

VERMILION



Public Library

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MINUTES of Town of Vermilion Library Board August 29th @ 7:00pm At the Vermilion Public Library

1. Call to order:

A regular meeting of the Town of Vermilion Library Board was called to order at 7:05pm, Linden Lundback chairing.

Members in attendance: Cindi Plant, Leanne Martin, Justin Thompson, Stuart Pauls, Linden Lundback, Anna Giesbrecht, Richard Yaceyko.

2. Agenda:

Stuart suggested the missing standing item 3.1 What's New at the Library
Justin moves the adoption of the agenda as amended. Anna Seconds. Motion is carried.

3. Minutes:

Justin suggested an amendment for wording change from 'basement freebies' to 'Eligibility for Free Basement Usage' under section 6.3.
Leanne moves the adoption of the minute as amended. Richard Seconds. Motion is carried.

4. What's New:

Stuart reviewed two proposed ideas for how to implement the Satisfy Your Curiosity portion of our plan of service through development of the library collection.

#1 Develop 'satisfy your curiosity' pathfinders that direct users to specific areas in the collection. Areas chosen based on popular usage in our community. (ie. Gardening, Biographies, Cooking, etc.) Pathfinders would be inclusive of all content digital, films, books, and equipment and easily shared to devices from the front desk to avoid paper printouts.

#2 Launch a let's talk about it program in coordination with a few agencies in town. Pick topics that are high interest, controversial, trendy, etc. and redevelop the collection in these areas. Promote the collection inviting speakers/discussion circles on these topics. (ie. Cannabis, Writing, Current Issues) Link to more pathfinders specifically on these topics including any material on hoopla, and freely accessible online information (ted talks, etc.)

Full report Attached

5. Reports

5.1 Chairperson:

- Linden recommended moving the September and October meeting dates
- There will be some board members who will not be seeking term renewals in October. Please let Stuart know immediately if this is not the case and you would like to be reappointed. Stuart was asked to distribute the current board appointment schedule for trustees.

5.2 Manager

- Stuart recommended the policy committee investigate best practices for professional development
- Stuart reviewed the expiry of the Ricoh printer contract. Justin recommended we explore other standalone options. Report to Finance committee options.
- Stuart reviewed two recent incident reports involving harassment and staff safety. Cindi proposed that we cannot have a policy for each situation and must have a policy that protects staff in a general way. Manager will provide clarification on what constitutes harassment to staff and advise them of their rights to contact RCMP when they feel unsafe, harassed etc.

5.3 Treasurer

- Book Sales raised \$1400. Plan was to do 1 big one instead of 2 smaller ones. Organization and customer response to the sale was positive. It was worth it to do a sidewalk sale at the credit union.
- No revenue of note was recorded in the reporting period.
- 3 notable expenses in the reporting period included Course Fees @ \$887, Building Maintenance @ \$933, and Book Orders totaling \$907

Full report attached

5.4 Friends of VPL

- Did not meet in the reporting period
- Casino date announced for early January 2019

5.5 Northern Lights Board Report

- The last Northern Lights board meeting was held in May 2018. Library Board recognizes that presenting draft minutes is not consistent with other committees but recommends that moving forward draft minutes be presented with permission of Northern Lights Library System since meeting dates are so far apart.
- Hoopla Circulations have been dropped to 2 per month to address cost overruns. Public Library services Branch has contributed a one-time amount of extra funding to top up the Hoopla costs since they introduced the platform to library systems.
- VR Machine is proving popular with it booked solid to Summer 2019
- Reminder to NLLS board members that if you miss 3 meetings, a letter will be sent to mayor recommending a new appointee.
- NLLS board has been working on mostly procedural updates to its operating policies in areas such as communication and administration.
- Moving forward, no policies will be amended during board meetings.

NLLS Board minutes attached.

5.6 Committees

- **Personnel**

Richard noted that the manager review planning is underway. Hopes the committee will meet in September. The next steps are to review the manager job description, collect staff feedback, and review the salary grid.

- **Finance**

Will be developing a draft 2019 budget to present at the September board meeting for 1st reading. Will need to set up a September meeting among members.

- **Policy**

Will be developing a revised draft of the bylaws to present at the September board meeting for 1st reading. Will be identifying any sections of the policy that require annual review. Will identify and recommend professional development policy as needed.

- **Plan of Service**

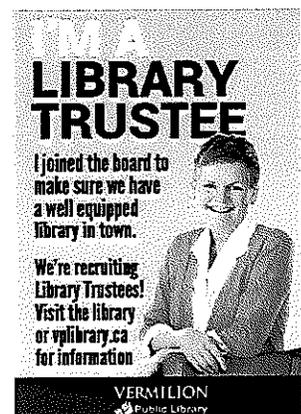
Will be working on further refining the costing options for Mondays before presenting to council. Will be reviewing the 3 options for fixing the echo in the basement. Will need to rank capital expenses in order of importance and submit to finance committee for budget purposes. Will work on the partnership agreement for facility rentals.

Justin moves the adoption of all reports as presented. Anna seconds the motion. Motion is carried.

6. Board Recruitment Plan

Stuart recommended the board proceed with a marketing plan that involves board participation in a variety of ways to get the word out about our need for trustees and the work they do, as well as promoting the AGM. Potential roles:

1. On Snapshot Day canvas the town “Do you have a library card?” “Did you know the library does _____?”. Hand out I love VPL buttons and let people know of our AGM and need for trustees verbally.
2. Start a print campaign that dispels the elitist notion of board member. Let people know you just need to be passionate about libraries. Post 2-3 posters like the one shown here where board members talk about why they joined/major accomplishments, etc.
3. Start interviews with the local papers and social media about what the board does and how we need new members. Current or past board members could speak to the rewarding role a board member plays in the community.



