

# MEETING MINUTES – EXECUTIVE MEETING

## MEETING INFORMATION

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*Date: May 3<sup>rd</sup>, 2019*

*Time: 10:00 am*

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

*Missing: Craig Lukinuk*

Meeting called to order at 10:04 a.m.

## ACTION ITEMS FROM PREVIOUS MEETING

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### REPORTS

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1. LMC Report
  - see attached
  - next LMC meeting May 22, 2019

**Motion to accept LMC Report as information – Jill McLuckie - carried**

2. Chair's Report
  - see attached
  - there were concerns raised about customer service by the Viking Library board at the Statement of Services presentation and there were concerns raised by our staff member with reference to comments and conduct at the public board meeting

**Motion to go into closed session at 10:34 a.m. regarding personnel – Jill McLuckie – carried**

**Motion to come out of closed session 11:03 a.m. – Karen Shaw – carried**

**Motion for Jodi, as LMC Chair, to send written contact to Library Manager in Viking, asking her to identify specific concerns she has with NLLS, in writing, and for Jodi to bring those concerns in writing to the Executive Committee – Jill McLuckie – carried**

- met with other Chair's and Directors
- Jasper presented a lot of changes politically (new ministers)
- libraries will stay under Municipal Affairs
- there was a system meeting regarding advocacy, a letter was sent to the new minister from all systems and nodes Chairs (letter attached)
- gather stories from patrons and libraries on the importance of libraries (to help maintain provincial funding)

**Motion to accept the Chair's Report as information – Warren Griffin – carried**

3. Executive Director's Report
  - Heather has completed her MLIS
  - Kayla has handed in her resignation
  - we are getting 4 summer students: 1 for I.T.; 1 for Admin. and 1 for Bib. Serv.; and 1 for SRP
  - interviews will start next week for Public Services Manager and Bibliographic Services Manager
  - NLLS has signed a contract with Lynda.com – should be rolled out at the end of May
  - TRAC is looking at RBDigital amalgamation for their titles and negotiating 200 titles instead of 50
  - with the Indigenous funding looking at partnering with a company called Whitehots for their pop-up library service; it's a hotspot that doesn't use data and you can download straight to your device
  - TRAC signed a contract with SOLUS, a mobile app that helps with digital literacy and inclusion
  - 3 staff members, 4 board members and the LMC Chair went to Jasper this year

- PLSB will continue to monitor courier, especially with what is happening in Ontario, we need to keep a close eye on this
- Julie and Larry have met with 17 councils and 1 board; 3 more are scheduled for this month; Julie and her team met with the Ryley Library Board as well
- Town of Athabasca letter re: website – our website allows for customization for our libraries; the cost is considerably less compared to other website companies

**Motion for Julie to investigate costs of different websites – Elaine Sorochan - carried**

**Motion to accept the Executive Director’s Report as information – Cyndy Heslin - carried**

4. Financial Reports

- the Executive agreed to the layout of the financials, with the addition of a column to compare percentages of previous year to current year
- Mundare Public Library is asking for their interest fees to be waived. October 1/18 – February 28/19 in the amount of \$431.96
- 4 individual invoices were sent to library and the CAO, there was no correspondence from the library stating the lack of payment
- it was discussed, that if the fees are waived for one library then it sets a precedent for other libraries

**Motion to waive 5 months interest for Mundare Public Library in the amount of \$431.96 – Karen Shaw – defeated**

**Amended motion to waive, as a one-time forgiveness only of accumulated interest from October 1/18 to February 28/19 in the amount of \$431.96 – Cyndy Heslin – defeated**

**Motion to accept the Financial Report as information – Laurent Amyotte – carried**

5. Policy Report

- none

**AGENDA ITEMS**

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1. Additions to agenda

- 9. Referral to Policy Committee of the reserves
- 10. Parliamentarian discussion

**Motion to approve amended agenda – Cyndy Heslin – carried**

2. Approval of Minutes from March 2, 2019

**Motion to approve Minutes from March 2, 2019 – Elaine Sorochan – carried**

3. Vermilion Board member cancellation

- was unable to make Jasper conference, he could not free up time to go

**Motion to accept cancellation charge of one night for the Vermilion Board member – Laurent Amyotte – carried**

4. Hotel and Conference fees for Jasper – library managers

- Dana Swigart brought up at the last Board meeting that hotel and conference fees for Jasper should be available to library managers as well.
- some of the smaller libraries have never sent their library manager

**Motion for NLLS to pay conference fees and hotel for 2 board members, 2 library managers and the Chair for ALC Conference in Jasper – Cyndy Heslin – carried**

5. Building Committee

- no motions were brought to the Executive or Board to spend money on contracts

**Motion for Building Committee to bring forward to the Executive Committee the request for approval and to provide copies of contracts – Justin Thompson – carried**

6. Policy Committee

- none

7. Personnel – Closed Session

**Motion to go in closed session at 1:00 p.m. regarding personnel – Laurent Amyotte – carried**

**Motion to come out of closed session at 1:53 p.m. – Jill McLuckie – carried**

**Motion for Personnel Committee to continue negotiations as directed in closed session – Warren Griffin – carried**

- 8. Elections
  - send out an information package for Chair and Zone representation elections and committee elections
- 9. Referral to Policy Committee of the reserves
  - send to Policy for decision on internally restricted vs. earmark reserves
- 10. Parliamentary discussion
  - look at getting a parliamentarian to attend our Board meetings
  - maybe have a parliamentarian session on how to address a meeting

**Motion for Julie to get costs for a parliamentarian – Elaine Sorochan – carried**

**NEW ACTION ITEMS**

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- 1. Send email to all Board members and Library Boards, along with a copy of the letter that was sent to the minister, to ask for stories from their libraries – Larry Tiedemann
- 2. Direction to Advocacy Committee to have meeting and to draft terms of reference and bring back to Executive Committee – Advocacy Committee
- 3. Send out an information package for Chair and Zone representation elections and committee elections – Terri Hampson
- 4. Decision on internally restricted vs. earmark reserves – Policy Committee
- 5. Direction for Julie to investigate costs of different websites – Julie Walker
- 6. Direction for Julie to explore some costs of getting a Parliamentarian to attend our Board meetings – Julie Walker

**Motion to adjourn 3:15 p.m. – Justin Thompson – carried**

Next Executive meeting Saturday, May 25<sup>th</sup>, 2019 at 8:30 a.m.

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

**Date:** \_\_\_\_\_