

**Northern Lights Library System
Board Meeting
December 9, 2017
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene & Borgun, Colette - Lac La Biche County
Brown, Cathy - Town of Tofield
Dorosh, Les & McRae, David - Town of Redwater
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Kuzio, Tara - County of Minburn
Lawson, Marjorie - Village of Irma
Lukinuk, Craig - Smoky Lake County
May, Tanya - Town of Bon Accord
McMann, Debbie - Village of Innisfree
Millante, Jaycynth - Town of Gibbons
Murray, Clinton - County of Vermilion River
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Smith, Barbara - Village of Boyle
Storoschuk, Lorna & McEvoy, Brian - Town of Bonnyville
Tiedemann, Larry - S.V. of Mewatha Beach

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Cherniwchan, Tannia - Town of Athabasca
Evans, Susan - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Lawrence, Tara - Village of Marwayne
Lefebvre, Vicky - City of Cold Lake
Marko, Bernie - Village of Holden
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Morton, Melody - Town of Smoky Lake
Pederson, Dale - Beaver County
Rudolf, Donna - Village of Myrnam
Skarsen, Darcy - M. D. of Bonnyville
Sorochan, Elaine - Town of Two Hills
Thompson, Justin - Town of Vermilion
Valleau, Phil - M.D. of Wainwright

Regrets

Binder, Duncan - S.V. of Island Lake
Dafoe, Stephen - Town of Morinville
Diduck, David - Lamont County
Lupul, Sheila - Village of Andrew

Clarke, Donna - Town of Mundare
DeMoissac, Tyson - Town of St. Paul
Huibers, Maynard - Town of Viking
Smith, Ina - S.V. of Pelican Narrows

Absent

Bancroft, Garth - S.V. Island Lake South, Whispering Hills
Filipchuk, Richard - Thorhild County
Krahulec, Julie - Village of Waskatenau
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Bottorff, Garry - Town of Bruderheim
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna

Guests

Allan, Ken - PLSB

Penn, Maureen - LMC

Staff

Elliott, Heather - Marketing & Communications Mgr.
McGrath, Kelly - I.T. Manager
Quail, Lois - Assistant Director

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

1. Call to order – Meeting called to order at 11:12 a.m.

Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre

2. Introductions
3. Adoption of Agenda

APPENDIX I

Additions to agenda 5.8 – Voting for Zone 2, 3 & 4; 5.9 PLSB update

2017/12/09-01 Motion to approve the amended agenda – Warren Griffin – carried

4. Minutes of September 9, 2017

APPENDIX II

2017/12/09-02 Motion to approve the minutes of September 9, 2017 – David Berry – carried

5. For information

1. Library Managers Council Report-Maureen Penn

APPENDIX III

- AGM is scheduled for February 28, 2018 - there is 1 vacancy to be filled at the AGM
- LAA – united libraries working group
- 6 groups to come under an umbrella association or a partnership
- consortium type model – but work together for cross training and have a voice at the national level

2017/12/09-03 Motion to accept the Library Managers Council Report as information – Barbara Smith – carried

2. ALTA Report

APPENDIX IV

- no report
- 1. We require a representative from our Board – to represent our libraries in our area; advocacy and education to teach trustees in the province; partner will LAA to host Jasper Conference
 - telephone meetings once a month
 - face to face meeting 1 or 2 times per year (Red Deer area)
 - ALC Conference
 - ALTA does cover mileage

2017/12/09-04 Motion to defer ALTA item to Executive Committee to provide position description for membership to consider – Al Harvey – carried

3. Director's Report-Julie Walker

APPENDIX V

- Hoopla
 - videos, t.v. shows, audiobooks
 - a very expensive e-resource – looking at \$50,000 over budget if we continue
 - 10 checkouts per month was costing approx. \$6,000/month
 - dropped to 5 checkouts per month the cost is \$5,000/month
 - looking for an alternative for patrons with PLSB
- Book Allotment
 - used to be at 40% for outside purchases
 - changed this to 100% for libraries and most libraries are using their allotted amounts
- New Organizational Chart
 - Assistant Director – Lois Quail
 - Public Services will be covered by the Assistant Director
 - Marketing & Communications – Heather Elliott
 - Shipping Coordinator – Crystal Boorse
 - Cataloguing – Rhonda Cusack
 - Margaret Young is looking to retire in 2018 after 22 years of service
 - Public Service Consultant, Robyn Gray, has resigned. Kayla is now the consultant for all libraries
 - interviewing for a new Public Service Consultant (11 applicants, we have narrowed them down to 4)
- Jasper ALC 2018
 - knowledge based conference for trustees
 - NLLS has a block of rooms reserved at Jasper Park Lodge, each room includes one set of meal tickets. These are available to Library Managers and Board Members on a first come first serve basis. Please contact Julie or Tracy for information.
 - There is also a shuttle service available to Jasper Park Lodge if you prefer to stay in Jasper.
 - the last week for booking is the second week of March, unused rooms need to be released back to the Jasper Park Lodge

- Advocacy Training
 - a joint effort between NLLS, Marigold Library System, Peace Library System and Northern Lights College are providing advocacy training for library trustees and library managers
 - NLLS will pay for 8 people (trustees or library managers) to participate in this program (this will be done a first come first serve basis)
 - the cost of this program is \$350 per person
 - an on-line training program that can be done at your own pace

2017/12/09-05 Motion to accept the Executive Director’s report as information – Cyndy Heslin – carried

4. Chairman’s Report-Julie Walker on behalf of Stephen Dafoe **APPENDIX VI**
 A letter was presented by Vicky Lefebvre on Stephen Dafoe’s behalf stepping down as Chairman of the Board.

1. Budget 2018 (draft)
- no levy increase for 2018
 - 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

2017/12/09-06 Motion to adopt the budget as presented – Al Harvey – carried

2017/12/09-07 Motion for presentation of budget to be sent back to the Budget Committee for methodology and to the Policy Committee for clarity on how to present the budget to the Board – Al Harvey – 17 carried; 19 opposed

5. Policies **APPENDIX VII**
 - nothing to report

6. Plan of Service **APPENDIX VIII**
 - has been approved and is on website
 - info packages will go out to libraries as well posters

7. Correspondence **APPENDIX IX**
 - will be sent to Executive Committee for discussion

8. Voting for Zones 2, 3 and 4 **APPENDIX X**
- Zone 2 – Executive – Elaine Sorochan
 - Zone 3 – Executive – Cyndy Heslin
 - Zone 4 – Executive – Jill McLuckie
 - Zone 2 – Policy Committee – Debra McQuinn
 - Zone 3 – Policy Committee – Bernie Marko

2017/12/09-08 Motion to destroy ballots – Les Dorosh – carried

9. PLSB Update – Ken Allan

- Annual Symposium – Feb. 23 & 24/18 – “We’re Only Human”
 - employment standards
 - policies
 - relationship between library board and their library managers
 - registration is open and filled up in less than 48 hours – there is wait list if you would like to add your name
 - were overwhelmed by the number of applicants; this far exceeded their expectations
 - PLSB still determining how to meet the need
- the funding provided to systems for the Indigenous populations will be ongoing
- Awards of Excellence nominations are open – this is for libraries, library boards, etc.

2017/12/09-09 Motion to accept PLSB Report as information – Larry Tiedemann – carried

10. Adjournment

2017/12/09-10 Motion to adjourn at 2:32 p.m. – Debbie McMann – carried

DRAFT