

**PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES, VIA ZOOM
FEBRUARY 26, 2022**

Present:	Carolyn Kolebaba, Chair	Northern Sunrise County (in person)
	Gena Jones	Town of Beaverlodge
	Ann Stewart	Big Lakes County
	Denise Joudrey	Birch Hills County
	Amber Bean	Clear Hills County
	Dalen Richardson	MD of Fairview No. 136
	Stan Golob	Town of Fairview
	Meesha Bainton	Town of Fox Creek
	Mike O'Connor	City of Grande Prairie
	Tom Burton	MD of Greenview No. 16
	Alison Bjornson	Village of Hines Creek
	Brad Pearson	MD of Lesser Slave River No. 124
	Greg Pasichnuk	Town of Manning
	Margaret Jacob	Town of McLennan
	Agnes Roshuk	Village of Nampa
	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
	Clinton Froehlick	Town of Sexsmith
	Kimberly Hughes	Town of Slave Lake
	Elaine Garrow	MD of Spirit River No. 133
	Alain Blanchette	MD of Smoky River No. 130
Harry Ezio	Town of Spirit River	
Tanya Boman	Town of Valleyview	
Regrets:	Cindy Hockley	Village of Berwyn
	Karen Rosvold	County of Grande Prairie No. 1
	Belinda Halabisky	County of Northern Lights
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
Absent:	Lindsay Brown	Town of Falher
	Carmen Johnson	Town of Grimshaw
	Brent Anderson	Town of High Level
	James Waikle	Town of High Prairie
	Reta Nooskey	Paddle Prairie Métis Settlement
	Roxann Dreger	Village of Rycroft
	Kristen Smith	Saddle Hills County
	Anna Underwood	Town of Wembley
Staff:	Louisa Robison, CEO	
	Alrene Dempster, Executive Assistant (minutes)	
	Emma Stewart, Consulting Services Manager	
	Janet Ayles, IT & Technical Services Manager	

1. CALL TO ORDER & ROLL CALL

The Chair called the meeting to order at 10:30 a.m. and conducted roll call.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B22-001 To approve the agenda as presented.

Moved by: M. O'Connor CARRIED

3. MINUTES OF NOVEMBER 27, 2021 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B22-002 To accept the minutes of the November 27, 2021 meeting as presented.

Moved by: A. Stewart CARRIED

4. BUSINESS ARISING FROM MINUTES

No business arose from the minutes

5. REPORTS

5.1 CEO's

5.1.1 CEO's Presentations

L. Robison provided highlights from her written report. She added that Municipal Affairs have confirmed that the provincial public library operating grants will remain the same in 2022-2023 as they were in 2021-2022. The operating grants for the first half of the year for service point libraries have all been sent as of 28 February.

The year-end rollover in the financial system and the Polaris catalogue were completed successfully. The auditors were on site the week of January 10th to start their work and are now completing the review. She said it will be presented at the April Executive Committee meeting and then the May Board meeting.

The CEO has completed twenty presentations to councils with another six scheduled through February and March. Additionally, she will be approaching the individual member library boards to see if they would like her to speak at their meetings about the benefits of their PLS membership.

The Regional Automation Consortium (TRAC) is planning to have an advisory council meeting this spring, hosted by the Yellowhead Regional Library in Spruce Grove. The plan is for directors, some managers and one or two library managers to attend in person to talk TRAC issues and have some training on upcoming Polaris upgrades.

5.2 CHAIR'S

The Chair reported that Government is continuing to cut red tape by one-third to reduce costs and speed up approvals.

5.3 TECHNICAL SERVICES

J. Ayles provided highlights from her written report. She reported that ordering has slowed down, but will likely pick up soon. Receiving has been busy working with the new Auditors and processing the backlog from year end. There is a backlog in Cataloguing, due mainly to staff on medical leave or vacations in December. She said courier is running smoothly and the revised routes are working well.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report. She reported that they are engaging in some annual database maintenance. The IT Department has been working on compiling an inventory of workstations on-network member libraries. This information will provide information to open discussions with libraries that have outdated technology.

She reported that the PLS-Staff network was retired on February 21st. It's replacement, the PLS Secure network, will be restricted to PLS-managed devices such as laptops and printers at HQ and in the member libraries on the PLS network. A new BYOD (Bring Your Own Device) network has been created for personal devices belonging to HQ and library staff or guests on premises. The public wifi will remain unchanged and library patrons will continue to use it as they do now.

She reported that although the majority of PLS libraries were upgraded to SuperNet 2.0 in 2021, four libraries were not scheduled until 2022. Three of those libraries are scheduled for February, the last library is scheduled for March.

