

**PEACE LIBRARY SYSTEM  
BOARD MEETING MINUTES  
25 MAY 2024**

Present:	Agnes Roshuk Alain Blanchette (zoom) Alison Bjornson (zoom) Amber Bean, Vice Chair (zoom) Ann Stewart Brad Pearson (zoom) Cal Mosher (zoom) Carolyn Kolebaba, Chair Dalen Richardson (zoom) Denise Joudrey Elaine Manzer Grant Berg Harry Ezio (zoom) James Waikle Kirsten Smith (zoom) Leanne Beaupre Lindsay Brown Michelle Farris (zoom) Roxann Dreger Stan Golob Tahirih Wiebe Tanya Boman (zoom) Theresa Johnson Tom Burton	Village of Nampa MD of Smoky River No. 130 Village of Hines Creek Clear Hills County Big Lakes County MD of Lesser Slave River No. 124 Town of Beaverlodge Northern Sunrise County MD of Fairview No. 136 Birch Hills County Town of Peace River City of Grande Prairie Town of Spirit River Town of High Prairie Saddle Hills County County of Grande Prairie No. 1 Town of Falher Town of Rainbow Lake Village of Rycroft Town of Fairview MD of Opportunity No. 17 Town of Valleyview MD of Peace No. 135 MD of Greenview No. 16
Regrets:	Vacant Vacant	Village of Donnelly Village of Girouxville
Absent:	Anna Underwood Carmen Johnson Dennis Stredulinsky Greg Pasichnuk Jacqueline Maisonneuve Jane Weber Mark Liboiron Meesha Bainton Nick Van Rootselaar Reta Nooskey Steve Adams Terry Ungarian	Town of Wembley Town of Grimshaw Town of Sexsmith Town of Manning Town of McLennan Village of Berwyn Town of High Level Town of Fox Creek MD of Spirit River No. 133 Paddle Prairie Métis Settlement Town of Slave Lake County of Northern Lights
Staff:	Louisa Robison, CEO Emma Stewart, Consulting Services Manager (minutes)	
Guests:	Hank Smit, Alberta Library Trustees' Association Marissa Ferris, MNP LLP Mitch Pals, MNP LLP	

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. There were none.

**MOTION: B24-033 To approve the agenda as presented.**

Moved by: L. Brown CARRIED

1.2 MINUTES OF 27 FEBRUARY 2024 BOARD MEETING

The Chair called for errors or omissions to the minutes. In two places the motion numbers were repeated, B24-014 and B24-32. The motions will be correctly renumbered accordingly.

**MOTION: B24-034 To accept the minutes of the 27 February 2024 Board meeting as amended.**

Moved by: T. Burton CARRIED

2. 2023 PLS AUDIT

2.1 DRAFT AUDIT FINDINGS 2023

M. Pals and M. Ferris from MNP presented the draft audit findings from 2023. With quorum of the full board, the audit will be officially issued after the meeting. There were some difficulties due to the sudden departure of a long-employed bookkeeper in the spring and the changeover of responsibilities, so the audit took slightly longer than usual. The board expressed a preference for identifying positions rather than individual names in the audit as it is a public document, which will be corrected.

2.2 DRAFT FINANCIAL STATEMENTS 2023

M. Pals and M. Ferris from MNP presented the draft financial statements for 2023. The board would like to see expanded information under note 7, Accounts Payable and accrued liabilities, in future years. The board also requested that MNP add a corrective note about the classification error with insurance with the amount to be contributed by administration, and that the Supplies section of the Schedule of Expenses be changed to reflect that it covers supplies under the Indigenous grant rather than office supplies.

**MOTION: B24-035**    **To approve the Draft Audit and Financial Statements as amended.**

Moved by:                      R. Dreger    CARRIED

**MOTION: B24-036**    **To move into closed session at 11:53 a.m.**

Moved by:                      T. Burton    CARRIED

**MOTION: B24-037**    **To move out of closed session at 12:21 p.m.**

Moved by:                      B. Halabisky    CARRIED

The Chair recessed the meeting for lunch at 12:21 p.m.

The Chair reconvened the meeting at 12:50 p.m.

**MOTION: B24-038**    **To move the presentation by H. Smit forward in the agenda.**

Moved by:                      A. Roschuk    CARRIED

3.        ITEMS FOR DISCUSSION

3.1       ALTA PRESENTATION

H. Smit, Vice President of the Alberta Library Trustee Association, presented on the benefits of membership in ALTA. He advocated that Peace Library System maintain its institutional membership with ALTA and that PLS board members take full advantage of their membership benefits, including a trustee forum; regular coffee chats; a series of webinars, which are recorded and posted on the website; and conference participation. Mr. Smit recommended that administration compile information on the issues facing PLS libraries and forward it on to the ALTA president so ALTA can appropriately advocate for northern libraries. Several board members noted that they haven't received email updates from ALTA in a while; administration will forward a list of board emails to ALTA so that can be corrected.

