

**PEACE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
GRANDE PRAIRIE
FEBRUARY 22, 2020**

Present:	Belinda Halabisky (Chair)	County of Northern Lights
	Gena Jones	Town of Beaverlodge
	Cindy Hockley	Village of Berwyn
	Lorrie Shelp	Big Lakes County
	Denise Joudrey	Birch Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Stan Golob	Town of Fairview
	Lindsay Brown	Town of Falher
	Meesha Bainton	Town of Fox Creek
	Chris Thiessen	City of Grande Prairie
	Linda Waddy	County of Grande Prairie No. 1
	Roxie Rutt	MD of Greenview No. 16
	Dennis Sukeroff	Town of Grimshaw
	Brent Anderson	Town of High Level
	Marie Brulotte	Town of High Prairie
	Camille Zavisha	Village of Hines Creek
	Sandra Miller	Village of Hythe
	Brad Pearson	MD of Lesser Slave River No. 124
	Sunni-Jeanne Walker	Town of Manning
	Cheryl Novak	Village of Nampa
	Brendan Powell	MD of Opportunity No. 17
	Sandra Eastman	MD of Peace No. 135
	Elaine Manzer	Town of Peace River
	Michelle Farris	Town of Rainbow Lake (Teleconference)
	Roxann Dreger	Village of Rycroft (Teleconference)
	John Moen	Saddle Hills County
	Clinton Froehlick	Town of Sexsmith
	Raoul Johnson	MD of Smoky River No. 130
	Harry Ezio	Town of Spirit River
	Elaine Garrow	MD of Spirit River No. 133
	Anna Underwood	Town of Wembley
	Tanya Boman	Town of Valleyview
Regrets:	Philippa O'Mahony	Town of McLennan
	Carolyn Kolebaba	Northern Sunrise County
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
Absent:	Peter Frixel	Clear Hills County
	Reta Nooskey	Paddle Prairie Métis Settlement
	Joy McGregor	Town of Slave Lake
Staff:	Linda Duplessis, Director	
	Alrene Dempster, Executive Assistant (minutes)	
	Janet Ayles, IT Services Manager	
	Katherine Wiebe, Consulting Services Manager	

1. CALL TO ORDER AND INTRODUCTIONS

The Chair called the meeting to order at 10:30 a.m. Introductions were made. M. Farris and R. Dreger joined the meeting via teleconference.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B20-001 To approve the agenda as presented.

Moved by: E. Manzer CARRIED

3. MINUTES OF NOVEMBER 30, 2019 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B20-002 To accept the minutes of the November 30, 2019 meeting as presented.

Moved by: C. Thiessen CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 #EBOOKS FOR ALL CAMPAIGN

The Director reported that 250,000 signatures were received supporting the online petition against publishers that are making it increasingly difficult for libraries to acquire sufficient copies of eBooks to serve patrons. She reported that of the 41 communities that sent in a letter of support, 11 of them were from the Peace region. She thanked everyone for their support, but unfortunately the embargo by Macmillan publisher went ahead anyway.

MOTION: B20-003 To receive the #eBooks for all Campaign report for information.

Moved by: S. Walker CARRIED

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

Along with C. Kolebaba, she attended a meeting hosted by the Public Library Services Branch (PLSB). She reported that PLSB will continue to offer Board Basics workshops across the province. They are also creating more documents and webinars to assist boards and Councils. Other topics of discussion were SuperNet, Relais (new interlibrary loan software), and changes to provincial delivery service.

She reported that the new provincial ILL software program (Relais) went live on February 10. However, there are some authentication issues that need to be resolved before it works for TRAC. In the meantime, PLS has assigned one PLS staff member as the Relais coordinator and GPPL will take care of any remaining VDX requests (the former provincial ILL software program) that are in process.

She reported that through a new agreement between RBDigital and TRAC, residents in all four regions now have access to 3,785 digital magazines.

5.2 CHAIR'S

The Chair did not have a report.

5.3 TECHNICAL SERVICES

J. Ayles provided highlights from the Technical Services report.

She reported that a new Receiving Clerk was hired effective February 18. She brings a wide variety of experience to this position.

The PLSB has asked the PLS cataloguers to process a collection of books for Indigenous outreach.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from the IT Services report.

She reported that currently 35 library websites have gone live and the remainder will be live by February 14. She demonstrated the new PLS website which launched February 21.

She reported that since PLS moved to Cybera for Internet service in 2016, prices have dropped from \$5.00 per Mbps to \$1.35 per Mbps.

A cyber security assessment has been scheduled for the week of February 24. The goal is to find areas of weakness in the network and create a plan to improve security.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from the Consulting Services report.

She reported that the Shortgrass Library System is coordinating the 2020 TD-Summer Reading Club for the province in cooperation with the TD Bank and Library and Archives Canada. All of the promotional materials have been ordered and themed book lists have been provided for the 27 participating libraries.

She reported that the 2020 Rural Libraries Conference will take place on October 1 and 2 in Grande Prairie.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that the CEO has left TAL and an Interim CEO is in place. The next TAL Board meeting is in April.

5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

C. Zavisha reported that ALTA is very concerned that it may not be able to sustain operations on the membership fees alone. She said funding from other sources is non-existent. She reported that the ALTA Handbook has been updated and it is an excellent source for Trustees. L. Duplessis reported the paperwork has been sent to ALTA to nominate Denise Joudrey as Area 1 (Peace) alternate.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that TRAC is a partnership of four systems to share integrated library software (Polaris). She reported that Innovative, the company that owns Polaris, has been sold to Ex Libris, but Polaris will continue to be developed and supported.

