

**Executive Committee Meeting
February 26, 2018
Meeting Minutes**

Present: Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Cyndy Heslin

Missing: Susan Evans

Guest: Barb McCarthy, Maureen Penn

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

1. Meeting called to order at 10:02 a.m.
2. Additions – 6. ALTA Rep/alternate; population numbers vs. budget numbers; annual reports; move Audit after Additions

Motion to approve amended agenda – Laurent Amyotte – Carried.

Audit (Barb McCarthy)

- minutes state taking from reserves, instead approve through unbudgeted items

Motion to accept pay increase outside the pay grid for the one employee retroactive to January 1, 2017 – Craig Lukinuk – Carried.

Motion to accept financial statements, with the removal of internal restricted – Jill McLuckie – Carried.

3. Approval of Minutes of December 9, 2017
- Motion to approve the Executive minutes of December 9, 2017 – Warren Griffin – Carried.**

4. LMC Report
- final report from the United Voice Working Group has been submitted to their respective Associations
 - instead of the umbrella model, they recommend forming a consortium which will allow the various Alberta Library Associations and groups will have united voice at the National level
- Motion to accept LMC report – Craig Lukinuk – Carried.**

5. Executive Director's Report
- went to a Director's Symposium by Innovative
 - new apps for LEAP
 - new interfaces for Polaris
 - changing from a license to subscription type
 - meeting with CEO in April
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- Northern Lakes College, Marigold, Peace and NLLS
 - created an Advocacy course, certificate program (for libraries and board members)
 - 8 students are signed up and will give their feedback on the program; after that anyone who wants to take the course there is a reduced fee if you're an NLLS member.
 - course starts March 12 and ends beginning of May

- New hires
 - CJ Nyssen – Public Services, Indigenous Relations; started today
 - Anna Scott – Public Services (Programming); starts in June
 - Crystal Boorse – Bib. Services; started last month

- Hoopla
 - changing the amounts of usage has not lowered the cost
 - will propose a few alternatives to the LMC on Wednesday
 - drop the per use lower
 - drop the cap from \$3.99 to \$2.99
 - put a cap on the amount used per month, and it will be first come, first serve (\$2,500)
 - drop Hoopla completely

- Doors
 - front doors are not working properly
 - St. Paul Glass will be coming on Wednesday to look to see if the doors need replacing

- Legal, Alberta
 - received a phone call from Legal, as to why they get charged a non-resident fee for library cards
 - had a discussion with them, and they may be interested in joining our system
 - meeting is scheduled for March 28, with representative from Legal and Ken Allan and Julie to discuss the requirements to join

- Jasper
 - cut-off for rooms is March 9th

Motion to accept Executive Director's Report – Elaine Sorochan – Carried.

6. Chairman's Report
 - Audit – see above
 - Financial statements – see above
 - Executive Director (in-camera)
 - **Motion to go into camera at 11:15 a.m. – Craig Lukinuk – Carried**
 - **Motion to come out of camera at 11:35 a.m. – Craig Lukinuk – Carried**
 - **Motion to accept the Executive Director Review Committee recommendations – Cyndy Heslin - Carried**
 - Committees
 - Building Committee still requires 3 members
 - Policy Committee requires a member from Zones 3 & 4
 - Building Committee
 - **Motion to go into camera at 11:55 a.m. – Jill McLuckie – Carried**
 - **Motion to come out of camera at 12:05 p.m. – Cyndy Heslin - Carried**
 - Elections
 - at the upcoming board meeting on Saturday, we require elections for:
 - Chair
 - Zones 2 & 4
 - 1 member-at-large
 - Letter from Ryley
 - Communication protocol needs to be addressed by Policy Committee

- Progress on Plan of Service
 - please see attached report
- ALTA Rep/Alternate
 - put together a job description and requirements
 - NLLS should put some money towards the retreats and conferences for the Rep. to attend
- Population numbers vs. budget numbers
 - prepare an interim budget in October, pass the budget in February when the population numbers from the government have been provided
 - municipalities will be billed with actual population numbers
 - libraries will be billed in June
 - refer to Policy Committee to make changes
- Annual Reports
 - Myrnam, Garrison, NLLS annual reports
 - email reports to Executive, will approve at next meeting

Motion to have Executive Meeting directly after the Board Meeting on Saturday, March 3, 2018 – Craig Lukinuk - Carried

7. Adjournment
 - 1:25 p.m.

Next meeting Saturday, March 3, 2018 after Board Meeting