

**PEACE LIBRARY SYSTEM  
BOARD MEETING MINUTES  
25 FEBRUARY 2023**

Present:	Carolyn Kolebaba, Chair	Northern Sunrise County
	Amber Bean	Clear Hills County
	Lindsay Brown	Town of Falher
	Denise Joudrey	Birch Hills County
	Dalen Richardson	MD of Fairview No. 136
	Stan Golob	Town of Fairview
	Meesha Bainton	Town of Fox Creek
	Tom Burton	MD of Greenview No. 16
	James Waikle	Town of High Prairie
	Brad Pearson	MD of Lesser Slave River No. 124
	Jacqueline Maisonneuve	Town of McLennan
	Agnes Roshuk	Village of Nampa
	Terry Ungarian	County of Northern Lights
	Tahirih Wiebe	MD of Opportunity No. 17
	Theresa Johnson	MD of Peace No. 135
	Elaine Manzer	Town of Peace River
	Michelle Farris	Town of Rainbow Lake
	Roxann Dreger	Village of Rycroft
	Elaine Garrow	MD of Spirit River No. 133
	Tanya Boman	Town of Valleyview
	Cindy Hockley	Village of Berwyn
Leanne Beaupre	County of Grande Prairie No. 1	
Mark Liboiron	Town of High Level	
Alain Blanchette	MD of Smoky River No. 130	
Harry Ezio	Town of Spirit River	
Regrets:	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
	Ann Stewart	Big Lakes County
	Anna Underwood	Town of Wembley
Absent:	Alison Bjornson	Village of Hines Creek
	Reta Nooskey	Paddle Prairie Métis Settlement
	Kimberly Hughes	Town of Slave Lake
	Dennis Stredulinsky	Town of Sexsmith
	Cal Mosher	Town of Beaverlodge
	Carmen Johnson	Town of Grimshaw
	Greg Pasichnuk	Town of Manning
	Kirsten Smith	Saddle Hills County
Staff:	Louisa Robison, CEO	
	Alycia Vickrey, Facilities Coordinator (minutes)	

1. CALL TO ORDER

The Chair called the meeting to order at 10:30 a.m.

1.1 APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

- Add: 2.6.1 Motion to Approve PLS Annual Report in its entirety
- 2.6.2 Motion to improve Service Point Annual Reports

**MOTION: B23-001 To approve the agenda as amended.**

Moved by: M. Farris CARRIED

1.2 MINUTES OF NOVEMBER 26, 2022 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B23-002 To approve the minutes of the 26 November 2022 meeting as amended.**

Moved by: A. Bean CARRIED

2. ITEMS FOR DECISION

2.1 DRAFT REAFFIRMED INFORMATION TECHNOLOGY (IT) SERVICES FOR MEMBER LIBRARIES POLICY

The CEO highlighted changes to the policy.

**MOTION: B23-003 To approve the Draft Information Technology (IT) Services for Member Libraries Policy as amended.**

Moved by: L. Brown CARRIED

2.2 DRAFT SCHOOL SERVICES POLICY

The CEO highlighted changes to the policy.

**MOTION: B23-004 To approve the Draft School Services Policy as presented.**

Moved by: T. Wiebe CARRIED

2.3 DRAFT MEETING ROOM POLICY

The CEO highlighted changes to the policy.

**MOTION: B23-005 To approve the Draft Meeting Room Policy as amended.**

Moved by: A. Roshuk CARRIED

2.4 DRAFT TRUSTEE ORIENTATION POLICY

**MOTION: B23-006 To approve the Draft Trustee Orientation Policy as presented.**

Moved by: D. Joudrey CARRIED

2.5 DRAFT RECORDS MANAGEMENT POLICY - BRIEFING NOTE

The CEO reported that Canadian and Alberta Records Management Standards have evolved to include acceptance of electronic records.