5.5 CONSULTING SERVICES

E. Stewart provided highlights from her written report. She reported that the consulting department has provided virtual consulting to all libraries as requested. They have also provided 8 virtual coffee chats with library managers throughout 2021, which helped the libraries keep in touch with each other and share ideas and strategies and are planning to hold virtual coffee chats throughout 2022 with the first one to be scheduled later in February or early March.

Libraries are busy completing their annual reports, which are due February 28th to the Public Library Services Branch. The draft reports for the Service Point libraries will be available for the Peace Library Board to approve on February 26th.

The TD-Summer Reading Club is planning to go ahead this year with both physical and virtual program offerings. The provincial coordinator for the Summer Reading Club will again be The Alberta Library (TAL); they have contacted each system, and PLS has confirmed libraries' orders for the paper promotional materials. The theme for 2022 is "Once Upon a Time" which has libraries excited. Virtual programming activities will be available on the TD-SRC's Kids' Website.

E. Stewart reviewed the eResources statistics over the past three years pointing out the numbers were down from when the libraries were closed due to COVID but overall higher than 2019 pre-pandemic.

She reported that the 2022 Virtual Library Conference will take place this fall in the same manner as was the 2020 and 2021 Stronger Together virtual conference. Peace Library System, Parkland Regional Library System, Yellowhead Regional Library, and The Alberta Library are once again partnering to create and host the online-only event. She reported they understand that there's a desire for face-to-face contact, but hosting the conference virtually is a huge benefit to libraries, budgets, and time – and all benefit from collaborating so closely with the other library systems. The question was raised why it is still virtual this year. E. Stewart and L. Robison explained that everything is booked for a virtual conference for 2022 and there is not enough time to change everything over to an in-person conference. Also, if and when the conference returns to in-person, TAL sponsorship would not be available. The Board would like to see the 2023 conference move back to face-to-face.

5.6 INDIGENOUS SERVICES

L. Robison highlighted the Indigenous Services report that was submitted by K, Calliou and C. Cardinal. C. Kolebaba asked that the Cadotte Lake First Nation be correct to read Woodland Cree First Nation. L. Robison reported the Woodland Cree First Nation have contacted Peace Library System and requested assistance with resources for their area. A bookshelf for Take A Book/Leave A Book was provided as well as numerous boxes of books and audiobooks to stock it with. The Gift Lake Métis Settlement council has approved the purchase of two television sets for a youth night, a video game tournament is being planned using a video game kit provided by PLS.

The Head Start program at Sucker Creek, Kapawe'no First Nation, welcomed PLS. Books, story time kits and craft kits were delivered to the daycare and Head Start kids. Additionally, they are looking to start a YA book club at the Sucker Creek Youth Centre. Outreach workers have taken membership cards to the Sucker Creek Health Centre as they are wanting to get library memberships for their members.

The Outreach workers have partnered with the Grouard Seniors group for a Family Day event on 20 February, a partnership which has been successful in the past with Earth Day and Orange Shirt day.

On 27 January the Indigenous Outreach program invited all local families to take part in getting photos of their family with their favorite books for the High Prairie Municipal Library Facebook page for Family Literacy Day.

Christmas and Valentine's Day craft kits were taken to Whitefish First Nation, Woodland Cree First Nation, East Prairie Métis Settlement, Gift Lake Métis Settlement, Driftpile First Nation and Kapawe'no First Nation School.

L. Robison added that she will be consulting with Colette Poitras, Indigenous Public Library Advisor, Teneya Gwin, Indigenous Consultant and Candace Cardinal on getting library services back into Paddle Prairie.

T. Boman advised that there is a Sucker Creek Women's Emergency Shelter that may benefit from Indigenous outreach.

5.7 THE ALBERTA LIBRARY (TAL)

L. Robison reported that The Alberta Library is researching other eResource options since the Alberta Education cut their funding for the Online Reference Centre.

5.8 THE ALBERTA LIBRARY TRUSTEES' ASSOCIATION (ALTA)

D. Joudrey reported that ALTA are continuing with the monthly chats with the next one being on March 23. She said since Board members are members of ALTA through PLS, they can access the webinar series on the ALTA website at www.librarytrustees.ab.ca click on Trustees Toolkit then ALTA Webinar Series.

5.9 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Robison reported that the TRAC Advisory Council will be meeting on May 17 at Yellowhead Regional Library in Spruce Grove. This will be a focus group meeting to gather information for TRAC's Plan of Service. Michelle Toombs, Director at Marigold Library System will be retiring at the end of June. The CEO reported that there has been a change in the funding the province provides regarding RB Digital and Overdrive magazines, this will allow TRAC to put \$40,000 into their reserves to build reserves after the server replacement in 2022.

MOTION: B22-003 To receive items 5.1 – 5.9 for information.

