

**Northern Lights Library System  
Board Meeting  
March 2, 2019  
Meeting minutes**

**Present**

Amyotte, Laurent & Fodness, Maxine - County of St. Paul  
Beniuk, Darlene - Lac La Biche County  
Buckle, Bob - City of Cold Lake  
Dafoe, Stephen - Town of Morinville  
Filipchuk, Richard - Thorhild County  
Frank, Daryl - Village of Kitscoty  
Harvey, Al - Town of Lamont  
Kaban, Melody (alt.) - Town of Smoky Lake  
Lawrence, Tara - Village of Marwayne  
Lukinuk, Craig - Smoky Lake County  
McLuckie, Jill - Village of Mannville  
Millante, Jaycynth - Town of Gibbons  
Nearing, Clint - Town of Viking  
Oudshoorn, Will - Village of Innisfree  
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  
Brown, Cathy - Town of Tofield  
Cherniwchan, Tannia - Town of Athabasca  
Dorosh, Les & McRae, David - Town of Redwater  
Foley, Bob - Town of Wainwright  
Griffin, Warren - Athabasca County  
Heslin, Cyndy - Village of Ryley  
Kuzio, Tara - County of Minburn  
Lawson, Marjorie - Village of Irma  
Marusiak, Steven - Village of Holden  
McQuinn, Debra - Town of Elk Point  
Murray, Clinton - County of Vermilion River  
Olechow, Wayne - Town of Bruderheim  
Rudolf, Donna - Village of Myrnam  
Shaw, Karen - Sturgeon County  
Sorochan, Elaine - Town of Two Hills  
Swigart, Dana - M.D. of Bonnyville  
Tiedemann, Larry - S.V. of Mewatha Beach

**Regrets**

Berry, David - Town of Vegreville  
Clarke, Donna - Town of Mundare  
May, Tanya - Town of Bon Accord  
Smith, Barbara - Village of Boyle

Binder, Duncan - S.V. of Island Lake  
Lupul, Sheila - Village of Andrew  
Noel, Norm - Town of St. Paul

**Absent**

Barr, Lori - S.V. Island Lake South  
Diduck, David - Lamont County  
Hursin, Amelia (Myn) - S.V. of West Baptiste  
Krahulec, Julie - Village of Waskatenau  
Romanko, Don - Village of Vilna  
Valleau, Phil - M.D. of Wainwright

Bruce, Barry - Beaver County  
Gramlich, Val - Village of Chauvin  
Irving, Dennis - S.V. of Whispering Hills  
Reid, Tom - Village of Edgerton  
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

**Guests**

Anderson, Kerry & Poitras, Colette – PLSB  
Dahlgren, Jodi – LMC

Anheliger, Jennifer - ALTA Rep.

**Staff**

Elliott, Heather - Marketing & Communications Mgr.  
McGrath, Kelly – I.T. Manager  
Walker, Julie - Executive Director

Hampson, Terri - Finance Officer  
Paradis, Tracy - Administrative Assistant/Recording Secretary

1. Call to order – Meeting called to order at 10:05 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis  
Larry Tiedemann
4. Adoption of Agenda

**APPENDIX I**

**2019/03/02-01 Motion to accept the amended agenda – Karen Shaw – carried**

5. Minutes of November 3, 2018

**APPENDIX II**

**2019/03/02-02 Motion to approve the minutes of November 3, 2018 – Les Dorosh – carried**

6. For information

1. Auditor's Report – Jeff Alliston

**APPENDIX III**

- see attached
- Revenue \$3,340,717
- Expenses \$3,199, 138
- Annual Surplus \$140,319 (2017 - \$138,853)
- Note: to find out the credit card amount that had no documentation

**2019/03/02-03 Motion to send to Executive Committee for development of unrestricted and restricted fund policy – Karen Shaw – carried**

**2019/03/02-04 Motion to accept Auditor's Report – Cyndy Heslin – carried**

2. PLSB Report – Colette Poitras & Kerry Anderson

- Rolling out story telling project
- Updating the cataloguing
- Have been to Fishing Lake and Saddle Lake; nice to see the support they are receiving
- Inclusivity Symposium held last week (150 attendees)
- E-content – license for Press Reader (2020), Zinio and Pronunciator
- Looking for a new audio book resource
- ILL – pay for delivery and provide funding for software to get items from out-of-province
- Prairie Indigenous Collection
- Annual Reports are due (Feb. 28); Financials are due in June
- Grant applications – for eft, re-submit direct deposit forms in the name of your legal Library Name
- Print-disabled – starting a pilot project with digital and hard copy in braille, Kim Johnson is the lead
- NNELS – has 10 audio book recording kits
- Board Basics – usually on a Saturday, full day; next scheduled session is in Viking on June 8
- When the writ drops for the election, communication will be restrained pertaining contact with PLSB
- Jordan DeSousa is our PLSB contact

