

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: July 22nd, 2019

Time: 11:30 am

Attendees: Vicky Lefebvre, Laurent Amyotte, Jill McLuckie, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Cyndy Heslin, Justin Thompson, Karen Shaw, Julie Walker, Terri Hampson, Tracy Paradis, Amy Knifton, Jake Marion

Absent: Larry Tiedemann, Heather Elliott, Kelly McGrath

Meeting called to order at 11:29 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

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 – more follow up to libraries regarding Cyber security (suggestion to do a session at conference); AUMA will come and look at our requirements and provide a quote
2. Chair to send letter to Minister and cc. MLA's advising the concerns and implications to our libraries of delaying the budget – Vicky has sent the letter to Minister (email and regular mail)
3. Executive Committee to select 3rd person for Executive Director Appraisal Committee and to revamp the performance appraisal and process – Cyndy Heslin volunteered as 3rd member

AGENDA ITEMS

1. Additions to agenda
 - 2. Introductions
 - 4. Libraries Act review – Warren Griffin

Motion to approve agenda as amended – Cyndy Heslin – carried

2. Introductions
3. Approval of Minutes from June 21st, 2019

Motion to approve minutes from June 21, 2019 – Jill McLuckie – carried

4. Libraries Act review
 - Warren brought issues to his council, the CEO will draft a resolution of concerns to bring to their council to approve, it will then be brought to RMA on October 7. If municipalities have any concerns, please forward to Warren
 - Cyndy will bring forward to AUMA in September
 - Jodi will ask for input from librarians on their concerns
5. LMC Report
 - Jodi followed up with Viking Library service concerns
 - Jodi will look at trying to get more specific information from Viking as per the Chair's request

6. Board Chair Report
 - see attached

Motion to change wording in Plan of Service as to who attends the presentations to councils vs. library boards – Craig Lukinuk – carried

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

7. Executive Director Report
- 3 new staff members: Amy Knifton-Bibliographic Services Manager, Jake Marion-Public Services Manager, Greg Morgan-Public Services Consultant; Vicky Zhang starts in August-Public Services Consultant
 - went with Vicky, presentation to Two Hills Library board; great meeting, they are very appreciative
 - Public Services will go out as a group to meet with each librarian to discuss the librarians needs
 - Advocacy course starting in October

Motion to accept Executive Director's report as information – Elaine Sorochan - carried

8. Financial Report
- see attached
 - Jen-Col invoice, delay payment (Building Committee drafting letter)
 - Board of Record payments

Motion to provide 50% of Rural Services Grant to our Board of Records member boards, with the remainder to be disbursed when the final provincial budget is passed and/or received, based on last year's per capita – Cyndy Heslin – carried

Motion to accept Financial report as information – Craig Lukinuk – carried

9. Policy Committee Report
- Section 1, 1E Probationary Period

Motion to forward Section 1, 1E Probationary Period to general board for approval – Elaine Sorochan – carried

- Section 1, 1B Compensation

Motion to forward Section 1, 1B Compensation to general board for approval – Laurent Amyotte – carried

Motion to rescind previous motion – Laurent Amyotte – carried

Motion to send to Policy Committee for review – Jill McLuckie – carried

- Section 1, 1D Continuing Education

Motion to forward Section 1, 1D Continuing Education to general board for approval – Karen Shaw – carried

- Section 1, 1G Hours of Work

Motion to forward Section 1, 1G Hours of Work to general board for approval – Cyndy Heslin – carried

- Section 1, 1H Overtime

Motion to forward Section 1, 1H Overtime to general board for approval – Justin Thompson – carried

- Section 1, 1J Vacation

Motion to send to Policy Committee for review – Elaine Sorochan – carried

- Section 1, 1K Benefits

Motion to forward Section 1, 1K Benefits to general board for approval – Cyndy Heslin – carried

- Section 1, 1L Leaves

Motion to forward Section 1, 1L Leaves to general board for approval – Jill McLuckie – carried

- Section 1, 1M Sick Days & Short-Term Disability

Motion to forward Section 1, 1M Sick Days & Short-Term Disability to general board for approval – Justin Thompson – carried

- Section 1, 1P Performance Management

Motion to forward Section 1, 1P Performance Management to general board for approval – Jill McLuckie – carried

- Section 1, 3Q Grievances

Motion to forward Section 1, 3Q Grievances to general board for approval – Elaine Sorochan – carried

- Section 2, 1H Committees of the Board

Motion to forward Section 2, 1H Committees of the Board to general board for approval – Cyndy Heslin – carried

- Section 3, 1M PLSB Grant Money

Motion to send to Policy Committee for review – Karen Shaw – carried

- Section 2, 1I Board Honoraria & Expenses

Motion to forward Section 2, 1I Board Honoraria & Expenses to general board for approval – Justin Thompson – carried

- Terms of Reference
- format approved

Motion to send “Draft Minutes Distribution” policy to Policy Committee for review – Craig Lukinuk - carried

10. Letters

- Vicky will draft a separate letter to the MLA’s, concerning the provincial budget

11. Fundraising – Best Practices

- Jodi to ask librarians for their input and feedback on their fundraising techniques

12. Grant Writing (Workshop)

- suggestion to set up a webinar to teach Grant Writing
- it was suggested to have a presenter at our conference for grant writing

13. Building Committee

- received quote for windows, Building Committee to go back to Jen-Col and discuss quote

Motion to send quotation back to Building Committee for review – Craig Lukinuk – carried

- Jen-Col will find a civil engineer to come and look at the swale

14. Closed Session – Executive Director Review

Motion to go in closed session at 4:25 p.m. – Jill McLuckie – carried

Motion to come out of closed session at 4:42 p.m. – Jill McLuckie – carried

Motion to accept Executive Director’s contract as discussed and presented in closed session according to Section 17.2(e) of FOIP – Jill McLuckie – carried

Cyndy Heslin volunteered as 3rd person for the Executive Director Review Committee

NEW ACTION ITEMS

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1. Change wording in Plan of Service as to who attends the presentations to councils vs. library boards
 2. Policy Committee – Review “Draft Minutes Distribution” policy
 3. Julie - to send out another reminder for libraries to back up their systems, other than the cloud. Check again on cyber security insurance. Have a session at our conference on Cyber Security.
 4. Julie - to look up the name of the Grant writer presenter we had previously at our conference and book them again for our conference.
 5. Tracy - agenda to be revamped, action items from previous meeting will follow agenda items

Motion to adjourn 4:43 p.m. – Jill McLuckie – carried

Approved By: _____

Date: _____