

**PEACE LIBRARY SYSTEM  
BOARD MEETING MINUTES  
24 FEBRUARY 2024**

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

1. CALL TO ORDER

The Vice-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.

ADDITION: 2.8.1 2023 LibPAS Annual Reports for Service Points  
TABLED: 3.2 Presentation – ALTA, Hank Smit

**MOTION: B24-001 To approve the agenda as amended.**

Moved by: L. Brown CARRIED

1.2 MINUTES OF 25 NOVEMBER 2023 BOARD MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B24-002 To accept the minutes of the 25 November 2023 Board meeting as presented.**

Moved by: E. Manzer CARRIED

1.3 MINUTES OF 25 NOVEMBER 2023 ORGANIZATIONAL MEETING

The Chair called for errors or omissions to the minutes.

The Board noted that a Motion to Adjourn was not made during the Organizational Meeting on 25 November 2023. A Motion to Adjourn was made retroactively by D. Richardson.

**MOTION: B24-003 To have administration review policy regarding making motions to adjourn.**

Moved by: C. Kolebaba CARRIED

**MOTION: B24-004 To accept the minutes of the 25 November 2023 Organizational meeting as amended.**

Moved by: T. Burton CARRIED

2. ITEMS FOR DISCUSSION

2.1 DRAFT REVISED ENVIRONMENTAL PRACTICES POLICY

The CEO highlighted the changes to the policy.

**MOTION: B24-005 To approve the Draft Revised Environmental Practices Policy as presented.**

Moved by: D. Joudrey CARRIED

2.2 DRAFT REVISED HEALTH AND SAFETY POLICY FOR LIBRARY SERVICE POINTS

The CEO highlighted the changes to the policy. The board reviewed the language used in the policy, specifically focusing on the OHS codes referenced. It was determined that the verbiage allow for greater flexibility to align with the frequent updates to the OHS code.

**MOTION: B24-006 To amend the verbiage in the policy to include “as per current Occupational Health & Safety code” in order to align with the frequent updates to the OHS code.**

Moved by: M. Bainton CARRIED

**MOTION: B24-007 To approve the Draft Revised Health and Safety Policy for Library Service Points as amended.**

Moved by: A. Stewart CARRIED

2.3 DRAFT REVISED SERVICE POINT LEGISLATIVE BYLAWS

The CEO highlighted the changes to the bylaws.

**MOTION: B24-008 To amend the Draft Revised Service Point Legislative Bylaws by adding 'or designate' after every instance of 'Library Manager' throughout.**

Moved by: D. Richardson CARRIED

**MOTION: B24-009 To approve the Draft Revised Service Point Legislative Bylaws as amended.**

Moved by: S. Golob CARRIED

2.4 DRAFT REVISED CONFLICT OF INTEREST POLICY

The CEO highlighted the changes to the policy.

**MOTION: B24-010**    **To approve the Draft Revised Conflict of Interest Policy as presented.**

Moved by:                      L. Brown                                      CARRIED

2.5    DRAFT REVISED OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES POLICY

The CEO highlighted the changes to the policy. The board engaged in a discussion regarding the language and parameters used in the policy.

**MOTION: B24-011**    **To refer the Draft Revised Outside Employment and Other Activities Policy back to the Executive Committee for review.**

Moved by:                      C. Kolebaba                                      CARRIED

2.6    IT MANAGER SIGNING AUTHORITY

The CEO indicated that there is a need to transfer the signing authority from the former IT manager, Janet Ayles, to the current IT Manager, Ryan Goff.

**MOTION: B24-012**    **To remove Janet Ayles from PLS signing authority and add Ryan Goff in his capacity as IT Manager, and approval to sign on PLS accounts as the staff signer, with approval of up to \$1000 on invoices.**

Moved by:                      M. Bainton                                      CARRIED

2.7    2023 ACCOMPLISHMENTS FOR PLS BOARD ANNUAL REPORT

The CEO reviewed the 2023 Accomplishments, highlighting PLS's commitment to community outreach, enhanced library services, and technological advancement. PLS has been supporting Indigenous communities through the Indigenous Populations Grant, extending programs to various communities and funding an outreach worker in Hythe for Horse Lake, while continued on re-opening the library in Paddle Prairie. System staff collaborated on the Stronger Together conference, revamped book kits and programming, increased eResources circulation, developed an online ordering tool and streamlined Collection Services, hired new staff, upgraded IT infrastructure for libraries like Brownvale, implemented a managed security platform with Cyrebro, and overhauled the entire financial system in alignment with auditors' recommendations.

