

**PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES
27 MAY 2023**

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

1. CALL TO ORDER

The Chair called the meeting to order at 10:31 a.m.

1.1 APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B23-018 To approve the agenda as presented.

Moved by: L. Halabisky CARRIED

1.2 MINUTES OF 25 FEBRUARY 2023 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B23-019 To approve the minutes of the 25 February 2023 meeting as presented.

Moved by: L. Beaupre CARRIED

2. 2023 PLS AUDIT, PRESENTED BY ORLEANA MCMILLAN, MNP

2.1 DRAFT AUDIT FINDINGS 2022

2.2 DRAFT FINANCIAL STATEMENTS 2022

MOTION: B23-020 To move to closed session at 11:40 a.m.

Moved by: T. Burton CARRIED

MOTION: B23-021 To move out of closed session at 11:42 a.m.

Moved by: E. Manzer CARRIED

MOTION: B23-022 To approve the 2023 PLS Audit, presented by Orleana McMillan, MNP, as presented.

Moved by: E. Manzer CARRIED

The Chair recessed the meeting for lunch at 11:44 am.

The Chair reconvened the meeting at 12:21 am.

3. ITEMS FOR DECISION

3.1 DRAFT VIOLENCE, HARASSMENT AND BULLYING POLICY

A discussion was had by board members regarding preference for all acronyms to first be spelled out then be followed by the acronym itself in parentheses.

MOTION: B23-023 to approve the Draft Violence, Harassment and Bullying Policy as amended.

Moved by: L. Beaupre CARRIED

3.2 DRAFT INJURY, ACCIDENT AND ILLNESS POLICY

A discussion was had by board members to change ‘First Responder’ to ‘First Aider’.

MOTION: B23-024 to approve the Draft Injury, Accident and Illness Policy as amended.

Moved by: D. Joudrey CARRIED

3.3 DRAFT REVISED CONFIDENTIALITY POLICY

There were no questions or suggested changes by Board Members at this time.

MOTION: B23-025 to approve the Draft Revised Confidentiality Policy as presented.

Moved by: A. Bean CARRIED

3.4 DRAFT REVISED POLICY ON POLICY MAKING

There were no questions or suggested changes by Board Members at this time.

MOTION: B23-026 to approve the Draft Revised Policy on Policy Making as presented.

Moved by: A. Roshuk CARRIED

3.5 DRAFT REAFFIRMED FINANCE POLICY FOR LIBRARY SERVICE POINTS

There were no questions or suggested changes by Board Members at this time.

MOTION: B23-027 to approve the Draft Reaffirmed Finance Policy For Library Service Points as presented.

Moved by: C. Johnson CARRIED

3.6 2024-2026 LEVY INCREASE

MOTION: B23-028 to approve a Levy increase of 5% for each year up to 2026.

Moved by: B. Halabisky CARRIED

3.6.1 SCHEDULE OF FEES FOR MUNICIPALITIES

It was suggested by Board Members that going forward, all numbers be rounded up, that brackets be used for deficits, and to use the per-capita rate.

MOTION: B23-029 to receive the Schedule of Fees for Municipalities as information.

Moved by: J. Maisonneuve CARRIED

4. ITEMS FOR DISCUSSION

4.1 ADVOCACY LETTER TO MEMBER LIBRARY BOARDS AND MUNICIPALITIES

4.1.1 DRAFT MEMBER MUNICIPALITY LETTER

MOTION: B23-030 To approve the Draft Member Municipality Letter as presented.

Moved by: C. Hockley CARRIED

4.1.2 DRAFT MEMBER BOARD LETTER

MOTION: B23-031 To approve the Draft Member Board Letter as presented.

Moved by: E. Garrow CARRIED

5. ITEMS FOR INFORMATION

5.1 FINANCIALS, FEBRUARY 2023

5.1.1 FINANCIAL STATEMENT BRIEFING

MOTION: B23-032 To receive the Financial Statement Briefing as information.

Moved by: A. Bean CARRIED

5.1.2 SIMPLIFIED FINANCIAL STATEMENT

MOTION: B23-033 To receive the Simplified Financial Statement as information.

Moved by: A. Bean CARRIED

5.2 CHAIR'S REPORT

The Board Chair confirmed financial deficits for all systems and discussed with board members the on-going concerns with homeless population and the affect it is having on public libraries.

MOTION: B23-034 To receive Chair's Report as information.

Moved by: L. Brown CARRIED

5.3 2022 PERSONNEL COMMITTEE REPORT

MOTION: B23-035 To receive the Personnel Committee Report as information.

Moved by: E. Manzer CARRIED

5.4 2022 PLAN OF SERVICE COMMITTEE REPORT

MOTION: B23-036 To receive the Plan of Service Committee Report as information.

Moved by: T. Burton CARRIED

5.5 CEO'S REPORT

MOTION: B23-037 To receive the CEO's Report as amended.

Moved by: C. Mosher CARRIED

5.6 STAFF UPDATES

The CEO reviewed changes in staffing, contents insurance, the negative impact the wild fire smoke has had on staff inside the building, and details regarding the Stronger Together Conference.

MOTION: B23-038 To receive the Staff Updates as information.

Moved by: R. Dreger CARRIED

5.7 TAL & TRAC REPORTS

MOTION: B23-039 To receive the Tal & TRAC Reports as information.

Moved by: D. Joudrey CARRIED

5.8 ALTA REPORT

No Report.

5.9 2022-2023 INDIGENOUS SERVICES GRANT FINAL REPORT

MOTION: B23-040 To receive the 2022-2023 Indigenous Services Grant Final Report as amended.

Moved by: L. Brown CARRIED

5.10 PLS ANNUAL REPORT TO MEMBERS

MOTION: B23-041 To receive the PLS Annual Report to Members as information.

Moved by: A. Bean CARRIED

5.11 25 JANUARY 2023 EXECUTIVE COMMITTEE MEETING DRAFT MINUTES

5.12 05 JANUARY 2023 PLAN OF SERVICE COMMITTEE MEETING DRAFT MINUTES

5.13 16 JANUARY 2023 PERSONNEL COMMITTEE MEETING DRAFT MINUTES

5.14 25 FEBRUARY 2023 EXECUTIVE/PERSONNEL COMMITTEE MEETING DRAFT MINUTES

MOTION: B23-042 To receive the 25 January 2023 Executive Committee Meeting Draft Minutes, 05 January 2023 Plan Of Service Committee Meeting Draft Minutes, 16 January 2023 Personnel Committee Meeting Draft Minutes, and the 25 February 2023 Executive/Personnel Committee Meeting Draft Minutes as information.

Moved by: B. Halabisky CARRIED

5.15 LETTER – MINISTER’S ANNOUNCEMENT FOR LIBRARY FUNDING

MOTION: B23-043 To receive the Library Funding Announcement Letter from the Minister as information.

Moved by: T. Johnson CARRIED

5.16 MEMBERS BUSINESS/ROUND ROBIN

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

5.17 NEXT MEETINGS

- 5.17.1 EXECUTIVE: 22 JUL 2023 (GRANDE PRAIRIE)
- 5.17.2 BOARD/AGM: 16 SEP 2023 (GRANDE PRAIRIE)
- 5.17.3 EXECUTIVE: 21 OCT 2023 (FAIRVIEW PROVINCIAL BUILDING)
- 5.17.4 BOARD/CHRISTMAS PARTY: 25 NOVEMBER 2023 (GRANDE PRAIRIE)

5. ADJOURNMENT

The Chair adjourned the meeting at 1:37 p.m.

Chair

CEO

Date