

**Northern Lights Library System
Board Meeting
September 8, 2018
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene & Borgun, Colette - Lac La Biche County
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Foley, Bob - Town of Wainwright
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Hryciuk, Stacey - County of Vermilion River
Lawrence, Tara - Village of Marwayne
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
Reid, Tom - Village of Edgerton
Saskiw, Dianne - County of Two Hills
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Thompson, Justin - Town of Vermilion

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Bruce, Barry - Beaver County
Clarke, Donna - Town of Mundare
Diduck, David - Lamont County
Evans, Susan - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kuzio, Tara - County of Minburn
Lawson, Marjorie - Village of Irma
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McLuckie, Jill - Village of Mannville
McQuinn, Debra - Town of Elk Point
Morton, Melody & Kaban, Melody - Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Rudolf, Donna - Village of Myrnam
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Tiedemann, Larry - S.V. of Mewatha Beach
Valleau, Phil - M.D. of Wainwright

Regrets

Barr, Lori - S.V. Island Lake South

Filipchuk, Richard - Thorhild County

Absent

Binder, Duncan - S.V. of Island Lake
Irving, Dennis - Whispering Hills
O'Toole-Balaban, Debbie - Town of Viking
Skarsen, Darcy - M.D. of Bonnyville

Hursin, Amelia (Myn) - S.V. of West Baptiste
Krahulec, Julie - Village of Waskatenau
Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.

Dahlgren, Jodi - LMC

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 10:20 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
- not acknowledged
4. Adoption of Agenda

APPENDIX I

2018/09/08-01 Motion to approve the amended agenda – Bernie Marko – carried

5. Minutes of May 5, 2018

APPENDIX II

2018/09/08-02 Motion to approve the minutes of May 5, 2018 – Warren Griffin – carried

6. For information

1. Lac La Biche Library Board Letter – Loraine Anderton

APPENDIX III

Loraine Anderton (Board Chair from Lac La Biche County Libraries) presented a letter, which was sent to the NLLS Chair (Larry Tiedemann) dated June 14, 2018. On June 22, Larry asked Vicky

Lefebvre (Vice-Chair) and Julie Walker (Executive Director) to send their responses to the letter to him for review. Julie forwarded her response to Larry on June 22nd and Vicky sent her response to Larry on June 24th. Loraine Anderton stated she didn't receive these responses. Due to lack of response, Lac La Biche County Board Member, Darlene Beniuk, stated she spoke with her Mayor and council, and they agreed to send the second letter dated August 23, 2018 to the Mayors of the Municipalities; stating concerns of service and communication with NLLS. This topic was discussed at length, with the overall view that this letter left NLLS Board Members blind-sided, as they were unaware of what the letter contained. A few of the Board Members felt that this letter was over-stepping, and that it is the responsibility of the NLLS Board to deal with such concerns. As well, the Board felt that they should have had the chance to review and respond to the letter prior to it being sent to the Mayors.

There was a suggestion, that the Mayor of Lac La Biche County should send a letter of apology to the NLLS Board for the way this issue was handled.

2018/09/08-03 Motion that the Board accept the letter of June 14, 2018 as information; further that the Executive be directed to follow-up on the issues raised and direction outlined; further that a letter be provided from the NLLS Board Chair to Lac La Biche County and all municipalities and Library Boards outlining directions taken from the letter and outlining concerns with protocol. – Al Harvey – carried

2. PLSB Report – emailed report

2018/09/08-04 Motion to accept report as information – Cyndy Heslin – carried.

3. Library Managers Council Report – Jodi Dahlgren

- Last LMC meeting was May 30th, 34 library managers and 5 NLLS staff attended
- Discussions included service, government courier
- Wireless service in libraries – right now patrons have to login with their barcode. Would like to change that to an open system, NLLS will do a trial.
- Next LMC is September 20th.

2018/09/08-05 Motion to accept the Library Managers Council Report as information – Stephen Dafeo – carried

4. ALTA Report – Jennifer Anheliger

APPENDIX IV

- ALTA wants to hear the challenges that Boards are having regarding funding (successes and challenges)
- if you have any questions or concerns about ALTA, please contact Jennifer Anheliger (Tracy has her contact information)

2018/09/08-06 Motion to accept the ALTA Report as information – David Berry – carried

5. Executive Director's Report – Julie Walker

APPENDIX V

- See attachments on Department Reports
- NLLS Conference is September 20 and 21, if you haven't registered please do so
- Jasper rooms are now available, please email Tracy with your room request tparadis@nlls.ab.ca
- Julie is attending AUMA as a Vendor with the 7 systems – prize is a donation to the library of choice

2018/09/08-07 Motion to accept the Executive Director's Report as information – Jill McLuckie – carried

6. Chairman's Report – Larry Tiedemann

APPENDIX VI

- See attached
- Send a letter to Lac La Biche County in response to their letter
- Vicky will attend the LMC in September
- Working on Statement of Services to present to Councils this fall and early spring with Julie

2018/09/08-08 Motion to accept the Chairman's report as information – Lorna Storoschuk – carried

7. Budget

APPENDIX VII

- See attached (Draft Budget)
- Suggested levy increase for 2019 – 1.5%

2018/09/08-09 Motion to accept the Draft Budget as information – Al Harvey – 1 opposed – carried

