

# MEETING MINUTES – EXECUTIVE MEETING

## MEETING INFORMATION

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*Date: March 2<sup>nd</sup>, 2019*

*Time: 9:00 am*

*Attendees: Larry Tiedemann, Bob Buckle (for Vicky Lefebvre), Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Justin Thompson, Karen Shaw, Cyndy Heslin, Elaine Sorochan, Jodi Dahlgren, Terri Hampson, Heather Elliott, Kelly McGrath, Julie Walker, Tracy Paradis*

Meeting called to order at 9:03 a.m.

## ACTION ITEMS FROM PREVIOUS MEETING

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## REPORTS

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1. Auditor's Report – Jeff Alliston (see attached)
  - Revenue \$3,340,717; Expenses \$3,199,138
  - Annual Surplus \$140,319 (2017 - \$138,853)

**Motion to accept Auditor's Report as presented – Cyndy Heslin – carried**

2. Chair's Report
  - none
3. Executive Director's Report
  - 2 advertisements have been placed – Bibliographic Services Manager and Public Services Manager
4. Financial Reports
  - Annual Reports – Northern Lights Library System; Edmonton Garrison and Myrnam

**Motion to accept Northern Lights Library System Annual Report as presented – Elaine Sorochan – carried**

**Motion to accept Edmonton Garrison Annual Report as presented – Justin Thompson – carried**

**Motion to accept Myrnam Annual Report as presented – Jill McLuckie - carried**

5. Policy Report
  - none

## AGENDA ITEMS

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1. Additions to agenda

**Motion to approve agenda – Laurent Amyotte – carried**

2. Approval of Minutes from February 25, 2019

**Motion to approve Minutes from February 25, 2019 – Warren Griffin – carried**

3. Policy Committee
  - Policies

**Motion to approve and send to Board for approval "NLLS Company Vehicles & Equipment" – Cyndy Heslin – carried**

**Motion to approve and send to Board for approval "Working Alone" – Elaine Sorochan – carried**

**Motion to approve and send to Board for approval "Personal Cell Phone" – Cyndy Heslin – carried**  
**Motion to approve and send to Board for approval "Communication Protocol-Staff" – Warren Griffin – carried**  
**Motion to approve and send to Board for approval "Communication Protocol-Library Managers" – Cyndy Heslin – carried**  
**Motion to approve and send to Board for approval "Role of the Executive Committee" – Laurent Amyotte – carried**  
**Motion to approve and send to Board for approval "Committees of the Board" – Craig Lukinuk – carried**  
**Motion to approve and send to Board for approval "Borrowing Bylaw" – Cyndy Heslin – carried**  
**Motion to approve and send to Board for approval "Finance Fund Account" – Jill McLuckie – carried**  
**Motion to approve and send to Board for approval "PLSB Grant Money" – Elaine Sorochan – carried**  
**Motion to approve and send to Board for approval "NLLS Funding" – Justin Thompson – carried**  
**Motion to approve and send to Board for approval "Purpose & Goals" (changed to "Collection Development") – Craig Lukinuk – carried**

Recess called at 10:03 am – Larry Tiedemann

Re-convene at 12:30 pm

**Motion to go in-camera at 12:30 pm re: personnel – Laurent Amyotte – carried**  
**Motion to come out of camera at 12:45 pm – Craig Lukinuk – carried**  
**Motion for the Chair to discuss with Executive Director the cost implications on what was discussed in-camera and bring back for further discussion – Craig Lukinuk – carried**

Recess called at 12:46 pm – Larry Tiedemann

Re-convene at 2:35 pm

4. Building Committee  
- none

Next meeting dates:

Executive – Friday, May 3 at 10:00 a.m.

General Board & AGM – Saturday, May 25 at 10:00 a.m.

#### **NEW ACTION ITEMS**

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none

**Motion to adjourn 2:42 p.m. – Justin Thompson – carried**

Next Executive meeting Friday, May 3<sup>rd</sup>, 2019 at 10:00 a.m.