

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: March 2nd, 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

REPORTS

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

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

none

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

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