

**Northern Lights Library System
Board Meeting
September 21, 2019
Meeting minutes**

Present

Amyotte, Laurent & Fodness, Maxine - County of St. Paul
Beniuk, Darlene - Lac La Biche County
Brown, Cathy - Town of Tofield
Cherniwchan, Tannia - Town of Athabasca
Dafoe, Stephen - Town of Morinville
Filipchuk, Richard - Thorhild County
Gramlich, Val - Village of Chauvin
Harvey, Al - Town of Lamont
Jubenville, Marc (alt.) - M.D. of Bonnyville
Kuzio, Tara - County of Minburn
Lefebvre, Vicky - City of Cold Lake
Lupul, Sheila - Village of Andrew
May, Tanya - Town of Bon Accord
McRae, David (alt.) - Town of Redwater
Murray, Clinton - County of Vermilion River
Oudshoorn, Will - Village of Innisfree
Saskiw, Dianne - County of Two Hills
Smith, Barbara - Village of Boyle
Sorochan, Elaine - Town of Two Hills
Thompson, Justin - Town of Vermilion

Arnold, Mary - Village of Paradise Valley
Berry, David - Town of Vegreville
Bruce, Barry - Beaver County
Comeau, Neal (alt.) - Sturgeon County
Diduck, David - Lamont County
Foley, Bob - Town of Wainwright
Griffin, Warren - Athabasca County
Heslin, Cyndy - Village of Ryley
Kaban, Melody - Town of Smoky Lake
Lawrence, Tara - Village of Marwayne
Lukinuk, Craig - Smoky Lake County
Marko, Bernie - Village of Holden
McQuinn, Debra - Town of Elk Point
Millante, Jaycynth - Town of Gibbons
Noel, Norm - Town of St. Paul
Rudolf, Donna - Village of Myrnam
Schueler, Judy (alt.) - Town of Bruderheim
Smith, Ina - S.V. of Pelican Narrows
Storoschuk, Lorna - Town of Bonnyville
Valleau, Phil - M.D. of Wainwright

Regrets

Frank, Daryl - Village of Kitscoty
Romanko, Don - Village of Vilna

McLuckie, Jill - Village of Mannville
Sabo, Lillian - Town of Mundare

Absent

- Town of Viking
Binder, Duncan - S.V. of Island Lake
Hursin, Amelia (Myn) - S.V. of West Baptiste
Krahulec, Julie - Village of Waskatenau
Reid, Tom - Village of Edgerton
Tiedemann, Larry - S.V. of Mewatha Beach

Barr, Lori - S.V. Island Lake South
DeSousa, Jordan - PLSB
Irving, Dennis - S.V. of Whispering Hills
Lawson, Marjorie - Village of Irma

Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach

Guests

Anheliger, Jennifer - ALTA Rep.

Dahlgren, Jodi - LMC

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 10:14 a.m.
2. Introductions
3. Acknowledge of Treaty 6 and Land of the Metis
- Vicky Lefebvre

4. Adoption of Agenda

APPENDIX I

2019/09/21-01 Motion to accept the agenda – Bernie Marko – carried

5. Minutes of May 25, 2019

APPENDIX II

2019/09/21-02 Motion to approve the minutes of May 25, 2019 – Cyndy Heslin – carried

6. For information

1. PLSB Report
 - no report

APPENDIX III

2. LMC Report – Jodi Dahlgren

APPENDIX IV

- see attached
- next LMC meeting is October 2
- PLSB session – Red Tape Reduction – being hosted at Wainwright Library on October 7 at 12:30 p.m.

2019/09/21-03 Motion to accept the LMC report as information – Debra McQuinn – carried

3. ALTA Report – Jennifer Anheliger

APPENDIX V

- see attached
- had the website redone; September 3 launch
- easier to navigate
- www.librarytrustees.ab.ca
- Trustee forum – November launch
- TAL creating a briefing book

2019/09/21-04 Motion to accept the ALTA report as information – Lorna Storoschuk – carried

4. Financial Report

- have received 50% Indigenous grant, 50% Operating grant, 50% Board of Record
- 13 library boards still need to pay their levy fees

2019/09/21-05 Motion to accept the Financial Report as information – Barb Smith – carried

