

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: July 30th, 2018

Time: 8:00 am

Attendees: Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Justin Thompson, Wayne Bokenfohr (on behalf of Susan Evans), Cyndy Heslin, Jodi Dahlgren, Julie Walker, Lois Quail, Terri Hampson, Heather Elliott

Missing: Larry Tiedemann, Laurent Amyotte, Tracy Paradis, Kelly McGrath

Meeting called to order at 10:02 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Chair-create a committee and plan to move forward with advocacy
 - Chair wants to have an advocacy committee, as a standing committee, so that the unique needs of the region are met.
 - ALTA just addresses funding.
 - NLLS is unique, with small population over a large area. Advocacy will be needed for new building.
 - At this point, no budget has been set for advocacy. Suggestion of the company "Global", which provides advocacy services and lobbying at the government level.
 - Volunteers for participation in Advocacy Committee: Elaine Sorochan; Cyndy Heslin; Susan Evans; also, take this to the complete board. We need a job description for this role. Sturgeon County will provide templates.

ACTION: Wayne Bokenfohr will send his regional contract with Global to Chair.

2. Chair-send letters to Mayor/CAO's of municipalities of Board members who have missed 3 or more consecutively
 - If members are not coming, NLLS needs to be advised.
 - If 2 or more consecutive meetings are missed, without notification or an alternate provided, a letter will be sent from the board to the municipality regarding the absences.

Motion for the Chair to send out a letter if an NLLS Board Member has missed 2 consecutive meetings, with a reminder that 3 missed meetings is a removal – Elaine Sorochan – Carried.

3. Policy Committee-Breach Code of Ethics-disciplinary measures
 - What happens if a board member breaks the Code of Ethics?Proposed Policy:

A written submission regarding a potential breach of Board Policy must result in a review in-camera of the breach by the Executive Committee within 30 days of receipt of written submission.

A breach of Board policy, after Executive Committee review of the breach, may result in a letter of notice to the municipality for action.

A breach of Board policy may result in a letter of reappointment request to the municipality to have the NLLS Board member replaced for the remainder of their term of appointment.
4. Policy Committee-Communication Policy for Staff, Board Members and Library Managers
 - Letters received electronically and by mail.
 - Executive Director made a written response to letters from Lac La Biche County Library Board and Bonnyville Municipal Library.
 - I.T. - Executive Director suggested hiring someone else for network analysis or replace our servers so that updates can be done remotely. Suggestion to utilize IT specialists within communities for service disruptions in individual libraries. Is there an I.T. process that the library managers' can follow? Will early server replacement solve the Yellowhead "downtime" issue? Will early server replacement create new issues that are unforeseen, does I.T. have the manpower for these potentials? Suggestion to create a how-to list/ basic protocol for common problems and post on website.

- Communication Protocols for Staff, Board Members and Library Managers reviewed. Library Manager
- Communication Policy amended: Communications for each step will be responded to within 2 NLLS working days. If library managers have not had a response within 2 business days, a phone call is warranted. To allow for urgent requests, cc manager on initial request or flag HelpDesk as URGENT. An automatic response from HelpDesk is not considered a response.

Addition to Board Chair's responsibilities: Attend LMC meetings.

REPORTS

1. LMC Report

- Last managers' meeting centered around collection codes in response to Executive Director at LMC announcing that collections would be catalogued as fiction or non-fiction.
- Library managers were very unhappy about this.
- LMC chair did not agree in discussions to reduce collections to fiction and non-fiction. Weeding is difficult when organized by shelf location and not collection.
- Also, discussion regarding courier service and the quantity of items shipped through courier. May affect the current van runs.
- Advocacy for continuation of Government Courier.

Motion to accept the LMC report as presented – Wayne Bokenfohr – Carried.

2. Chair's Report

- No report

3. Executive Director's Report

- Administration going through budget process.
- Board Chair suggested a levy increase of 2%.
- Board Chair also requested that the Chair and 3 members from the Executive attend the ALC in Jasper. Recommended to send to Budget Committee.
- Recommendation to fund LMC Chair to attend ALC and IUG.
- NLLS Conference on September 20-21
- MOU's for Bonnyville, Vilna, Two Hills, Elk Point for on-reserve library service.
- Staffing: Margaret Young has retired. Our new cataloguer is Ashley Weisbeck. Dolores plans to go part time in January 2019.

Motion to accept Executive Director's report as presented – Elaine Sorochan – Carried.

4. Financial Report

- please see attached

Motion to accept Financial Report as presented – Cyndy Heslin – Carried.

5. Policy Report

- please see attached minutes from Policy meeting
- Policy Making Policy – policies will not be amended during general Board Meetings. Policies will be sent to Board ahead of time for review and comment.

AGENDA ITEMS

1. Additions to agenda

Motion to accept agenda – Jill McLuckie – Carried.

2. Approval of Minutes from May 5, 2018

Motion to approve Minutes from May 5, 2018 – Warren Griffin – Carried.

3. Board Code of Ethics

- not addressed

4. Policy Committee
 - a. Policies pending Board approval
 - Policy for "Grievance Against Executive Director" is missing. Will be tabled and brought to the next Policy meeting
 - Cell phone policy tabled to bring to next Policy meeting
 - b. Yearly review with revisions
 - c. Yearly review with "simple" word changes

Motion to forward these policies to the Board for approval on September 8 – Jill McLuckie – Carried.

NEW ACTION ITEMS

Wayne Bokenfohr to send his regional contract with "Global" to Chair

Next Executive meeting Saturday, September 8, 2018 at 8:00 a.m.

DRAFT