

**Northern Lights Library System
Board Meeting
May 5, 2018
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Berry, David - Town of Vegreville
Bruce, Barry - Beaver County
Comeau, Neal - Sturgeon County
Diduck, David - Lamont County
Foley, Bob - Town of Wainwright
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kuzio, Tara - County of Minburn
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Murray, Clinton - County of Vermilion River
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Sorochan, Elaine - Town of Two Hills
Tiedemann, Larry - S.V. of Mewatha Beach

Beniuk, Darlene - Lac La Biche County
Brown, Cathy - Town of Tofield
Clarke, Donna - Town of Mundare
Crawford, Patrick - Town of Bruderheim
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Harvey, Al - Town of Lamont
Krahulec, Julie - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Lupul, Sheila - Village of Andrew
May, Tanya - Town of Bon Accord
McMann, Debbie - Village of Innisfree
Millante, Jaycinth - Town of Gibbons
Noel, Norm - Town of St. Paul
Rudolf, Donna - Village of Myrnam
Smith, Barbara - Village of Boyle
Storoshchuk, Lorna - Town of Bonnyville
Valleau, Phil - M.D. of Wainwright

Regrets

Arnold, Mary - Village of Paradise Valley
Dafoe, Stephen - Town of Morinville
Lawrence, Tara - Village of Marwayne
Romanko, Don - Village of Vilna
Smith, Ina - S.V. of Pelican Narrows

Cherniwchan, Tannia - Town of Athabasca
Gramlich, Val - Village of Chauvin
Lawson, Marjorie - Village of Irma
Skarsen, Darcy - M.D. of Bonnyville

Absent

Barr, Lori - S.V. Island Lake South
Filipchuk, Richard - Thorhild County
Irving, Dennis - Whispering Hills
O'Toole-Balaban, Debbie - Town of Viking
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Binder, Duncan - S.V. of Island Lake
Hursin, Amelia (Myn) - S.V. of West Baptiste
Morton, Melody - Town of Smoky Lake
Thompson, Justin - Town of Vermilion

Guests

Allan, Ken - PLSB
Dahlgren, Jodi - LMC

Anheliger, Jennifer - ALTA Rep.

Staff

Elliott, Heather - Marketing & Communications Mgr.
Paradis, Tracy - Administrative Assistant/Recording Secretary
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer
Quail, Lois - Assistant Director

1. Call to order – Meeting called to order at 10:07 a.m.
2. Introductions
3. Adoption of Agenda
Additions to Agenda 5.3 PLSB report

APPENDIX I

2018/05/05-01 Motion to approve the amended agenda – Warren Griffin – carried

4. Minutes of March 10, 2018

APPENDIX II

2018/05/05-02 Motion to approve the minutes of March 10, 2018 – Les Dorosh – carried

5. For information

1. Library Managers Council Report - Jodi Dahlgren
- next meeting is May 30, 2018

APPENDIX III

- ALC – there were several librarians and library board members that attended
- Town of Morinville received the U-Libraries Award and Minister's Award
- Cold Lake, St. Paul and Mallaig Libraries were all finalists for the Minister's Award

- TRAC meeting will be held at the end of the month

2018/05/05-03 Motion to accept the Library Managers Council Report as information – Craig Lukinuk – carried

2. ALTA Report – Jennifer Anheliger

APPENDIX IV

- ALTA is to create a forum on the website for trustees to ask questions and give answers
- Board Trustees need to have their email addresses on file with ALTA otherwise they are unable to log on
- Devising a new Trustee Handbook
 - would like input from everyone
- if you have any questions about ALTA, please contact Jennifer Anheliger (Tracy has her contact information)

2018/05/05-04 Motion to accept the ALTA Report as information – Barbara Smith – carried

3. PLSB Report – Ken Allan

APPENDIX V

- PLSB is pleased to welcome back Katrina Peachey (formerly Borowski); she's in charge of the e-resources contracts
- Ken Feser has left PLSB to become chief Librarian at Medicine Hat Library; PLSB is looking for a replacement for Ken
- There's a temporary scale-back on the Board Basics Seminars, due to the temporary limited staffing
- There will only be 2 Board Basics this year June 2 is in Cochrane, AB and the other will be TBA in the Fall
- Board Orientation is still available, PLSB will come out and do a Board Orientation for new Board members
- May 28 & 29 – there is a resource sharing group
- Pronunciator has replaced Mango, and is now available for download
- Hoopla – PLSB has given all the systems and nodes a share of a one-time payment to assist with cost of Hoopla. NLLS' share is \$31,000.