**2019/03/02-05 Motion to accept the PLSB report as information – Justin Thompson – carried**

3. LMC – Jodi Dahlgren

- LMC had a meeting this past Wednesday
- The Board Chair attended the meeting
- New First Vice-Chair is Tracy Woloshyniuk from Newbrook Library
- Lynda.com – there is no launch date yet
- Rock of Ages database was voted against obtaining
- One staff member will go to different areas and do training with librarians in that area
- Libraries want open-system log-in for the public computers; will do a trial with the larger libraries
- Would like delay of notifications from Polaris as they are going out in the middle of night and very early morning
- Library Boards are very interested in the Presentation of Services to councils, would like to be notified when their councils are scheduled so they may attend

**2019/03/02-06 Motion to accept the LMC report as information – Jill McLuckie – carried**

4. ALTA Report – Jennifer Anheliger

**APPENDIX IV**

- Every 3 months ALTA Reps. get together for face-to-face meeting
- Jennifer has contacted all Board members on the NLLS board

- New trustee handbook – should be out hopefully the end of summer
- ALTA will be at ALC in Jasper and are presenting 6 sessions
- Uploaded a political tool kit (tools & tips for advocating)
- There was a question as to what ALTA is – Alberta Library Trustees Association is an organization that provides support to trustees on library boards, they provide information on running Board meetings, building relationships with municipalities and collaborate with other trustees

**2019/03/02-07 Motion to accept the ALTA report as information – Debra McQuinn – carried**

5. Executive Director

**APPENDIX V**

- Have signed 3 MOU's: Fishing Lake, Whitefish/Goodfish Lake and Saddle Lake; there is one more coming from Frog Lake
- We offer a free Advocacy Course through Northern Lakes College in conjunction with Peace Library System and Marigold Library System (2 courses per year); 8 are signed up now and we will accept another 8 in the fall
- Lynda.com – TAL wanted to see if they could get better pricing on subscriptions but that fell through; therefore, NLLS is looking at doing it on our own
- TRAC is looking at a new mobile APP called Solus
- NLLS and Xerox are working in partnership to get good pricing on machines and equipment for our libraries and municipalities if they are interested
- We have done 9 council presentations so far, and 9 more are scheduled till the end of April
- We will be sponsoring Jodi, the LMC Chair to attend ALC and IUG
- We have purchased a ventilation machine for smudging in the libraries
- Van run has changed: 5 days a week (1 van delivery on Mondays and Fridays; 2 van deliveries on Tuesday & Wednesday; 3 van deliveries on Thursday)
- Yellowhead has altered the way they ship books to systems, they've eliminated the blue bags and just send the individual books loose in the tubs; this will be discussed further at the next TRAC meeting
- 22 libraries have spent all their book allotment money in 2018
- The NAO Robot has arrived, we are getting ready to start programming it and then we will send it out to libraries
- We have placed advertisements for Bibliographic Services Manager and Public Services Manager
- NLLS needs to have a professional (MLIS) for every 25,000 people (population), therefore we need 6 MLIS on staff

**2019/03/02-08 Motion that the Board directs the Executive Director to examine creative opportunities within the system to fulfill our MLIS requirements and report the findings back to the Board at our May meeting – Stephen Dafoe – carried**

**2019/03/02-09 Motion to accept the Executive Director's report as information – Cyndy Heslin – carried**

6. Chairman's Report – Larry Tiedemann

**APPENDIX VI**

- See attached
- The Chair attended Librarian Manager's Council meeting on Wednesday
- Athabasca County has many concerns regarding PLSB's MLIS requirements as well as possible review of the Library Regulations and Library Act

**2019/03/02-10 Motion for NLLS to take concerns to PLSB regarding MLIS requirements, as well as a review of the Library Regulations and Library Act – Warren Griffin – carried**

