

**Northern Lights Library System Board**  
**Regular Meeting**  
**DRAFT**  
Northern Lights Library System -Via Zoom  
10:00 AM Friday, November 25, 2022

1. Call to order 10:02
2. Acknowledgement of Treaty 6 and Land of the Metis:  
*Northern Lights Library System respectfully acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.*
3. Quorum  
50 Representatives/Alternates present – quorum achieved  
Guests: Jodi Dahlgren – Wainwright Public Library  
Staff: James MacDonald, Terri Hampson, Jessie Morris  
[Nov 25 2022 attendance](#)
4. Adoption of Agenda  
**M1: Rick Fountain moved to adopt the agenda as presented.**  
**Carried**
5. Minutes of the [August 26th NLLS Board meeting](#)  
**M2: Maxine Fodness moved to accept the August 26, 2022 minutes as presented.**  
**Carried**

For Information

6. Chairperson's Report – (verbal) Vicky Lefebvre
  - a. [Board Orientation](#)
  - b. [Letter to Premier](#)
  - c. [Systems letter to Minister Schulz](#)**M3: Amy Cherniwchan moved to accept the Chairperson's report as presented.**  
**Carried**
7. [Library Manager's Council \(LMC\) report](#) – Jodi Dahlgren  
**M4: Wanda Cochrane moved to accept the Library Manager Council report as presented.**  
**Carried**
8. Alberta Library Trustee Association (ALTA) report – Jennifer Anheliger  
**M5: Jennifer Johnson moved to accept the ALTA report as presented.**  
**Carried**
9. **Financial Report** – [Financial Report](#) including overspent budget lines.  
**Briefing Note:** As of the end of October we have expended 91.5% of the 2022 budget. Revenue is up **\$83,739.86** over this time last year. We have now received levies from all library boards. Increases in revenue are largely attributable to sale of two vehicles, two library secondments (3<sup>rd</sup> secondment underway now), office rentals, and a rise in interest on investments.  
**M6: Barry Goertz moved to accept the Financial report as presented. Carried**

For Decision

**10. Meeting absences**

**Briefing Note:** The Libraries Act, section 31(1) "A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board." Going forward we will monitor

absences and alert members who have missed 2 consecutive meetings. We have had two individuals hit the 3-meeting absence clause.

Town of Two Hills & Village of Andrew

They were both notified of the absence by email, and both responded promptly. Individual circumstances led to the absences. They both indicated a willingness to continue to serve.

**M7: Josh Crick moved that the past absences of representatives from the town of Two Hills and the Village of Andrew be excused, and they continue to be allowed to serve.**

**CARRIED**

## 11. Policies

### **Briefing Note:**

*Given the size of our board and the lengthy process of development and approval, policies are voted upon at the general board meetings as an omnibus motion. Board members may make a motion to remove 1 or more policies from the omnibus motion for individual vote. Policy changes will not be entertained at the general board meeting. Policies are either accepted or rejected by the general board. Rejected policies are returned to the Policy Committee for further review and work where appropriate.*

The Executive Committee recommends the following new policy be adopted

1. [Executive Director Compensation](#) – outlines the principles and practices for negotiating the compensation of the Executive Director

The Executive Committee recommends the following updates to policies be adopted

1. [Staff Orientation](#) – grammatical and modernization changes
2. [Statutory and General Holidays](#) – grammar and clarification on winter break. Truth and Reconciliation Day to remain open in support of libraries that remain open for programming.
3. [Gym Facilities](#) – Extension of use (under waiver) to tenants and accompanied guests.
4. [Annual Agenda](#) – Formatting changes to enhance clarity
5. [Board Honoraria And Expenses](#) – aligning with recent addition of the new Travel policy
6. [Board Member Orientation And Professional Development](#) – grammatical changes
7. [Signing Authority](#) – clarification that all account expenditures require 2 signatures.
8. [Grants, Sponsorships and Donations](#) – Simplification of wording and combining with PLSB Grant Funding policy.
9. [Finance Fund Account](#) – slight changes to the amounts – this policy is updated annually

The Executive Committee recommends the following redundant policies be deleted.

1. [NLLS Cell Phone Policy](#) – superseded by [Internet and computer usage policy](#)
2. [Personal Cell Phone Or Devices Use](#) – superseded by [Internet and computer usage policy](#)
3. [Email Usage](#) – superseded by [Internet and computer usage policy](#)
4. [PLSB Grant Money](#) – combined with Grants, Sponsorships and Donations policy

**M8: Lorraine Berry moved to remove the Executive Director Compensation policy from the omnibus package.**

**CARRIED**

**M9: Lorraine Berry moved to accept all the proposed policy changes (except for the Executive Director Evaluation policy) as an omnibus package.**

**CARRIED**

**M10: Lorraine Berry moved to accept the Executive Director Evaluation Policy.**

**CARRIED**

## 12. Draft Budget 2023 – [Draft budget - Presentation](#)

**Briefing Note:** This budget was accepted in principle at the August 26<sup>th</sup> meeting. Some slight changes have been made based on motions of the board at that time (i.e. online versus in-person board meetings). An email was sent on September 12, 2022 to all library board chairs,

municipal councils, and this Board outlining the budget, the 1.5% increase, and the outcome of the August 26<sup>th</sup> Board meeting.

This budget presents a 4-year projection of system costs and proposes a modest 1.5% levy increase year over year. Despite the modest increase the projection relies on drawing from system savings (decreasing year over year) to align expenses with income while improving services.

**M10: Larry Tiedemann moved to accept and adopt the 2023 annual Northern Lights Library System budget as presented.**

**CARRIED**

13. Adjournment

**M11: Josh Crick moved to adjourn the meeting.**

**CARRIED**