**MOTION: B24-039**    **To receive the presentation by H. Smit for information.**

Moved by:                      T. Wiebe    CARRIED

4.        ITEMS FOR DECISION

4.1       DRAFT REVISED STAFF TRAVEL POLICY

4.2       DRAFT REVISED STAFF TRAVEL POLICY BRIEFING

The CEO highlighted proposed changes to the policy as per the briefing. The most significant proposed change is that the Staff Travel Policy include a requirement for all employees who regularly drive a System-owned vehicle to provide a Drivers

Abstract from the registry office of their choice, the cost to be borne by the System.  
A correction will be made to indicate that vehicles are for system use.

**MOTION: B24-040**     **To approve the Draft Revised Staff Travel Policy as amended.**

Moved by:                      B. Halabisky                                      CARRIED

4.3     DRAFT REAFFIRMED MATERIALS SELECTION AND ACQUISITION POLICY

The CEO reported that no necessary changes have been identified with this policy.

**MOTION: B24-041**     **To approve the Draft Reaffirmed Materials Selection and Acquisition Policy as presented.**

Moved by:                      E. Manzer                                      CARRIED

4.4     DRAFT REAFFIRMED TRUSTEE RECOGNITION POLICY

The CEO reported that no necessary changes have been identified with this policy.

**MOTION: B24-042**     **To approve the Draft Reaffirmed Trustee Recognition Policy as presented.**

Moved by:                      S. Golob                                      CARRIED

4.5     DRAFT REVISED TRUSTEE CONTINUING EDUCATION POLICY

The CEO highlighted proposed changes to the policy.

**MOTION: B24-043**     **To approve the Draft Revised Trustee Continuing Education Policy as presented.**

Moved by:                      D. Joudrey                                      CARRIED

4.6     DRAFT REVISED ACCEPTANCE OF GIFTS AND GRATUITIES POLICY

The CEO highlighted proposed changes to the policy.

**MOTION: B24-044**     **To approve the Draft Revised Acceptance of Gifts and Gratuities Policy as presented.**

Moved by:                      A. Stewart                                      CARRIED

4.7     DRAFT REVISED CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT POLICY

The CEO highlighted proposed changes to the policy.

**MOTION: B24-045**     **To approve the Draft Revised Continuing Education and Professional Development Policy as presented.**

Moved by:                      T. Wiebe                                      CARRIED

4.8     DRAFT REVISED PERFORMANCE MANAGEMENT AND DISCIPLINE POLICY

The CEO highlighted proposed changes to the policy.

**MOTION: B24-046**     **To approve the Draft Revised Performance Management and Discipline Policy as presented.**

Moved by:                      J. Waikle                                      CARRIED

4.9     DRAFT REVISED PERSONAL APPEARANCE POLICY

The CEO highlighted proposed changes to the policy. There were questions about whether a scent-free stipulation needed to be introduced; these issues are addressed internally under the umbrella of the staff health and safety committee.

**MOTION: B24-047**     **To approve the Draft Revised Personal Appearance Policy as presented.**

Moved by:                      A. Roschuk                                      CARRIED

4.10     DRAFT REVISED PUBLIC STATEMENTS POLICY

The CEO highlighted proposed changes to the policy.

**MOTION: B24-048**     **To approve the Draft Revised Public Statements Policy as presented.**

Moved by:                      T. Burton                                      CARRIED

4.11     DRAFT REVISED SUSPENSIONS POLICY

The CEO highlighted proposed changes to the policy.

**MOTION: B24-049**     **To approve the Draft Revised Suspensions Policy as presented.**

Moved by:                      L. Beaupre                                      CARRIED

5.     ITEMS FOR INFORMATION

5.1     FINANCIALS, MARCH 2024

5.1.1     FINANCIAL STATEMENT BRIEFING

5.1.2     FINANCIAL STATEMENT

5.1.3     BALANCE SHEET

The CEO reviewed the unaudited March 2024 Financial Statement. The board requested that the unexpended allotment balances be sent out to members again so they can continue to work on reducing the liability of the allotment balances. On the balance sheet, foreign exchange gain or loss is at 276.68%, which raised questions; administration indicated that this is a holding account for foreign exchange, and expenses under this category that eventually will be applied to the library allotments. Administration will see if there is a different way to address this with the accountant.