4. Library Board members will take part in a library program with a "Library Board Member" button. Connect with people who use our facility and programs verbally.

Stuart will send out options for board participation in early September. Develop a revised board application form to allow those who would shy away from a letter to more easily apply.

7. Annual General Meeting

- Agenda items include: Elections, bylaws, plan of service, budget, and reports.
- Linden suggested that the meeting should not feel like a regular business meeting
- Leanne suggested making the meeting informative and fun, showcase what we do in a way that is engaging. Our meeting last year did not do this.
- It was recommended to invite guests: Northern Lights, Public Library Services Branch, TD Bank and other fundraisers, Book Clubs, County of VR rep (Stacey Hryciuk).

8. Next Meeting

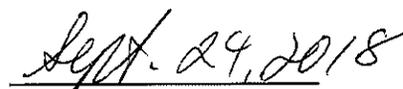
8.1 Monday, September 24th @ 700pm

8.2 Tuesday, October 30th @730pm (Annual General Meeting)

9. Adjournment

Anna moves to adjourned. Meeting is adjourned at 8:40pm


Board Chair


Date of approval

2015-2020 Service Goals Concerning the Collection

Concerning the Library Collection there are 2 areas we need to work on from 2018-2020.

1. Satisfy Curiosity & Lifelong Learning

All residents will have relevant resources to explore topics of personal interest, enhance their knowledge and encourage lifelong learning.

Although we have concentrated on library programs to meet this goal so far, there are no objectives on file for how we can meet this goal through the collection. Below are a few ideas on how we could get started and rough ideas on implementation.

- Develop 'Satisfy Your Curiosity' pathfinders and bibliographies that help direct our users to specific areas in the collection. These areas would be chosen based on special interests common/popular among our patrons. This would specifically develop the nonfiction collection
 - Pick 5 subject areas per year to develop from those listed on p. 196-197 of Strategic Planning for Results / S. Nelson or whatever areas we think are popular and could grow readership in (ie. Gardening, Hobbies, Biographies, Cooking, Health, Animals, Canadian History). Juvenile or Adult Nonfiction focused.
- Launch a "Let's Talk About It" program in coordination with a few agencies in town. Pick topics that are high interest/controversial/currently trendy/buzzworthy and develop the collection in these areas, invite speakers and groups and offer a collection that compliments these topics.
 - Pick 2-3 topics per year (ie. Cannabis, Writing, Current Issues, etc.) and collect a wide variety of material about these issues, including digital content we can link to on hoopla/overdrive.

How we will measure success:

Annual Survey: Number of people who indicate that they use the library for lifelong learning

Circulation Stats: Compare before and after stats on specific item usage of the collection

2. Stimulate Imagination/ Reading Viewing, Listening for Pleasure

All residents will have access to resources that excite their imagination, residents will be able to find the resources they want for the leisure time.

Current Objectives on File:

1. Readers of popular material will indicate that the average wait time for resources is 1 month
2. 50% of book clubs will order their material through the library
3. Users will indicate they know how to find leisure material in a variety of formats

Collection develop will play a role in all three of the above objectives, but I do not believe the 2nd goal is achievable and will recommend rewording it.

1. Popular material

- a) We are trying to meet this goal right now through the monthly amazon orders for popular material. A lot of the work involves predicting what will be popular or looking through our hold requests to identify popular content.

Problem: Even though we buy the items they just go out right away to other libraries.

Possible new solution: Buy a 2nd copy of certain in demand titles, or an ebook version. These items will not be holdable by non-Vermilion patrons or renewable. Items will circulate on polaris as any other item would, they just won't be holdable/renewable. They will immediately be returned to the display shelf upon being returned. This "Gotta have it" collection will be a new \$200/mo. ordering project that includes ebooks/movies/books etc and will allow a more browsable new collection. If a patron wants the new James Patterson and there is a 50 person waitlist we could set aside \$20 and buy the ebook and sign out the tablet to them.

2. Book Clubs

- a) I am unsure how many book clubs get their material through the library but I know we have never done a large campaign asking them to do so. Moving forward we should could set aside a portion of the book buying budget for acquiring book club picks. Ordering in material is nice but we should also own a copy of the material whether it is in print or digital. Perhaps we could roll this into the "Gotta have it" collection idea if its viable.



Treasurer's Report

September 25, 2018

Book Sale

- The intention of this year's book sale was to try to do one big one instead of 2 small ones throughout the year. Marketing, space, and manpower were barriers to doing this in the past, now these problems have been solved. Social media marketing works, board members helped to sell items and workload was decreased, and we now collect donations all year round to acquire in little bits as opposed to one big rush in May. We sold \$1400 of material @ 1\$ per item. Net revenue \$1100 when marketing and cost of umbrella are taken into consideration.

Revenue Summary June and July 2018

Not many revenue allocation cheques were signed over the summer due to unavailability so expect a large volume of revenue to be recorded on the august statement.

In the reporting period there were no notable expenses but one correction on the town generated financial sheet

- \$-325.23 in donations in July, should instead be:
 - \$75.23 in donation
 - \$250.00 in facility rent
 - \$12.50 in GST charged on sales.

Expense Summary June and July 2018

Only 3 notable expense were made in the reporting period

- Course Fees \$887.60 Cataloguer training in collection development
- Building Maintenance \$933.88 Furnace inspection + rug rentals
- Outside Order Supp \$907.52 Summer Reading Program books

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

**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.