8. Policies

APPENDIX VIII

All yellow highlighted policies are a name or wording change only

2018/09/08-10 Motion to approve Policies (Staff Orientation, Staff Expenses & Reimbursement, Staff Reduction & Termination, Overtime, Statutory & General Holidays, Benefits, Leaves, Sick Days & Short-Term Disability, Staff Long Service, Performance Management, Inclement Weather, Workplace Impairment, Gym Usage, Library Property, Political Activity, Internet & Computer Usage, Spyware & Spam Control, Social Media, Email Usage, Outside Computers, Contractors & Technicians, Privacy Issues, Policy Statements, Governance Style of the Board, Loan of Resources, Confidentiality of User Records) – Debra McQuinn – carried

NLLS Cell Phone

2018/09/08-11 Motion to approve NLLS Cell Phone Policy – Cyndy Heslin – 1 opposed – carried

Employee Conduct & Disciplinary Action

2018/09/08-12 Motion to approve Employee Conduct & Disciplinary Action Policy – Elaine Sorochan - carried

Workplace Violence & Harassment

2018/09/08-13 Motion to approve Workplace Violence & Harassment Policy – Les Dorosh – carried

NLLS Substance Abuse

2018/09/08-14 Motion to approve NLLS Substance Abuse Policy – Barbara Smith – carried

Governance

2018/09/08-15 Motion to approve, with amendment Governance Policy – Bernie Marko – 1 opposed – carried

Role of Board Chair

2018/09/08-16 Motion to approve Role of Board Chair Policy – Stephen Dafoe – carried

Annual Agenda

2018/09/08-17 Motion to approve Annual Agenda Policy – Lorna Storoschuk – 1 opposed – carried

Board Honoraria & Expenses

2018/09/08-18 Motion to approve Board Honoraria & Expenses Policy – Tara Kuzio – carried

Board Member Orientation PD

2018/09/08-19 Motion to approve Board Member Orientation PD Policy – Debbie McMann – carried

Signing Authority

2018/09/08-20 Motion to approve, with amendments, Signing Authority Policy – Elaine Sorochan – carried

Recognition of Board Chair

2018/09/08-21 Motion to delete Recognition of Board Chair Policy – Barbara Smith – carried

General Obligations

2018/09/08-22 Motion to delete General Obligation Policy – Craig Lukinuk – carried

Penalty for Non-Compliance

2018/09/08-23 Motion to delete Penalty for Non-Compliance Policy – Tanya May – carried

Compensation

2018/09/08-24 Motion to approve Compensation Policy – Justin Thompson – carried

Continuing Education

2018/09/08-25 Motion to approve Continuing Education Policy – Jill McLuckie – carried

Probationary Period

2018/09/08-26 Motion to approve Probationary Period Policy – Dianne Saskiw – carried

Hours of Work

2018/09/08-27 Motion to approve Hours of Work Policy – Barbara Smith – carried

Vacation

2018/09/08-28 Motion to approve Vacation Policy – Val Gramlich – carried

Pay Days

2018/09/08-29 Motion to approve Pay Days Policy – Tara Kuzio – 1 opposed – carried

Retirement

2018/09/08-30 Motion to approve Retirement Policy – Jay Millante – carried

NLLS Company Vehicles

2018/09/08-31 Motion to remove Section D – Phil Valteau – defeated

2018/09/08-32 Motion to approve NLLS Company Vehicles Policy – Melody Morton – 4 opposed – carried

Working Alone

2018/09/08-33 Motion to approve Working Alone Policy – Debra McQuinn – carried

Code of Ethics

2018/09/08-34 Motion to approve Code of Ethics Policy – Cyndy Heslin – carried

Whistleblower Policy

2018/09/08-35 Motion to approve Whistleblower Policy – Norm Noel – carried

Financial Matters

2018/09/08-36 Motion to approve Financial Matters Policy – Elaine Sorochan – carried

Conflict of Interest

2018/09/08-37 Motion to approve Conflict of Interest Policy – Val Gramlich – carried

Grievances

2018/09/08-38 Motion to approve Grievances Policy – Lorna Storoschuk – carried

Executive Director Grievance

2018/09/08-39 Motion to approve Executive Director Grievance Policy – Barbara Smith – carried

Role of Executive Committee

2018/09/08-40 Motion to approve Role of Executive Committee Policy – Debra McQuinn – carried

Board Code of Ethics

2018/09/08-41 Motion to approve Board Code of Ethics Policy – Craig Lukinuk – carried

Committees of the Board

2018/09/08-42 Motion to approve Committees of the Board Policy – Norm Noel – 1 opposed – carried

Policy Making

2018/09/08-43 Motion to approve Policy Making Policy – Justin Thompson – carried

Election

2018/09/08-44 Motion to approve Election Policy – Melody Morton – carried

Personal Cell Phone Policy

2018/09/08-45 Motion to approve Personal Cell Phone Policy – Cyndy Heslin – carried

Communication Protocol Staff

2018/09/08-46 Motion to send back to Policy Committee for further discussion – Bernie Marko – carried

Communication Protocol Library Managers

2018/09/08-47 Motion to amend Communication Protocol Library Managers Policy – Cyndy Heslin – carried

2018/09/08-48 Motion to approve, with amendment Communication Protocol Library Managers Policy – Craig Lukinuk – carried

Communication Protocol Board

2018/09/08-49 Motion to approve Communication Protocol Board Policy – Laurent Amyotte – carried

9. Adjournment – 2:25 p.m.