

# MEETING MINUTES – EXECUTIVE MEETING

## MEETING INFORMATION

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**Date:** May 5<sup>th</sup>, 2018

**Time:** 8:00 am

**Attendees:** Larry Tiedemann, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Neal Comeau (on behalf of Susan Evans), Cyndy Heslin, Jodi Dahlgren, Julie Walker, Lois Quail, Terri Hampson, Heather Elliott, Tracy Paradis  
**Missing:** Justin Thompson

Meeting called to order at 8:05 a.m.

## ACTION ITEMS FROM PREVIOUS MEETING

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1. LMC request update
  - see attached
2. Admin-develop detailed timeframe for reply to calls
  - needs to be referred to Policy Committee
3. Admin-NLLS staff names and job descriptions
  - see attached
  - in process of putting information on website with Staff pictures
  - booklets with staff information to be given to Librarians at LMC
4. Admin-report back to LMC on items that have been addressed
  - will be reported to LMC at next meeting scheduled for May 30, 2018
5. Admin-job descriptions for committees and term
  - see attached

### **Motion to take out the word “all” in Committees of the Board Policy – Warren Griffin - carried**

6. Chair-ALTA AGM in Jasper
  - spoke with Chair of ALTA, stated that ALTA is responsible for provincial advocacy; regional advocacy is the responsibility of each jurisdiction
7. Chair-letter about Innovative
  - an email was sent out by the Chair to the TRAC Chair regarding Innovative (see attached)
8. Policy Committee-Breach Code of Ethics-disciplinary measures
  - to be addressed at next Policy Committee meeting
9. Policy Committee-Communication Policy for Staff, Board Members and Library Managers
  - to be addressed at next Policy Committee meeting

## REPORTS

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1. Chair’s Report
  - see attached
  - provincial government is in the “red-zone”
  - Jasper conference was good, lots of general discussions

### **Motion to accept the Chair’s report as presented – Jill McLuckie – carried**

2. Executive Director’s Report
  - Met with Innovative and 3 other TRAC Director’s; meeting went very well.
  - Innovative is assigning a Canadian representative and they are implementing a plan, therefore they can be held accountable.
  - Polaris is still the best option out there, however the developer of Polaris (he is not with them anymore) is looking at developing a new program comparable to Polaris.

- Julie and Larry, as well as PLSB, went to Legal to present joining the NLLS system; they are unsure of the way they want to go (build a new building, renovate a current building or just join for services) they will let us know.
- Hoopla – with agreement from LMC we have dropped checkouts from 5 to 2 per month. This has created quite a bit in savings from previously. PLSB has given a one-time amount of \$31,000 to NLLS to put towards Hoopla.
- LMC concerns will be addressed at the LMC meeting scheduled for May 30.
- VR machine is booked up until summer of 2019, we are looking to purchase another VR machine with an estimated purchase price of \$12,000.

**Motion to approve the purchase of a new VR machine – Elaine Sorochan - carried**

- New Staff – Anna will be starting in Public Services on June 11; Alexis Bristow will be joining as one of our summer students, one of our cataloguers, who has been with NLLS for 23 years, is retiring this summer, we will be advertising for a full-time cataloguer.
- There was flooding in Bib. Services on April 16<sup>th</sup>. See attached pictures. Refer to Building Committee.
- New Van-There is 150,000 km on the large van (Quasi)
  - Joanne and Lois went and looked at new vehicles in Lloydminster
  - Important items when looking for a vehicle: smaller van, better driver comfort, fuel economy, service options, 2 sliding doors. (see table in Director's report)
  - there is a 3-9 month wait as the van needs to be ordered

**Motion to purchase Ford Transit, with the note that Lois is to look at Ford dealership in St. Paul – Cyndy Heslin – carried**

- Electrical issues in building
  - suggestion from Craig is to purchase larger UPC devices, and to not plug the printers into the device (refer to Building Committee)
- Board members who miss 3 meetings in a row, according to the Libraries Act will be notified of removal/replacement. Recommend Chair to write letters to Mayor and CAO's of municipalities.
- FOIP workshop – see who is interested at the Board meeting. NLLS will be putting on that workshop if there is enough interest.
- Summer student application (needs to be done in-camera)

**Motion to go into camera at 9:50 a.m. regarding personnel – Vicky Lefebvre – carried**

**Motion to come out of camera at 9:55 a.m. – Craig Lukinuk - carried**

(no motion to accept Executive Director's Report)

3. Financial Report
  - not addressed
  - (no motion to accept Financial Report)
4. Policy Report

**AGENDA ITEMS**

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1. Additions to agenda
  - 5. Review Policy "Election of Executive Committee"

**Motion to approve amended agenda – Jill McLuckie - carried**

2. Approval of Minutes from April 5, 2018

**Motion to approve Minutes from April 5, 2018 – Laurent Amyotte – carried**

3. Policies

**Motion to accept amendments to the "Role of the Executive Committee" Policy and forward to the Board for approval – Jill McLuckie – carried**

**Motion to accept amendments to the "Recognition - Board" Policy and forward to the Board for approval – Vicky Lefebvre – carried**

4. Board Code of Ethics
  - not addressed

5. Review Policy "Election of Executive Committee"
  - Add to policy "If in the event of a provincial election year, any person elected to the Executive Committee, will hold that position for 2 years +/- the difference between the next staggered zone election".

**Motion to accept amendments to the "Election of Executive Committee" and forward to the Board for Approval – Cyndy Heslin – carried**

#### **NEW ACTION ITEMS**

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CHAIR – create a committee and plan to move forward with advocacy

CHAIR – send letters to Mayor/CAO's of municipalities of Board members who have missed 3 or more meetings consecutively

POLICY COMMITTEE – Breach Code of Ethics – disciplinary measures

POLICY COMMITTEE – Communication Policy for Staff, Board Members and Library Managers

DRAFT