



LIBRARY MANAGER'S COUNCIL MINUTES

September 20, NLLS Headquarters, Elk Point, AB

Present:

Maureen Penn (Lac La Biche County)
Jodi Dahlgren (Wainwright) – Chair
Julie Brundage (Paradise Valley)
Isabelle Cramp (Morinville) - Secretary
Stuart Pauls (Vermilion)
Tanya Boudreau (Cold Lake North & South)
Leslie Price (Cold Lake)
Gayle Boyd (Gibbons)
Alicea Paszek (Redwater)
Connie Forst (Tofield)
Cynthia Graefe (Athabasca)
Melody Kaban (Smoky Lake)
Betty Lou Kobe (Alice Melnyk)
Marilyn Newton (Innisfree)
Mary Ann Sparks (Edgerton)
Ina Smith (Bonnyville)
Donna Williams (Vegreville)
Jennifer Waters (Chauvin)
Tracy Woloshyniuk (Newbrook)

Pauline Dechaine (Mallaig)
Tammy Morey (Rochester)
Colleen Tabish (Kitscoty)
Carmen Smart (Marwayne)
Evelyn Henke (Mundare)
Julie Richard (Vilna)
Melanie Pole (Edmonton Garrison)
Annette Chrystian (Holden)
Barb Chrystian (Viking)
Kim Murphy (Ryley)
Leah Larson (Irma)
Angela Wendorff (Lamont)
Sandra Moschansky (Radway)
Eunhye Cho (St Paul)
D'Arcy Evans (Myrnam)
Kathy Pasay (Thorhild)
Caroline Forst (Andrew)
Katherine Bulmer (Boyle)
Barbara Smith (Boyle Library Board)

Not Attending:

Diana Mack (Bruderheim)
Tonya Sams (Ashmont)
Barb Cholach (Grassland)
Cheryl Ballard (Wandering River)

Tracy Wilhelm (Waskatenau)
Brenda Walker (Mannville)
Peggy Teneycke (Bon Accord)
Daphne Schnurer (Elk Point)

NLLS Staff, Executive & PLSB

Vicky Lefebvre
Julie Walker
Lois Quail
Heather Elliott

Rhonda Cusack
Kelly McGrath
CJ Nyssen
Anna Scott

1. Call to order: meeting called to order at 9:12 am.
 - 1.1. Land Acknowledgement by Jodi Dahlgren
 - 1.2. Introductions and opportunity to share something about your Library
 - 1.3. Additions to the agenda:
 - 5.4 Advocacy as a group – Leslie Price
 - 1.4. Approval of Agenda

Motion by Kim Murphy to approve the agenda as amended. Carried.

2. Minutes of the May 30, 2018 meeting

Motion by Julie Richard to approve the minutes as circulated. Carried.

3. Reports

- 3.1. Chair – Jodi Dahlgren – see report
Executive/Board meetings minutes are on the NLLS website.

When working on your 2019 budgets increase levy by 1.5%.

Feedback after last meeting from Managers that there was lack of respect in the room.
Please have respect around the table.

- 3.2. NLLS Reports

- NLLS Board Vice Chair – Vicki
Larry apologizes for not attending.
Larry will be attending the meetings of the LMC.
1.5% accepted in budget for 2019 increase: LMC Chair will be covered to go to the ALC (provide a report to NLLS Board after conference). Advocacy committee planned to be established. NLLS conference annually. Chair and Executive Director to visit all municipalities.
Responded to Lac La Biche letter. Admin has looked at their communication policy and process.

- Director – Julie Walker

EBSCO Host and TAL re-evaluated universal core. Some of the resources (8 databases) have been dropped due to low usage. There is now a new universal core: Consumer Report, Ancestry, Celerum (study help).

Hoopla: NLLS is keeping Hoopla and has received advice on how to manage it in a sustainable way.

PLSB survey for courier services – please do.

NLLS is not in compliance with the Acts and Regulations. Not enough MLIS (they need 6). NLLS is looking at negotiating an exception. Smaller centers under 10,000

with MLIS on staff do not count. Only centers above 10,000 are removed from the count of necessary MLIS staff at NLLS.