MOTION: B20-004 To receive items 5.1 – 5.8 for information.

Moved by: R. Skrepnek CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE JANUARY 25, 2020 MEETING

MOTION: B20-005 To receive the minutes of the January 25, 2020 Executive Committee meeting for information.

Moved by: M. Bainton CARRIED

6.1.2 FINANCIAL STATEMENT– DECEMBER, 2019 (UNAUDITED)

The Director reviewed the balance sheet and reported that there is more cash on hand for this time of year due to the provincial operating grant being received so late in the year. She reviewed the revenue and expenditure figures for each department to the end of 2019. Expenditures have been lower across all departments. She reported that prior to audit there is a projected \$200,000 surplus.

MOTION: B20-006 To receive the unaudited December, 2019 Financial Statement for information.

Moved by: L. Shelp CARRIED

6.1.3 REVISED FINANCE POLICY

The Director reported the policy required minor changes due to the timing of the annual audit as well as clarification on grant applications and expenditures.

MOTION: B20-007 To approve the revised Finance Policy as presented.

Moved by: S. Walker CARRIED

6.1.4 2019 ANNUAL REPORT TO ALBERTA MUNICIPAL AFFAIRS

The *2019 Annual Report of Public Library Systems in Alberta* was handed out at the meeting.

The Director reviewed the contents of the Annual Report and asked for feedback on the accomplishments and comments sections.

MOTION: E20-008 To approve for submission to Alberta Municipal Affairs the 2019 Annual Report of Public Library Systems in Alberta as amended.

Moved by: C. Zavisha CARRIED

6.1.5 DIRECTOR/CEO RECRUITMENT

The Director reported that the Executive Committee had appointed a small Ad Hoc Recruitment Committee to create the advertisement, shortlist candidates, interview candidates and hire the successful candidate. The Ad Hoc Committee consists of: Carolyn Kolebaba, Roxie Rutt, Linda Waddy and Stan Golob. The ad was posted early February.

MOTION: B20-009 To receive the Director/CEO Recruitment report for information.

Moved by: R. Johnson CARRIED

6.1.6 ALBERTA LIBRARY CONFERENCE ATTENDANCE

The Director reported that the Chair and four trustees are budgeted to attend the Alberta Library Conference (ALC) in Jasper from April 23-26. The Executive Committee approved the following Trustees to attend: Carolyn Kolebaba (Northern Sunrise County); John Moen (Saddle Hills County); Camille Zavisha (Village of Hines Creek); Roxie Rutt (MD of Greenview) and Denise Joudrey (Birch Hills County).

7. NEW BUSINESS

7.1 SUPERNET UPDATE

L. Duplessis reported that Peace Library System (PLS) has actively advocated with the provincial authorities to increase SuperNet bandwidth for rural libraries, and there has been some success.

J. Ayles reported that PLS libraries will transition to the new SuperNet 2.0 Bell service beginning in 2020. She said that after the transition, the minimum bandwidth for libraries will be 20 Mbps. A Bell project manager will work with PLS to prepare for the transition, which involves a replacement of Axia's SuperNet equipment. PLS has been asked by the PLSB to cut its SuperNet expenditures by 5 percent.

MOTION: B20-010 To receive the SuperNet Update report for information.

Moved by: G. Jones

CARRIED

The Chair recessed the meeting for lunch at 12:00 pm.

The Chair reconvened the meeting at 12:33 pm.

7.2 CHANGES TO DELIVERY SERVICE

The Director reported that the Public Library Services Branch (PLSB) has been reviewing the provincial interlibrary loan (ILL) delivery system and the use of Government Courier (GC) by public libraries to deliver ILL materials between libraries. The PLSB pays Service Alberta \$700,000-\$900,000 per year for this service which is only available to some libraries.

J. Ayles reported that due to its large geographic area and small population (which means less provincial funding), Peace Library System (PLS) only provides courier van service to part of its region. Libraries not on a PLS van delivery route use GC or Canada Post to ship their ILL materials to other libraries.

She reviewed the impact on volume and routes if PLSB moves to a new delivery model. It will require more staff and another delivery van. L. Duplessis provided budget implications. PLS delivery costs will increase by 89 percent if Grande Prairie Public Library (GPPL) receives provincial delivery service and by 120 percent if PLS must receive, sort and deliver GPPL materials.

L. Duplessis and J. Ayles are meeting with the PLSB and the other Provincial Nodes on March 5 to discuss the implications of this change. Nothing can be finalized until the PLSB decides if GPPL can be left as a direct drop off location or everything will be dropped off at PLS headquarters.

MOTION: B20-011 To receive the Changes to Delivery Service Report for information.

Moved by: S. Walker

CARRIED

8. FOR INFORMATION

8.1 COUNTY OF GRANDE PRAIRIE - LETTER OF SUPPORT FOR INCREASED ACCESS TO EBOOKS

- 8.2 TOWN OF HIGH LEVEL - LETTER OF SUPPORT FOR INCREASED ACCESS TO EBOOKS
- 8.3 MINISTER OF MUNICIPAL AFFAIRS - RESPONSE TO LETTER OF THANKS
- 8.4 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SPRING 2020

MOTION: B20-012 To receive items 8.1 - 8.4 for information.

Moved by: R. Dreger CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

Personnel: February 22, 2020 (Grande Prairie - following Board meeting)
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)

11. ADJOURNMENT

MOTION: B20-013 To adjourn the meeting at 1:20 p.m..

Moved by: B. Halabisky CARRIED

Original Signed

Chair

Original Signed

Director

May 23, 2020

Date