Moved by: B. Pearson CARRIED

6. COMMITTEE

6.1 EXECUTIVE/FINANCE COMMITTEE

6.1.1 DRAFT MINUTES OF THE JANUARY 22, 2022 MEETING

MOTION: B22-004 To receive the amended draft minutes of the January 22, 2022 Executive Committee meeting for information.

Moved by: T. Burton CARRIED

6.1.2 IN-HOUSE FINANCIAL STATEMENT– DECEMBER, 2021 (UNAUDITED)

The CEO reported that the revenue is where it should be for December. She reviewed each department explaining each line item. She reported that she has set up fuel cards with UFA with a cost savings between 4–6¢/litre. T. Burton reported that he is the representative on the Power and Gas Panel and to send any concerns or complaints regarding cost of utilities or distribution charges to him at tom.burton@mdgreenview.ab.ca.

MOTION: B22-005 To accept the December 2021 unaudited Financial Statement for information with questions noted for the auditors.

Moved by: B. Pearson CARRIED

6.1.3 DRAFT WORKING ALONE POLICY

This policy was due for review. Language changing his/her to their was updated in several places, as well as language about who staff should contact in an emergency which will be reflected in an upcoming communications plan which demonstrates lines of reporting. Staff are now required to carry their personal cell phones if alone in the building, and to call roadside assistance or 911 as appropriate if an emergency happens on the road. It was clarified that if staff are required to travel for their job they will purchase an AMA membership and will be reimbursed by PLS.

MOTION: B22-006 To approve the draft Working Alone Policy as presented.

Moved by: E. Manzer CARRIED

6.1.4 DRAFT ALBERTA LIBRARY (TAL) CARD POLICY

This policy was due for review. The policy was updated to reflect that the TAL card allows for patrons to borrow books and journal materials and not necessarily special collections or “Library of Things” items.

MOTION: B22-007 To approve the draft Alberta Library (TAL) Card Policy as presented.

Moved by: A. Stewart CARRIED

6.1.5 ALLOTMENT FUND BALANCES, DECEMBER 31, 2021

The CEO explained the Allotment Fund Balances. A correction was noted to the name of the MD of Greenview Library Board. The CEO will email

the information requested by B. Pearson to clarify his question on the billed amount for Slave Lake Municipal Library.

MOTION: B22-008: To receive the Allotment Fund Balances, December 31, 2021 report for information.

Moved by: M. Farris CARRIED

6.2 PLAN OF SERVICE COMMITTEE

6.2.1 DRAFT MINUTES OF SEPTEMBER 18, 2021 MEETING

MOTION: B22-009 To receive the amended draft minutes of the September 18, 2021 Plan of Service Committee meeting for information.

Moved by: T. Boman CARRIED

7. NEW BUSINESS

7.1 2021 ANNUAL REPORT TO ALBERTA MUNICIPAL AFFAIRS

The CEO reviewed the annual report, which is a snapshot of all activities in 2021 at Peace Library System. The report is due to Municipal Affairs by February 28.

MOTION: B22-010 To approve for submission to Alberta Municipal Affairs the 2021 Annual Report of Public Library Systems in Alberta as corrected.

Moved by: E. Garrow CARRIED

7.2 2021 ANNUAL REPORTS FOR SIX LIBRARY SERVICE POINTS

The CEO reported that the annual reports are completed for the six public libraries where PLS is the Board of Record. She said a copy will be emailed to each of the three municipal representatives.

MOTION: B22-011 To approve for submission to Alberta Municipal Affairs the 2021 Annual Reports for the six public libraries where Peace Library System is the Board of Record (Keg River, Dixonville, St. Isidore, Bear Point, Menno Simons, Worsley) as presented.

Moved by: S. Golob CARRIED

8. CORRESPONDENCE

8.1 Peace Library System News & Notes, Spring 2022

MOTION: B22-012 To receive item 8.1 for information.

Moved by: H. Ezio

CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

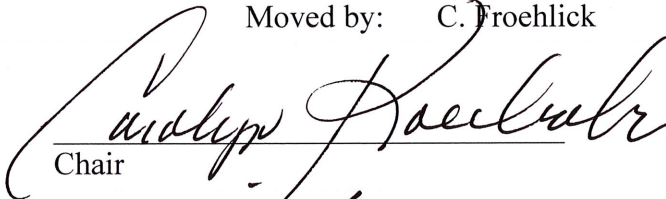
Executive: April 23, 2022 (Peace Library System headquarters)
Board: May 28, 2022 (Peace Library System headquarters)
Executive: July 23, 2022 (TBA)
Board: September 17, 2022 (TBA)
Executive: October 22, 2022 (TBA)
Board/Christmas Party: November 26, 2022(Grande Prairie)

11. ADJOURNMENT

MOTION: B22-013 To adjourn the meeting at 12:50 p.m.

Moved by: C. Froehlick

CARRIED



Chair



CEO

May 28, 2022

Date