2.5.1 DRAFT RECORDS MANAGEMENT POLICY

The CEO highlighted changes to the policy.

**MOTION: B23-007 To approve the Draft Records Management Policy and Schedule A as amended.**

Moved by: C. Hockley CARRIED

2.6 2022 ACCOMPLISHMENTS FOR PLS BOARD ANNUAL REPORT

The CEO reported on the Stronger Together Conference that was held in conjunction with the other systems, new programs and upgrades implemented by IT, the headquarters Operational Review, and PLS' continued work with member libraries through the Indigenous Populations Grant.

**MOTION: B23-008 To approve the 2022 Accomplishments for PLS – Board Annual Report as presented.**

Moved by: E. Garrow CARRIED

**MOTION: B23-009 To approve PLS' Annual Report in its entirety.**

Moved by: M. Farris CARRIED

**MOTION: B23-010 To approve the Service Point Annual Reports.**

Moved by: J. Waikle CARRIED

3. ITEMS FOR DISCUSSION

3.1 MASTER AGREEMENT AND MUNICIPAL AFFAIRS POPULATION ESTIMATES

The Board discussed discrepancies within current population counts.

**MOTION: B23-011 For the Chair to write another letter to the Municipal of Affairs regarding population estimates.**

Moved by: L. Beaupre CARRIED

3.1.1 CURRENT MUNICIPAL AFFAIRS POPULATION COUNT SPREADSHEET

**MOTION: B23-012 to receive population count spreadsheet for information.**

Moved by: L. Beaupre CARRIED

The Chair recessed the meeting for a health break at 11:21 am.

The Chair reconvened the meeting at 11:33 am.

4. ITEMS FOR INFORMATION

4.1 FINANCIALS, DECEMBER 2022

4.1.1 FINANCIAL STATEMENT BRIEFING

4.1.2 SIMPLIFIED FINANCIAL STATEMENT

**MOTION: B23-013 To receive the December 2022 financials for information.**

Moved by: M. Farris CARRIED

4.2 CHAIR'S REPORT

4.3 CEO'S REPORT

4.4 STAFF UPDATES

4.5 TAL & TRAC REPORTS

4.6 ALTA REPORT

4.7 ALLOTMENT FUND BALANCES, 31 DECEMBER 2022

**MOTION: B23-014 To receive agenda items 4.2 – 4.7 for information.**

Moved by: T. Wiebe CARRIED

4.8 DRAFT MINUTES OF 21 JANUARY 2023 EXECUTIVE COMMITTEE MEETING

4.9 DRAFT MINUTES OF 4 OCTOBER 2021 PLAN OF SERVICE COMMITTEE MEETING

4.10 DRAFT MINUTES OF 26 NOVEMBER 2022 PLAN OF SERVICE COMMITTEE MEETING

4.11 DRAFT MINUTES OF 25 NOVEMBER 2022 PERSONNEL COMMITTEE MEETING

**MOTION: B23-015 To receive agenda items 4.8 – 4.11 for information.**

Moved by: D. Richardson CARRIED

4.12 MINISTER'S RESPONSE LETTER – PLS FUNDING

4.13 MINISTER'S RESPONSE LETTER – PUBLIC LIBRARY FUNDING

**MOTION: B23-016 To receive agenda items 4.12 – 4.13 for information.**

Moved by: S. Golob CARRIED

The Chair recessed the meeting for a lunch break at 12:17 pm.  
The Chair reconvened the meeting at 12:51 pm.

4.14 MEMBERS BUSINESS/ROUND ROBIN

Information on upcoming events and activities was shared around the table.

4.15 NEXT MEETINGS

EXECUTIVE: APRIL 22, 2023 (GRANDE PRAIRIE)

BOARD: MAY 27, 2023 (GRANDE PRAIRIE)

5. ADJOURNMENT

**MOTION: B23-017 To adjourn the meeting at 1:15 p.m.**

Moved by: D. Richardson CARRIED

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date