ALBERTA LIBRARY TRUSTEES ASSOCIATION

Board of Directors’ & Alternates Meeting

Thursday, January 23rd, 2020

**Via ZOOM Video Conference 6:30 - 8:30p.m.**

**B. Green, B. Heidecker, L. Gnomes, T. Pollard, J. Anheliger, J. Skodopole, V. Mensch, C. Blackmore, Camille**

1. Call to Order 18:34
   1. Approve Consent Agenda

President and Executive Director Report

Motion by Vic – all those in favour -motion carries

1. Approve November 28th, 2019 Board Minutes – Motion by B. Green, 2nd by Vic – all those in favour – motion carries
2. Items for Discussion/Decision

3.2 **ALTA Board**

3.21 New Peace Alternate, Denise Joudrey, Birch Hills County rep.

* Motion to approve application by B. Heidecker – All those in favour – Motion carries.
* Possible interest for applicant for NLLS Tanya to follow up

3.22 Agreement Letter & Job Description (Tanya)

* Agreement letter to be dispersed along with descriptions to all board members
* Board members to review job descriptions for any amendments necessary

3.23 Board Hours Tracking Hours Needed for 2020

* In order to qualify for various grants, volunteer hours need to be tracked. You can use ALTA hours as well as hours recorded as local library board trustees as an extension of ALTA duties.
* App for volunteer tracking hours (https://www.trackitforward.com) – provided by Lennox

3.23 Board Development Retreat

* What is the value? What are the deliverables to the membership?
* Lack of project completion (B. Green)

3.24 ED Performance Evaluation

* Evaluation still needs to be completed by T. Pollard in December
* Contract expired December 31
* E.D to track hours spent on tasks in a typical week – for March 5th meeting

3.3 **Trustee Resources**

3.31 URGENT Trustee Handbook,

* All alterations and edits must be complete and submitted by end of FEBRUARY 10
* Must be submitted to PLSB for review
* Appendixes received from YRL

3.32 Trustee Symposium October 23, 24 25? (Nisku Conference Centre)

* Does ALTA want to offer a symposium for trustee development

3.4 **Partnership Reports** TAL, PLSB, ALC 2020, AUMA

3.41 PLSB Grant Meetings

* Brian, Jenn, Heather met with PLSB to be approved for grant.
* Jan 3 telephone call with Kerry Anderson and Jen Anderson. Unless it is a one time. Ongoing project PLSB will not fund.
* Will only fund Trustee Handbook (must be finished by March 31)
* Trustee welcome package
* Advocacy presentation (cannot be called advocacy)
* Trustee forum (partial funding)
* Operating structures need to be reviewed, they cannot be funded with public funds
* Current grant request is $34 700, no
* Casino License has been denied. (B. Heidecker – 2 previous applications. ALTA does not qualify)
* Without funding from PLSB we do not have the means to sustain ALTA
* Membership = $24 000

3.42 ALC 2020 Update

* Speakers are booked
* A number of sponsors were lost

3.43 TAL Meeting/update

* In Calgary – March meeting, someone local to Calgary to possibly attend?

3.5 **Social Media Plan** (Jocelyn)

3.51 Passwords – please share

3.6 **Fundraising**

3.61 2020 Memberships 13k – still 10k to collect –

* Review of unpaid memberships, board members to contact libraries who haven’t paid. List to be forthcoming

3.62 Grants; PLSB 35k, CIP 15k, Casino Licence ALL Sent

* Awaiting approval of PLSB grant
* Casino License (denied)

3.63 CSJ (Canada Summer Jobs) late release for 2020

* Closes February 24th

3.7 **2020 AGM**

3.71 Nominations Areas: 2 (YRL), 4 (Marigold), 6 (Short Grass), 8 (NLLS)

3.72 ALTA Awards Promote – Nothing Yet

* AGM – notice to reader fund are not available ($1800 for Notice to Reader)
* Bookkeeper has not closed out 2019 books

1. Financial Update – See ED Report
2. Next ALTA Board Meeting – March 5th. Meeting to discuss financials
3. New Business for March

* ALTA viability?
* Board input on possible projects

1. Adjourn

* Motion by V. Mensch to adjourn. All those in favour – motion carries