

PEACE LIBRARY SYSTEM

BOARD MEETING

November 30, 2019

PLACE: Peace Library System
8301 – 110 Street, Grande Prairie

TIME: **10:30 A.M.**

PROPOSED AGENDA

1. CALL TO ORDER & INTRODUCTIONS
2. APPROVAL OF AGENDA
3. PEACE LIBRARY SYSTEM ORIENTATION
4. ELECTION OF COMMITTEE MEMBERS AND OFFICERS
 - 4.1 Board and Committee Structure*
 - 4.2 Election of Executive Committee*
 - 4.3 Election of Chair and Vice-Chair*
 - 4.4 Election of Personnel Committee*
 - 4.5 Election of Plan of Service Committee*
 - 4.6 Board Signing Authorities*
5. MINUTES OF SEPTEMBER 14, 2019 MEETING*
6. BUSINESS ARISING FROM MINUTES
 - 6.1 Regional Interlibrary Loan Services*
7. REPORTS
 - 7.1 Director's*
 - 7.2 Chair's
 - 7.3 Technical Services*
 - 7.4 Information Technology (IT) Services*
 - 7.5 Consulting Services*
 - 7.6 The Alberta Library (TAL)
 - 7.7 Alberta Library Trustees Association (ALTA)*
 - 7.8 The Regional Automation Consortium (TRAC)
8. EXECUTIVE/FINANCE COMMITTEE
 - 8.1 Minutes of October 26, 2019, Meeting*
 - 8.2 Financial Statement – September, 2019*
 - 8.3 Revised Acceptance of Gifts and Gratuities Policy (*see Motion E19-055*)*
 - 8.4 Review Public Statements Policy (*see Motion E19-056*)*
 - 8.5 Revised Wages and Salaries Policy (*see Motion E19-057*)*
 - 8.6 Revised Employee Conduct and Disciplinary Action Policy (*see Motion E19-058*)*
 - 8.7 Revised Suspensions Policy (*see Motion E19-059*)*
 - 8.8 Revised Grievance Procedures (*see Motion E19-060*)*
 - 8.9 Revised Violence and Harassment Policy (*see Motion E19-061*)*
 - 8.10 Red Tape Reduction Input*

- 8.11 Financial Forecast to December 31, 2019*
- 8.12 Draft 2020 Operating Budget (*see Motion E19-068*)*
- 8.13 Transfers from Reserves for 2019 (*see Motion E19-070*)**
- 8.14 Draft 2020 Capital Budget (*see Motion E18-071*)**

9. PERSONNEL COMMITTEE

- 9.1 Draft Minutes of the September 14, 2019 Meeting*

10. ADVISORY COMMITTEE MEETINGS MINUTES

- 10.1 County of Northern Lights, October 7, 2019*
- 10.2 Municipal District of Spirit River, October 7, 2019*
- 10.3 Paddle Prairie Métis Settlement, October 22, 2019*
- 10.4 Northern Sunrise County, October 28, 2019*

11. NEW BUSINESS

- 11.1 Hours of Service for Library Service Points Policy*
- 11.2 Health and Safety Policy for Library Service Points*
- 11.3 Indigenous Populations Grant and Year-End Forecast*
- 11.4 Alberta Library Conference Attendance (April 23-26, 2020)
- 11.5 #eBooks for All**

12. CORRESPONDENCE

- 12.1 County of Northern Lights - Letter to Minister of Service Alberta*
- 12.2 Village of Donnelly - Rural Connectivity*
- 12.3 Town of Sexsmith - Letter to Minister of Service Alberta*
- 12.4 Town of Sexsmith - Internet Service*
- 12.5 PLS News & Notes – Winter 2019**

13. MEMBERS' BUSINESS/ROUND ROBIN

14. NEXT MEETINGS

- Plan of Service: November 30, 2019 (following Board meeting)
- Executive: January 25, 2020 (Fairview)
- Board: February 22, 2020 (Grande Prairie)
- Executive: April 18, 2020 (Falher)
- Board: May 23, 2020 (Grande Prairie)
- Executive: July 25, 2020 (Manning)
- Board: September 12, 2020 (St. Isidore)
- Executive: October 24, 2020 (Hythe)
- Board/Christmas Party: November 28, 2020 (Grande Prairie)

15. ADJOURNMENT

***Documents included**
****Documents to be provided at meeting**