% - Arnold Hanson – Carried. (rates are as per today)
Motion to rollover 3 certificates into a 1-year GIC cashable original principle only at 1.70% - Arnold Hanson – Carried. (rates are as per today)
Motion to accept Hawkings & Dumont Ltd. As our auditors for the next 3 years – Arnold Hanson – Carried.
Motion to have Board ratify the appointment of auditors – Craig Lukinuk – Carried.

6. Chairman's Report

- Policies

- good work done by committee and staff

- deferred to Board Meeting

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

7. In-Camera – Personnel/HR

Motion to go into camera 9:43 a.m. – Warren Griffin – Carried.

Motion to come out of camera 9:58 a.m. – Vicky Lefebvre – Carried.

8. Adjournment

Motion to adjourn at 9:59 a.m. – Arnold Hanson – Carried.