**MOTION: B24-050**     **To receive the unaudited March 2024 Financial Statement and balance sheet for information.**

Moved by:                      T. Burton                                      CARRIED

5.2     CHAIR’S REPORT

The Chair reported that she participated in the Plan of Service meetings via Zoom but was disappointed in the lack of engagement from PLS stakeholders, including PLS board members. She also attended the retirement of N. Bolster at Eaglesham, who had worked at the library for 49 years. Advocacy meetings with other system chairs continue.

**MOTION: B24-051**     **To receive the Chair’s report for information.**

Moved by:                      B. Halabisky                                      CARRIED

5.3     2023 PERSONNEL COMMITTEE REPORT

Committee Chair E. Manzer reviewed the submitted report. There have been more meetings than usual, reviewing personnel policies and updating the CEO performance review format, which the committee recommends be used again in 2024.

**MOTION: B24-052**     **To receive the committee report for information.**

Moved by:                      R. Dreger                                      CARRIED

5.4     2023 PLAN OF SERVICE COMMITTEE REPORT

Committee Chair S. Golob reviewed the submitted report. The committee continues to monitor progress on the 2025-2027 plan of service process.

**MOTION: B24-053**     **To receive the committee report for information.**

Moved by:                      T. Wiebe                                      CARRIED

5.5 CEO'S REPORT

The CEO reviewed the submitted report.

**MOTION: B24-054 To receive the CEO's report for information.**

Moved by: L. Brown CARRIED

5.6 STAFF UPDATE

The CEO reviewed the submitted report.

**MOTION: B24-055 To receive the Staff Update for information.**

Moved by: T. Johnson CARRIED

5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA) REPORT

There was no report provided by ALTA.

5.8 2023-2024 INDIGENOUS SERVICES GRANT FINAL REPORT

The CEO reported that the report has gone to the government reviewing activities for 2023-2025. Staff hours and in-library initiatives have increased, and there are plans to hire a new position later this year to get new initiatives moving.

**MOTION: B24-056 To receive the 2023-2024 Indigenous Services Grant Final Report for information.**

Moved by: A. Stewart CARRIED

5.9 PLS ANNUAL REPORT TO MEMBERS

The CEO reviewed the 2023 Annual Report.

**MOTION: B24-057 To approve the Annual Report for distribution, including to the Premier.**

Moved by: L. Brown CARRIED

5.10 DRAFT MINUTES OF 27 JANUARY 2024 EXECUTIVE COMMITTEE MEETING

T. Burton noted that all meeting minutes should be updated to reflect the meeting location. The motion number for adjournment also needs to be corrected.

**MOTION: B24-058 To receive the Draft Minutes of the 27 January 2024 Executive Committee meeting for information as amended.**

Moved by: T. Burton CARRIED

5.11 DRAFT MINUTES OF 17 JANUARY 2024 PLAN OF SERVICE COMMITTEE MEETING

**MOTION: B24-059** **To receive the Draft Minutes of the 17 January 2024 Plan of Service Committee meeting for information.**

Moved by: S. Golob CARRIED

5.12 DRAFT MINUTES OF 21 DECEMBER 2023 PERSONNEL COMMITTEE MEETING

**MOTION: B24-060** **To receive the Draft Minutes of the 21 December 2023 Personnel Committee meeting for information.**

Moved by: E. Manzer CARRIED

5.13 LETTER – MINISTER MCIVER, RED TAPE REDUCTION OMNIBUS BILL

The CEO reviewed the letter from Minister McIver which addresses changes to the Libraries Act that have been proposed with the Red Tape Reduction omnibus bill.

**MOTION: B24-061** **To receive the letter from Minister McIver for information.**

Moved by: A. Stewart CARRIED

5.14 GRANT APPLICATION APPROVAL

The CEO reported that a Community Initiatives Program Project-Based Grant application to assist PLS with a vehicle purchase has been approved for \$40,344.

**MOTION: B24-062** **To receive the update for information.**

Moved by: J. Waikle CARRIED

5.15 MEMBER BUSINESS/ROUND ROBIN

Board members shared noteworthy events and accomplishments within their libraries and communities.

**MOTION: B24-063** **To receive the verbal round robin for information.**

Moved by: T. Burton CARRIED

5.16 NEXT MEETINGS

5.16.1 EXECUTIVE: 27 JULY 2024 (GRANDE PRAIRIE)

5.16.2 BOARD: 21 SEPTEMBER 2024 (GRANDE PRAIRIE)

5.16.3 EXECUTIVE: 26 OCTOBER 2024 (FAIRVIEW)



6. ADJOURNMENT

**MOTION: B24-064**    **To adjourn the meeting at 2:13 p.m.**

Moved by:                      B. Halabisky

CARRIED

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Chair

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CEO

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Date