

PEACE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
GRANDE PRAIRIE
MARCH 19, 2016

PLS Board of Directors Meeting
April 14, 2016
Agenda Item 3

Present:	Veronica Bliska (Chair)	MD of Peace No. 135
	Wendy Olson-Lepchuk	Town of Beaverlodge
	Lorrie Shelp	Big Lakes County
	Peter Frixel	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Owen Stanford	Town of Fairview
	Lindsay Brown	Town of Falher
	Brenda Burridge	Town of Fox Creek
	Brock Smith	County of Grande Prairie No. 1
	Roxie Rutt	MD of Greenview No. 16
	Dirk Thompson	Town of Grimshaw
	Brad Pearson	MD of Lesser Slave River No. 124
	Brenda Kerr	Town of Manning
	Philippa O'Mahony	Town of McLennan
	Cheryl Novak	Village of Nampa
	Carolyn Kolebaba	Northern Sunrise County
	Dollie Anderson	MD of Opportunity No. 17
	Reta Nooskey	Paddle Prairie Métis Settlement
	Elaine Manzer	Town of Peace River
	Pat Sydoruk	Village of Rycroft
	Raoul Johnson	MD of Smoky River No. 130
	Elaine Garrow	MD of Spirit River No. 133
	Tanya Boman	Town of Valleyview
Regrets:	Terry Carbone	Birch Hills County
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
	Maura Good	Grande Prairie Public Library
	Chris Thiessen	City of Grande Prairie
	Vacant	Village of Hythe
	Belinda Halabisky	County of Northern Lights
	Cindy Clark	Saddle Hills County
	Clinton Froehlick	Town of Sexsmith
	Brenda Stanich	Town of Spirit River
Absent:	Ron Longtin	Village of Berwyn
	Jacy Rapke	Town of High Level
	Donna Deynaka	Town of High Prairie
	Sharilynn Dionne	Village of Hines Creek
	Michelle Farris	Town of Rainbow Lake
	Julie Brandle	Town of Slave Lake
	Tara Jones	Town of Wembley
Staff:	Linda Duplessis, Director	
	Alrene Dempster (minutes)	

1. CALL TO ORDER AND INTRODUCTIONS

The Chair called the meeting to order at 10:35 a.m. Introductions were made around the table.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B16-001 To approve the agenda as presented.

Moved by: D. Anderson CARRIED

3. MINUTES OF NOVEMBER 28, 2015 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B16-002 To accept the minutes of the November 28, 2015 meeting as presented.

Moved by: C. Kolebaba CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 2016 ALBERTA LIBRARY CONFERENCE ATTENDANCE

The Chair reported that the following trustees will attend the Alberta Library Conference in Jasper from April 28-May 1: Ray Skrepnek (MD of Fairview), Owen Stanford (Town of Fairview), Reta Nooskey (Paddle Prairie Métis Settlement), Veronica Bliska (MD of Peace) and Tanya Boman (Town of Valleyview).

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that the Village of Girouxville joined Peace Library System effective January 1, 2016. PLS is now 39 members strong, with an official population of 167,804.

The seven library systems sent a joint letter to the Minister of Municipal Affairs, and attended a meeting with the Minister in January. The three key topics raised were funding for headquarters buildings, operating grants/sustainability, and services to First Nations. Minister Larivee is very supportive of public library

service and stated her commitment to sustain current funding and look into the issues that were raised.

She reported that the Minister has approved the establishment of an intermunicipal library board between the Town of Falher and the Village of Donnelly. As a result, the Village of Donnelly has withdrawn from the Memorandum of Agreement for Library Board Services with PLS, but remains a member of the System.

She reviewed the increased financial commitment to eResources in 2016. This includes the cost of adding or continuing new resources such as TumbleBooks Premium (K-6), Grant Connect and Library Aware and the cost of TAL Core databases and OCLC's Worldcat Discovery services (TAL Online).

5.2 CHAIR'S

V. Bliska reported that she has been asked to sit on a provincial committee for Library System Sustainability. The committee consists of three government personnel and three representatives from the library systems - two library system directors and one system board member. The Committee has met and is focusing their discussions on issues such as capital funding for library systems, library services for First Nations and per capita based grants. They will have a report for library systems by October.

5.3 TECHNICAL SERVICES

L. Duplessis provided highlights from the Technical Services written report.

She reported that the rollover procedure at year end adjusted the encumbered balances and matched them to the exact items on order as of December 31, 2015.

Canada Post continues to support Canadian libraries by providing reduced postal rates for mailing library materials by libraries to their users and other libraries. On January 11, 2016, Canada Post increased library materials rates by a weighted average of 5 per cent.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

L. Duplessis provided highlights from the IT Services written report.

She reported that the Public Library Services Branch hosted a meeting on January 22, 2016 to discuss upcoming changes to the SuperNet infrastructure. SuperNet service at PLS Headquarters and five larger member libraries will be upgraded to NGN service with PLSB covering the costs of the upgrade. The remaining libraries will continue with their existing SuperNet bandwidth, which is more than adequate.

The internet bandwidth for PLS, and the member libraries on the PLS network, was upgraded to 20 Mbps in 2011. With the increase in streaming media, the existing bandwidth has become strained. J. Ayles is surveying the other systems to determine the best Internet service provider to meet PLS needs.

The Consulting and IT Departments are working to hire a new Digital Trainer and IT Assistant. The new staff member will provide technology and eResource training for library staff as well as basic IT support.

