

# MEETING MINUTES – EXECUTIVE MEETING

## MEETING INFORMATION

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**Date:** December 13<sup>th</sup>, 2018

**Time:** 10:00 am

**Attendees:** Larry Tiedemann, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Justin Thompson, Karen Shaw, Cyndy Heslin, Julie Walker, Tracy Paradis, Jodi Dahlgren

**Missing:** Elaine Sorochan, Terri Hampson, Heather Elliott, Kelly McGrath

Meeting called to order at 10:01 a.m.

## ACTION ITEMS FROM PREVIOUS MEETING

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none

## REPORTS

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1. Chair's Report
  - see attached
  - correction to Lac La Biche Library and Bonnyville Library; they do not serve more than 10,000 people
  - Grande Cache is no longer a town, therefore the library is no longer a part of Yellowhead Library System, they are part of Peace Library System due to the county taking them over.
  - presentation to Village of Ryley council went very well.

**Motion to approve the Chair's report as presented – Laurent Amyotte – carried**

2. Executive Director's Report
  - operations grant is in the bank
  - new van run seems ready to go; will be rolled out the week of January 14
  - policy handbooks are completed for staff; there will be a staff meeting January 11
  - to date 14 municipalities have approved the levy increase
  - annual reports – letter to PLSB to ask for an extension due to PLSB deadline in February, but our board meeting is not scheduled until March
  - with the new election the operation grant will be delayed again next year

**Motion to approve Executive Director's report as presented – Cyndy Heslin – carried**

3. Financial Report
  - no report

4. Policy Committee

**Motion to forward to Policy Committee "Vacations, Flex/Lieu Time" for review – Craig Lukinuk – carried**

## AGENDA ITEMS

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1. Additions to agenda
  5. Appraisal Committee – In-Camera-Executive Director
  6. Athabasca County Request

**Motion to approve amended agenda – Jill McLuckie – carried**

2. Approval of Minutes from November 3, 2018

**Motion to approve amended Minutes from November 3, 2018 – Laurent Amyotte – carried**

3. Building Committee

- met with Jen-Col on November 16 and November 30
- Jen-Col facilitated meeting on November 30 with the Design team (Kennedy)
- started working on designs with staff
- discussed energy efficient concepts
- working on grant projects – more environmentally sustainable
- verify January 7 teleconference meeting with Kennedy, Julie and Tracy
- next Building Committee meeting January 25 at 10:00a.m.
- send December 8, 2017 proposal from Jen-Col to Executive Committee

**Motion to approve Building Committee Report as presented – Justin Thompson – carried**

4. Cyndy Presenting Letter

- there was a discussion with the Ryley Library Board members regarding the Lac La Biche letter
- Ryley Library Board concerns: Why was the letter not responded to until 3 months after it was received? (Chair stated he responded within 48 hours after receiving letter and asked to have a meeting with Lac La Biche County Library Board); Why was information from the Executive Director and Vice-Chair not included in Chair's response? (Information was used during meeting between Lac La Biche County Library Board, Chair and Executive Director); NLLS is tainted in representation and lacking appropriate leadership. (Chair disagrees); The Chair was not diligent in responding to letter. (The time frame never allowed for discussion with Board. Lac La Biche County sent out letter before we were able to respond to initial letter)
- (Chair response in red)
- it was also noted, by the Director, that the Town of Bonnyville has contacted her asking if there is a reply to their letter of support for the Lac La Biche letter, as well to address their own concerns
- at the last Executive meeting it was decided that all correspondence to and from the Chair is to be shared with the Executive Committee. Communication is to be open and given to everyone.
- Ryley Library Board still has concerns about Cowboys and Indians magazine subscription being discontinued. Cyndy addressed and explained to her board that it wasn't censorship, but it was due to poor circulation stats. Suggestion to send another letter from the Chair and Executive Director, to Ryley Library Board addressing this concern.

**Motion to accept Cyndy's report as information – Jill McLuckie – carried**

**Motion to call break at 11:27 a.m. – Larry Tiedemann – carried**

**Motion to re-adourn at 11:30 a.m. – Larry Tiedemann – carried**

5. Appraisal Committee – Executive Director appraisal

**Motion to go in-camera at 11:35 a.m. re: Executive Director review – Cyndy Heslin – carried**

**Motion to come out of camera at 12:55 p.m. – Karen Shaw – carried**

**Motion to extend Julie's contract by 90 days for further review – Karen Shaw – carried**

6. Athabasca County Request

- Athabasca County is asking the Executive Committee and General Board to lobby the government for changes to the Libraries Act and Regulations.
- with the impending election coming up it was decided to wait until later in the new year.
- this is a discussion that needs to be started, was suggested to bring up at the next Board meeting for all the members to discuss.

**Motion to bring Athabasca County request to lobby government for changes to the Libraries Act and Regulations to next General Board meeting for information and discussion – Warren Griffin – carried**

**NEW ACTION ITEMS**

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1. Send to Executive Committee December 8, 2017 proposal from Jen-Col – Tracy Paradis
2. Building Committee to present update to Executive Committee after January 25 meeting – Laurent Amyotte
3. Letter to be sent to Ryley Library Board to address the Cowboys and Indians magazine subscription – Chairman and Executive Director

**Motion to adjourn 1:48 p.m. – Cyndy Heslin – carried**

Next Executive meeting Monday, February 25<sup>th</sup>, 2019 at 10:00 a.m.

DRAFT