- Indigenous Library Services – CJ Nyssen

See report.

Indigenous blocks are available to borrow.

Best practices for pop-up services.

- Bibliographic Services – Lois Quail

See report.

New van run – see map and schedule sheet. Feedback required. No more Monday run, starting a Friday run. Aiming to have shorter runs for the drivers. Give feedback within one week.

Motion by Cynthia to accept the changes to van run schedule with tweaks from a few libraries and to start November 1st. Carried. 3 opposed. 1 abstain.

- Public Services – Lois Quail

See report.

- IT – Kelly McGrath

See report.

- Marketing – Heather Elliott

See report and added info distributed at the meeting.

Any questions please contact Heather. Feedback is also welcome.

3.3. PLSB report – Jordan DeSousa

Unable to attend. See report.

Please note that Jordan is the new NLLS rep.

3.4. PNLA Report – Maureen Penn

See report.

Motion by Katherine Bulmer to adopt the reports as presented. Carried.

4. Old Business:

4.1. Lynda.com – tabled from May 2017 meeting (cost \$25,000) – Julie Walker

Individual license \$450/year and cannot be used from home (in library only).

\$20,000/year for all patrons and cannot use from home (in library only). \$25,000/year

for all patrons and can be accessed from home. \$25,000 has been included in the 2019 budget for it.

Motion by Donna Williams that NLLS go ahead and purchase a subscription to Lynda.com or wait for TAL to add NLLS to their subscription. Carried.

4.2. Public Wireless (open or barcode login) – Kelly McGrath

Login has been changed to a 24 hours login. After 24 hours you get logged out and must log in again. Try this first and see how it works (it is in progress, email will go out to advise when it is in effect) then we can see about open wireless if need be. Please send feedback when it is put into effect. Authentication page can also be an issue as it does not pop up automatically on some devices. Kelly will investigate it. Looking at the new year for timeline (other projects need to be completed first).

4.3. Collection Codes (NLLS survey) – Lois Quail

See survey results (distributed at the meeting). Lois recommends not going forward with limiting the collections (based on survey results) but there is an opportunity to discuss collection when library visits occur.

4.4. “Holds” processing – Donna Williams (tabled from May’s meeting)

No discussion necessary.

4.5. Idea Hub Committee (Programming and Database selection) – Heather Elliott

Email Anna for Programming and Heather for Marketing. Database done by survey.

If you want to join a committee contact NLLS.

4.6. Conference Committee – Kayla Lorenzen (2019 conference)

If you want to join this committee contact Kayla.

5. New Business:

5.1. Bilingual Birdies – Maureen Penn (see report)

<https://www.youtube.com/watch?v=Fw7JIM4xcTQ&feature=youtu.be>

Can attend training session in Lac La Biche. There will be a fee (potentially \$100). Send an email to Maureen if you have someone on staff interested in going or a staff from a local organization (like Parent Link). Planned for May/June 2019.

5.2. TRAC Membership Form: Preferred Name – Maureen Penn

Spot for preferred name in addition to first name to accommodate our patrons. Possibility to add in Polaris preferred name that would override first name.

Action item: PSG group will bring it forward.

Also differentiate on Polaris phone description (home, cell instead of phone 1, 2, 3).

5.3. Rock of Ages database – NLLS Staff (cost \$4,000) – add to February’s meeting.

Archived articles and magazines with quotes, click on quote and it links to the full interview. Julie will send email with link and password, so everyone can check it. Please send feedback. Maureen Penn also recommends looking into Freegal. Julie asks if anyone has good suggestions for databases please let her know.

5.4. Advocacy as a group – Leslie Price

Start a group to deal with advocacy. If you are interested in being part of the group email Heather to let her know. NLLS Board is also doing something similar.

6. Next meeting dates:

- Wednesday, February 27, 2019
- Wednesday, May 22 or 29, 2019

7. Adjournment

Motion by Marilyn Newton to adjourn at 12:10 pm. Carried.