2018/05/05-05 Motion to accept the PLSB Report as information – Cyndy Heslin – carried

4. Director's Report-Julie Walker

APPENDIX VI

- Innovative Interfaces
 - 4 Directors met with the CEO of Innovative in Calgary
 - there is a new Canadian representative – Regan Dewey
 - Innovative has created a plan for communications, quarterly updates; this way they can be held accountable
 - it was a very good meeting
- Legal
 - Larry and Julie, along with PLSB, went to do a presentation at Legal
 - they are still deciding the route they want to go: new building, renovations on existing building, or just join for services
- Hoopla
 - LMC has dropped the number of checkouts from 5 to 2 and is has made a difference in the cost
 - PLSB has given a one-time amount of extra funding to held with the costs of Hoopla
- LMC
 - all the issues have been addressed and will be presented to the LMC at their meeting on May 30
- VR machine is booked until summer 2019; the Executive approved the purchase of an additional VR machine at this morning's meeting

- New Staff
 - Anna Scott will be a Public Services Consultant (programming, makerspace, etc.), she starts June 11.
 - Alexis Bristow is coming back as one of our summer students
 - Margaret Young, who has been with us for 23 years, is retiring this summer; looking for someone to replace her
- TAL
 - the new CEO is Jim Jinevsky
- Advocacy Training (Cyndy Heslin) (see attached)
 - Cyndy Heslin volunteered to take the course
 - 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
 - this course benefits everyone
 - gives the knowledge to create a successful advocacy plan
 - this will be available to everyone
 - the cost of this program is \$350 per person
 - an on-line training program that can be done at your own pace

2018/05/05-06 Motion to accept the Executive Director's report as information – Debra McQuinn – carried

- Income Statements
- see attached

2018/05/05-07 Motion to accept Financial Statements as presented – Lorna Storoschuk – carried

5. Chairman's Report-Larry Tiedemann

APPENDIX VII

- see attached
- attended System Director's and Chair's meeting
- government is in the "red-zone"
- ALTA – their responsibility is for provincial advocacy only; any local issues are your local responsibility

2018/05/05-08 Motion to accept the Chair's Report as information – Bernie Marko – carried

6. Policies

APPENDIX VIII

Continuing Education and Professional Development

2018/05/05-09 Motion to approve Continuing Education and Professional Development Policy – Elaine Sorochan – 1 opposed – carried

Employee Reduction and Termination

2018/05/05-10 Motion to approve Continuing Education and Professional Development Policy – Barbara Smith – 3 opposed – carried

Hours of Work

2018/05/05-11 Motion to approve Hours of Work Policy – Jill McLuckie – carried

Overtime

2018/05/05-12 Motion to approve Overtime Policy – Barbara Smith – carried

Vacation

2018/05/05-13 Motion to approve Vacation Policy – Jay Millante – carried

Leaves

2018/05/05-14 Motion to approve Leaves Policy – Cyndy Heslin – carried

NLLS Company Vehicles & Equipment

2018/05/05-15 Motion to approve NLLS Company Vehicles & Equipment Policy, with a direction to Policy Committee to investigate drivers who have no insurance history – Al Harvey – 1 opposed – carried

Cell Phone

2018/05/05-16 Motion to approve Cell Phone Policy – Jill McLuckie – 1 opposed – carried

Inclement Weather

2018/05/05-17 Motion to approve Inclement Weather Policy – Darryl Frank – carried

Policy Statements

2018/05/05-18 Motion to approve Policy Statement Policy – Debra McQuinn – carried

Governance Style of the Board

2018/05/05-19 Motion to approve Governance Style of the Board – Cyndy Heslin – carried

Election of Executive Committee

2018/05/05-20 Motion to refer to Policy Committee to establish guidelines on the election process and clarification of campaigning and soliciting – Al Harvey – carried

Committees of the Board

2018/05/05-21 Motion to approve Committees of the Board Policy – Debra McQuinn – carried

Recognition–Board Chair

2018/05/05-22 Motion to approve Recognition–Board Chair Policy – Bernie Marko – carried

Finance Funds Account

2018/05/05-23 Motion to approve Finance Funds Account Policy – Cyndy Heslin – carried

Building Rental Policy

2018/05/05-24 Motion to approve Building Rental Policy – Cyndy Heslin – carried

7. Attendance

- When Board Member misses 3 meetings in a row, as per the Libraries Act, letter will be sent to the Mayor and CAO of municipality requesting a new appointee

APPENDIX IX

8. FOIP

- NLLS is arranging a FOIP session, if there is enough interest
- Julie will inform the Board of dates for the session

APPENDIX X

9. Committees

- HR Committee
- Zone 3 rep. needed
- Sheila Lupul, Village of Andrew

APPENDIX XI

10. Website – Heather

- Heather did a presentation on how to access Board information on our new website

APPENDIX XII

11. Adjournment – 1:24 p.m.