**MOTION: B24-013**    **To approve the 2023 PLS Board Accomplishments for entry into the LibPAS Annual Report as presented.**

Moved by:                      B. Pearson                                      CARRIED

2.8    2023 LIBPAS ANNUAL REPORT

The CEO reviewed the annual LibPAS report.



4. ITEMS FOR INFORMATION

4.1 FINANCIAL STATEMENT, UNAUDITED – DECEMBER 2023

The CEO reviewed the unaudited December 2023 Financial Statement. The Board discussed the allocation of grant funds.

**MOTION: B24-021 To receive the unaudited December 2023 Financial Statement for information.**

Moved by: M. Libroiron CARRIED

4.2 CHAIR'S REPORT

The Chair reported that representatives from more than seven systems convened to discuss various topics, including finances. The nodes requested a face-to-face meeting with the Public Library Services Branch.

**MOTION: B24-022 To receive the Chair's report for information.**

Moved by: T. Wiebe CARRIED

4.3 CEO'S REPORT

The CEO reported that current challenges include inefficiencies in the grant application process for vehicle and window replacements, awaiting the delivery of furniture for the Paddle Prairie library, and ongoing maintenance work at our headquarters building. Successes thus far include the completion of the CEO's presentation to the MD of Greenview council and the recruitment of a new IT Manager, with ongoing efforts to fill a support position. Scheduled activities related to The Regional Automation Consortium (TRAC) include an upcoming meeting and a presentation from BiblioCommons.

**MOTION: B24-023 To receive the CEO's report for information.**

Moved by: A. Roshuk CARRIED

4.4 STAFF UPDATE

Collection Services saw a significant increase in library items ordered, catalogued, and processed, with a nearly doubled interlibrary loan activity within the system. Information Technology achieved milestones such as the successful rollout of Windows 11 at PLS and completing SuperNet installation for Brownvale Community Library, integrating it fully into the PLS network. They are also actively hiring for an IT Specialist position. Consulting is assisting with annual report submissions and Plan of Service planning, while reporting substantial increases in eResource usage and preparing for events like the TD Summer Reading Club and a

symposium-style conference themed "Building Buzz." Additionally, Indigenous Outreach efforts include discussions for satellite library locations in Indigenous reserve territories, outreach activities at various Indigenous communities, and plans for book lockers in collaboration with First Nations communities.

**MOTION: B24-024    To receive the Staff Update for information.**

Moved by:                      T. Johnson                                      CARRIED

The Vice-Chair recessed the meeting for lunch at 11:48 a.m.

The Vice-Chair reconvened the meeting at 12:19 p.m.

4.5    ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

There was no report provided by ALTA.

**MOTION: B24-025    To acknowledge the absence of a report from the Alberta Library Trustees Association.**

Moved by:                      A. Bjornson                                      CARRIED

4.6    DRAFT ALLOTMENT FUND BALANCES, 31 DECEMBER 2023

The board discussed the significant carryover fund balances, noting that high allotment balances are a liability for Peace Library System.

**MOTION: B24-026    To distribute the Allotment Policy to all libraries and board members within the system.**

Moved by:                      B. Pearson                                      CARRIED

**MOTION: B24-027    To receive the Draft 31 December 2023 Allotment Fund Balances for information.**

Moved by:                      A. Underwood                                      CARRIED

4.7    DRAFT MINUTES OF 21 OCTOBER 2023 EXECUTIVE COMMITTEE MEETING

**MOTION: B24-028    To receive the Draft Minutes of the 21 October 2023 Executive Committee Meeting for information.**

Moved by:                      D. Joudrey                                      CARRIED

4.8    DRAFT MINUTES OF 5 OCTOBER 2023 PLAN OF SERVICE COMMITTEE MEETING





7. ADJOURNMENT

**MOTION: B24-032** **To adjourn the meeting at 1:11 p.m.**

Moved by:

T. Wiebe

CARRIED

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

DRAFT