

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: June 21st, 2019

Time: 10:00 am

Attendees: Vicky Lefebvre, Larry Tiedemann, Laurent Amyotte, Jill McLuckie, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Cyndy Heslin, Justin Thompson, Karen Shaw, Julie Walker, Kelly McGrath, Tracy Paradis

Missing: Terri Hampson, Heather Elliott

Meeting called to order at 10:02 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Policy Committee – Set to meet on July 10
2. Vicky Lefebvre – Letters to parliamentarians have been sent

REPORTS

1. LMC Report
 - none
2. Chair's Report
 - see attached

Motion to accept the Chair's Report as information – Laurent Amyotte – carried

3. Executive Director's Report
 - New hires: Bibliographic Manager, Public Services Manager, 2 Public Services Consultants (starting in July and August). All the new hires have their MLIS.
 - Heather is on medical leave (she will be working from home)
 - Marigold was hit with Malware and it knocked out all their servers; NLLS needs to look at larger Cyber Security insurance
 - Air conditioning compressor board has gone – repair company has ordered the piece

Motion to accept the Executive Director's Report as information – Cyndy Heslin – carried

4. Financial Reports
 - see attached
 - was recommended for Terri to add 2 new columns: budget-to-date and allocated budget

Motion for Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget – Karen Shaw – carried

Motion to forward to Policy Committee to review "PLSB Grant Money" regarding payment to the libraries for review and clarity – Craig Lukinuk – carried

Motion to refer to Policy Committee to review the "Board Chair Honorarium" Policy – Karen Shaw – carried

Motion to accept Financial Report as information – Warren Griffin – carried

5. Building Committee Report
 - to provide an expenditure to date on the Building Committee approved budget items (ie. what was Jen-Col paid for?; what was Kennedy paid for?)

Motion to accept Arc Studio as the successor from KennedyCreate to continue as the architect for the same terms and conditions and current funding – Elaine Sorochan – carried

Motion to proceed with Option #1, the reseal of windows – Elaine Sorochan – carried

Motion to proceed with estimate for the swale, the insulation and the door based on engineering studies – Laurent Amyotte – carried

Motion to accept Building Committee Report as information – Larry Tiedemann – carried

6. Policy Committee Report
 - no report
 - Policy Committee meeting on July 10

AGENDA ITEMS

1. Additions to agenda

Motion to approve agenda – Jill McLuckie – carried

(there was discussion on changing the format for the agenda)

2. Approval of Minutes from May 3 and May 25, 2019

Motion to approve minutes from May 3, 2019 – Elaine Sorochan – carried

Motion to approve minutes from May 25, 2019 (set 1) – Craig Lukinuk – carried

Motion to approve minutes from May 25, 2019 (set 2) – Cyndy Heslin - carried

3. FOIP workshop

- looking to schedule a FOIP workshop for Board members and staff
- scheduling sometime in October (recommended third week in October)

4. Communications – Vicky Lefebvre

- emails shared among committees need to be considered confidential
- **imperative that confidential information is not shared with staff**

Motion for Policy Committee to develop Terms of Reference for Board committees – Elaine Sorochan – carried

Motion for Policy Committee to review confidentiality of communication on committees – Warren Griffin – carried

5. Letter to Elk Point Town Council and Staff

6. Committee meetings, terms of reference, responsibilities

- ensure that the Chair is cc'd on all correspondence and emails

7. Seat on Executive Committee for Cold Lake

- Vicky will still be the Representative for Cold Lake as well as the Chair

8. Motion from Karen Shaw

Motion for no further work on the renovations and relocation of the NLLS facility, until such time that a business case, including detailed cost estimates, is provided to the Board for review – Karen Shaw – carried

Motion that NLLS respond to Vegreville proposal based on previous motion above (Motion for no further work on the renovations and relocation of the NLLS facility, until such time that a business case, including detailed cost estimates, is provided to the Board for review – Karen Shaw – carried) – Warren Griffin – carried

9. Closed Session – Executive Director Review

Motion to go into closed session at 12:25 p.m. – Laurent Amyotte – carried

Motion to come out of closed session at 1:30 p.m. – Cyndy Heslin – carried

Motion to accept the contract of Executive Director with amendment as discussed in closed according to Section 17.2(e) of FOIP – Craig Lukinuk – carried

Motion for the above discussion to remain confidential according to FOIP – Karen Shaw - carried

NEW ACTION ITEMS

1. Julie to send out information to libraries regarding cyber security insurance and a reminder for libraries to back up, as well inquire to AUMA for the cyber security insurance at NLLS
2. Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget.
3. Executive Committee to select 3rd person for Executive Director Appraisal Committee and to revamp the performance appraisal and process

Motion to adjourn 1:35 p.m. – Jill McLuckie – carried

Next Executive meeting Friday, August 2, 2019 at 9:00 a.m.

Approved By: _____

Date: _____