Budget

- recommendation of 2% levy increase for 2020

2019/09/21-06 Motion to accept the draft budget – Will Oudshoorn – carried

5. Executive Director – Julie Walker

APPENDIX VI

- we have a full complement of MLIS employees:
 - Amy Knifton – Bibliographic Services Manager
 - Jake Marion – Public Services Manager
 - Greg Morgan – Public Services Consultant
 - Vicky Zhang – Public Services Consultant
- attended the IFLA conference in Greece
- e-book/audiobook – concerns from U.S. embargos on titles
- Marketing – social media advocacy, talk to your councils
- I.T. – Cyber-Security – investigating securing our system; implement procedures in our security; consulting firm to come in and investigate our strengths and weaknesses
- Bib. Services – we will be replacing the 2010 Chevy for van run
- Public Services – consultants have been visiting libraries
- Indigenous – Frog Lake is building their own library building and looking at possibly becoming a member of the Northern Lights System

2019/09/21-07 Motion to accept the Executive Director's report as information – David McRae – carried

6. Chairman's Report – Vicky Lefebvre
- see attached
- along with Warren, visited the MLA from Barrhead/Westlock; meeting went very well
2019/09/21-08 Motion to accept the Chairman's report as information – Stephen Dafoe – carried

APPENDIX VII

7. Resolution – Warren Griffin
- see attached

APPENDIX VIII

8. Building Committee
- re-sealing of windows has started
- the door into the garage has been put on hold
- looking a more local companies to do the work
- swale – will do more maintenance in the spring to remove snow from north side door and east side door/garage
2019/09/21-09 Motion to accept Building Committee Report as information – Marc Jubinville – carried

APPENDIX IX

9. Advocacy Committee
- see attached
- have only had one meeting, have set the Terms of Reference
2019/09/21-10 Motion to accept Advocacy Committee Report as information – Tara Lawrence – carried

APPENDIX X

10. Policies
- Sec. 1, 1E Probationary Period
2019/09/21-11 Motion to approve Probationary Period Policy – David McRae – carried
- Sec. 1, 1C Staff Expenses and Reimbursements
2019/09/21-12 Motion to approve Staff Expenses and Reimbursements Policy – Stephen Dafoe – carried
- Sec. 1, 1D Continuing Education
2019/09/21-13 Motion to approve Continuing Education Policy – Jaycynth Millante – carried
- Sec. 1, 1G Hours of Work
2019/09/21-14 Motion to approve Hours of Work Policy – Norm Noel – carried
- Sec. 1, 1H Overtime
2019/09/21-15 Motion to approve Overtime Policy – Dianne Saskiw – carried
- Sec. 1, 1K Benefits
2019/09/21-16 Motion to approve Benefits Policy – Marc Jubinville – carried
- Sec. 1, 1L Leaves
2019/09/21-17 Motion to approve Leaves Policy – Sheila Lupul – carried
- Sec. 1, 1M Sick Days and Short-Term Disability
2019/09/21-18 Motion to approve Sick Days and Short-Term Disability Policy, with amendment to format – Jaycynth Millante – carried
- Sec. 1, 1P Performance Management – Revision
2019/09/21-19 Motion to approve Performance Management Policy – Tara Lawrence – carried
- Sec. 1, 3Q Grievances – NEW form created
2019/09/21-20 Motion to approve Grievances Policy – Lorna Storoschuk – carried
- Sec. 2, 1H Committees of the Board
2019/09/21-21 Motion to approve Committees of the Board Policy – Sheila Lupul – carried

- Sec. 3, 1M PLSB Grant Money

2019/09/21-22 Motion to approve PLSB Grant Money Policy – Will Oudshoorn – carried (3 opposed)

- Sec. 2, 1I Board Honoraria and Expenses

2019/09/21-23 Motion to approve Board Honoraria and Expenses Policy – Stephen Dafoe – carried

Terms of Reference

- Policy Committee

2019/09/21-24 Motion to approve Policy Committee Terms of Reference – Cyndy Heslin – carried

- Budget Committee

2019/09/21-25 Motion to approve Budget Committee Terms of Reference – Stephen Dafoe – carried

11. Adjournment

- Adjournment at 12:49 p.m.

Next regular Board Meeting November 23, 2019 at 10:00 a.m.