5.5 CONSULTING SERVICES

L. Duplessis provided highlights from the Consulting written report.

During 2015, 52 on-site consulting visits to public libraries were carried out by Emma Stewart and Katherine Wiebe. The two consultants have been planning ways to meet 2016 Consulting Services goals in the Plan of Service.

The 2016 Summer Reading Club theme is *Wild!* and encourages kids to escape their everyday, step outside their ordinary and seek the unknown and untamed through reading.

The Rural Libraries Conference will be held on September 22 & 23, 2016, at the Pomeroy Hotel and Conference Centre in Grande Prairie. The theme is *Leading from the Library* with an emphasis on library leadership. PLS trustees are invited to attend the conference.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that the TAL board will be meeting on April 15. One major topic is the selection of a new platform for TAL Online.

5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

L. Duplessis reported that voting information has not been received for the upcoming election for ALTA President. She has been in contact with ALTA who will send her information to pass on to the Board.

R. Johnson reported ALTA's last meeting was in late 2015. B. Smith requested that copies of minutes or highlights be made available for the PLS Board.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that she is the Treasurer for TRAC and has been working to update TRAC's asset listing.

She reported that between 2009 and 2015 TRAC purchased \$836,000 worth of eBooks, all of which are available to PLS patrons.

MOTION: B16-003 To receive items 5.1 – 5.8 for information.

Moved by: R. Johnson

CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE FEBRUARY 27, 2016 MEETING

MOTION: B16-004 To receive the minutes of the February 27, 2016 Executive Committee meeting for information.

Moved by: C. Kolebaba CARRIED

6.1.2 FINANCIAL STATEMENT– DECEMBER, 2015 (UNAUDITED)

L. Duplessis reviewed the revenue and expenditure figures for 2015 year-end. She reported that most departments came in close to or under budget. Prior to audit, an unexpected surplus of just over \$107,000 is expected. This is mainly due to temporary staff vacancies and additional provincial grant funds.

MOTION: B16-005 To receive the unaudited December, 2015 Financial Statement for information.

Moved by: R. Skrepnek CARRIED

6.1.3 UPDATED FIVE-YEAR CAPITAL PLAN

The Director reported that the Peace Library Board establishes and maintains reserves so that when the purchase of a fixed asset is necessary for the efficient delivery of library services, there are funds to make the purchase without going to member municipalities for one-time contributions. She reviewed each year of the Five-Year Capital Plan highlighting the transfers planned from each reserve.

MOTION: B16-006 To approve the updated Five-Year Capital Plan.

Moved by: R. Nooskey CARRIED

6.1.4 REVISED FINANCE POLICY

The Director reported that the Finance Policy is reviewed every two years. More detail has been added regarding amortization and new sections have been added to reflect current practice.

MOTION: B16-007 To approve the revised Finance Policy.

Moved by: D. Anderson CARRIED

6.1.5 2016 ANNUAL SURVEY AND 2015 ANNUAL REPORT OF PUBLIC LIBRARY SYSTEMS IN ALBERTA

The Director reported that the *2016 Annual Survey and 2015 Annual Report* for Peace Library System was approved by the Executive Committee in order to meet the February 28 deadline. The report highlights the activities of 2015 and is a legislative requirement in order to receive the annual operating grant from Municipal Affairs. She reviewed selected sections of the report and indicated that the sections on *Member Library Satisfaction* and *Member Council Satisfaction* will be deleted starting with the 2016 report.

MOTION: B16-008 To receive for information the 2016 Annual Survey and 2015 Annual Report of Public Library Systems in Alberta.

Moved by: E. Garrow CARRIED

6.1.6 REVISED PERSONNEL POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this policy had been reviewed by the Plan of Service committee and all the Advisory Committees. Other than a few housekeeping updates the main change was regarding hiring procedures. It was suggested that at the next review of this policy the Plan of Service committee look at the time off for compassionate leave when long distances are required for travel to a funeral.

MOTION: B16-009 To approve the Personnel Policy for Library Service Points.

Moved by: E. Manzer CARRIED

7. NEW BUSINESS

7.1 NEW MEMBER: VILLAGE OF GIROUXVILLE

The Director reported that the Village of Girouxville had requested membership, and this has been approved by the Minister of Municipal Affairs.

MOTION: B16-010 To accept and welcome the Village of Girouxville as a member of Peace Library System.

Moved by: R. Johnson CARRIED

7.2 NOMINATION COMMITTEE FOR AGM

The Chair reported that a Nomination Committee needs to be appointed at the Board meeting prior to the Annual General Meeting. The Committee consists of two members and is responsible for seeking out nominees for each vacant position on the Executive, Personnel and Plan of Service committees. She asked for volunteers to the Nomination Committee.

MOTION: B16-011 To appoint E. Garrow and R. Johnson to the Nomination Committee.

Moved by: D. Anderson CARRIED

8. FOR INFORMATION

- 8.1 REGIONAL LIBRARY SYSTEM COMPARISON CHART
- 8.2 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SPRING 2016
- 8.3 BONNIE GRAY, PUBLIC LIBRARY SERVICES BRANCH – ESTABLISHMENT GRANT FOR GIROUXVILLE

MOTION: B16-012 To receive items 8.1 and 8.3 for information.

Moved by: B. Pearson CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

- Executive: April 16, 2016 (Red Earth Creek)
- Board/AGM: May 14, 2016 (Grande Prairie)
- Executive: August 20, 2016 (TBA)
- Board: September 17, 2016 (Peace River)
- Executive: October 22, 2016 (TBA)
- Board/Christmas Party: November 26, 2016 (Grande Prairie)

11. ADJOURNMENT

V. Bliska adjourned the meeting at 12:12 p.m.

Chair

Director

Date