**2019/03/02-11 Motion to accept the Chairman's report as information – Lorna Storoschuk – carried**

7. Building Committee – Laurent Amyotte

**APPENDIX VII**

- Please see attached
- There were problems that arose which caused the Building Committee to be formed; flooding in Bib. Services area, access for van runs (3 van runs due to increased workload), and to look at the windows
- We hired a construction management company to look at what needed to be done
- Looking at the interior of the building it was determined that there is lot of un-utilized space and the suggestion was to renovate internally and make a more streamlined workflow for the departments in the building
- We have a grant writer from Smoky Lake County to apply for grants
- The one large grant cannot be applied for until October 2019
- The Executive Committee recommended doing the repairs that are absolutely required; looking at about \$150,00 for these repairs
- It was noted that this amount does not include approx. \$167,000 due to the architecture firm for their drawings
- The must do's: fix windows, fix the drainage problems around the building, and add access to front garage and have ILL vans loading in the front

**2019/03/02-12 Motion to spend up to \$150,000 on repairs – Larry Tiedemann – carried**

**2019/03/02-13 Motion to accept the Building Committee's report as information – Craig Lukinuk - carried**

Recess at 1:20 pm to review Annual Reports – Larry Tiedemann

Re-convene at 1:36 pm

Annual Reports – Edmonton Garrison, Myrnam and NLLS

**2019/03/02-14 Motion to accept Edmonton Garrison's Annual Report – Warren Griffin – carried**

**2019/03/02-15 Motion to accept Myrnam's Annual Report – Stephen Dafoe – carried**

**2019/03/02-16 Motion to accept NLLS's Annual Report – Justin Thompson - carried**

8. Jasper

**APPENDIX VIII**

- It was discussed if there were available funds to send our ALTA Rep. to ALC in Jasper this year. It was noted that we haven't paid for our ALTA Rep in the past.
- The Chair then announced that NLLS will be paying for 3 Board members, sitting around the table today, to attend ALC in Jasper. Those members, who do not receive any monetary assistance from other sources, were invited to put their name in the draw which includes ALC conference fees and hotel accommodations. There were 4 (four) members: Jill McLuckie, Village of Mannville; Justin Thompson, Town of Vermilion; Melody Kaban (alt.), Town of Smoky Lake; and Jennifer Anheliger, ALTA Rep.
- There was much discussion as to who should be eligible for the draw. It was pointed out that this type of conference was designed especially for Library Managers and they should be the ones to go.

**2019/03/02-17 Motion for the ALTA Rep and Town of Smoky Lake (alternate) to be eligible for the ALC conference draw – Stephen Dafoe – carried**

**2019/03/02-18 Motion to send all 4 (four) members to ALC in Jasper – Bob Buckle – carried**

9. Policies

**2019/03/02-19 Motion to approve "NLLS Company Vehicles & Equipment" Policy – Stephen Dafoe – carried**

**2019/03/02-20 Motion to approve "Working Alone" Policy – Al Harvey – carried**

**2019/03/02-21 Motion to approve "Personal Cell Phone" Policy – Justin Thompson – carried**

**2019/03/02-22 Motion to approve "Communication Protocol-Staff" Policy – Cyndy Heslin – carried**

**2019/03/02-23 Motion to approve “Communication Protocol-Library Managers” Policy – Debra McQuinn – carried**

**2019/03/02-24 Motion to approve “Role of the Executive Committee” Policy – Les Dorosh – carried**

**2019/03/02-25 Motion to approve “Committees of the Board” Policy – Steven Marusiak – carried**

**2019/03/02-26 Motion to approve “Borrowing Bylaw” Policy – Will Oudshoorn – carried**

**2019/03/02-27 Motion to approve “Finance Fund Account” Policy – Steven Marusiak – carried**

**2019/03/02-28 Motion to approve “PLSB Grant Money” Policy – Stephen Dafoe – carried**

**2019/03/02-29 Motion to refer back to Policy Committee “NLLS Funding” Policy – Karen Shaw – carried**

**2019/03/02-30 Motion to approve “Purpose and Goals” (changed to Collection Development) Policy – Cyndy Heslin – carried**

10. Declarations (the following individuals can campaign for the upcoming May election; members are also allowed to campaign on behalf of a candidate who has declared)

Chair

- First call for declarations

Vicky Lefebvre (Cyndy Heslin read Vicky’s declaration)

Larry Tiedemann

- Second call for declarations
- Third call for declarations
- Cease declarations

Zone 1

- First call for declarations
- Second call for declarations
- Third call for declarations
- Cease declarations

Zone 3

- First call for declarations
- Cyndy Heslin
- Second call for declarations
  - Third call for declarations
  - Cease declarations

Member-At-Large

- First call for declarations
- Second call for declarations
- Third call for declarations
- Cease declarations

11. Adjournment at 2:26 p.m.

Next regular Board Meeting will be held Saturday, May 25, 2019 at 10:00 a.m.

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_