

**PEACE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
GRANDE PRAIRIE
MARCH 24, 2018**

Present:	Veronica Bliska (Chair)	MD of Peace No. 135
	Gena Jones	Town of Beaverlodge
	Lorrie Shelp	Big Lakes County
	Denise Jourdre	Birch Hills County
	Peter Frixel	Clear Hills County
	Nicole Halvorson	Town of Fairview
	Lindsay Brown	Town of Falher
	Brenda Burrige	Town of Fox Creek
	Tammy Brown	Grande Prairie Public Library
	Chris Thiessen	City of Grande Prairie
	Linda Waddy	County of Grande Prairie No. 1
	Roxie Rutt	MD of Greenview No. 16
	Camille Zavisha	Village of Hines Creek
	Brad Pearson	MD of Lesser Slave River No. 124
	April Doll	Town of Manning
	Cheryl Novak	Village of Nampa
	Carolyn Kolebaba	Northern Sunrise County
	Brendan Powell	MD of Opportunity No. 17
	Elaine Manzer	Town of Peace River
	Christopher Mitchell	Town of Rainbow Lake
Roxann Dreger	Village of Rycroft	
Clinton Froehlick	Town of Sexsmith	
Raoul Johnson	MD of Smoky River No. 130	
Elaine Garrow	MD of Spirit River No. 133	
Anna Underwood	Town of Wembley	
Regrets:	Ray Skrepnek	MD of Fairview No. 136
	Dennis Sukeroff	Town of Grimshaw
	Beth Gillis	Town of High Level
	Joy McGregor	Town of Slave Lake
	Philippa O'Mahony	Town of McLennan
	Belinda Halabisky	County of Northern Lights
	Reta Nooskey	Paddle Prairie Métis Settlement
	Vacant	Village of Berwyn
Vacant	Village of Donnelly	
Vacant	Village of Girouxville	
Absent:	Donna Deynaka	Town of High Prairie
	Lyle Sipe	Village of Hythe
	John Moen	Saddle Hills County
	Harry Ezio	Town of Spirit River
	Tanya Boman	Town of Valleyview
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.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B18-001 To approve the agenda as presented.

Moved by: C. Kolebaba CARRIED

3. MINUTES OF NOVEMBER 25, 2017 MEETING

The Chair called for errors or omissions to the minutes.

Addition:

MOTION: To nominate Veronica Bliska (MD of Peace) as Chair.

Moved By: C. Kolebaba CARRIED

Correction:

The Vice-Chair adjourned the meeting at 2:05 p.m.

MOTION: B18-002 To accept the minutes of the November 25, 2017 meeting as amended.

Moved by: E. Garrow CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 WEBSITE PROJECT UPDATE

J. Ayles reported there has been significant progress on the project to implement new websites for Peace Library System (PLS) and member libraries. Marigold Library System, PLS's partner in the project, has signed the contract with EZ for the platform. Mugo has been chosen as the web development partner. Preliminary discussions between PLS and Marigold have taken place in order to prioritize the features for the new websites. J. Ayles and E. Stewart will meet with Marigold in early April to make final decisions about the functionality and look of the websites.

MOTION: B18-003 To accept the Website Project Update for information.

Moved by: R. Dreger CARRIED

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that the 2017 Municipal Affairs Population List indicates a regional member population of 164,434, which is a decrease of 2,205.

She reported insurance costs have risen 11 per cent in 2018 which is largely due to a building evaluation in 2017 which increased the building value to \$3,790,127 (excluding contents).

The Director and Emma Stewart have worked with nine10 Inc. in Grande Prairie to design a regional marketing campaign for early January. The campaign is designed to raise awareness of public libraries and their 24/7 online services. Following the campaign, they will be surveying libraries on the usefulness of the fall and winter campaigns, and what else is needed to promote libraries region-wide.

The Director and Katherine Wiebe have been working with Northern Lakes College, Marigold Library System, and Northern Lights Library System to develop an online advocacy course to help library boards and staff gain community and government support for specific needs. The course is practical and will help libraries develop key messages and create an actual presentation. A pilot will be offered in the next few months and then the course will be opened up for all board members and staff who would like to participate.

5.2 CHAIR'S

The Chair had nothing to report at this time.

5.3 TECHNICAL SERVICES

J. Ayles provided highlights from the Technical Services report.

She reported that year-end went smoothly and Acquisitions reopened in the new year without problems. The Cataloguing department is back to full staff and currently has no backlog.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from the IT Services report.

After the November 20, 2017 Polaris upgrade, there were ongoing significant performance problems. Innovative released a patch, which was applied to the TRAC production server on January 29, 2018. Troubleshooting is ongoing.

She reported that one of the projects for this year is a network upgrade. This will be a large project that requires specialized IT skills. The end goal of this project is

to make the network more secure and separate the staff and public networks. Because of the specialized skills required, the project will be contracted out to an outside vendor. Vendor options are currently being reviewed.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from the Consulting Services report.

During 2017, 92 on-site consulting visits to public libraries were carried out by Emma Stewart, Samm Mercer, and Katherine Wiebe. This is up from 50 visits the previous year because S. Mercer visited each library to provide eResource training and Indigenous services awareness.

Yellowhead Regional Library is coordinating the TD-Summer Reading Club for the province this year in cooperation with the TD Bank and Library and Archives Canada. The focus this year is on helping kids find and explore their passions, and encouraging them to share their delight with others along the way.

This year's Rural Libraries Conference will take place on September 27 and 28, 2018. The conference theme is *The Future Focused Library*.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that TAL is a consortium of public, special and academic libraries in Alberta. The full TAL membership meets twice a year and the TAL Board meets monthly. Tim Janewki has been appointed CEO of TAL effective April 1, 2018.

5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

A report submitted by the Area 1 representative, Brenda Kerr, was handed out at the meeting. L. Duplessis brought greetings from Ms Kerr and reminded everyone about ALTA's AGM at the Alberta Library Conference in Jasper.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that TRAC is a partnership of four systems; Yellowhead, Marigold, Northern Lights and Peace. TRAC maintains Polaris (the library automation system), and provides eResources including eBooks and audiobooks.

5.9 PUBLIC LIBRARIES: WE'RE ONLY HUMAN SYMPOSIUM

On February 23 and 24, T. Brown, B. Gillis and K. Wiebe attended the *Public Libraries: We're Only Human Symposium* in Edmonton. The sessions were designed to help library boards with writing policies, human resource development and management in order to build effective relationships with their staff. They found the symposium informative and were very appreciative of the opportunity to attend.

MOTION: B18-004 To receive items 5.1 – 5.9 for information.

Moved by: B. Pearson CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE FEBRUARY 24, 2018 MEETING

MOTION: B18-005 To receive the minutes of the February 24, 2018 Executive Committee meeting for information.

Moved by: C. Thiessen CARRIED

6.1.2 FINANCIAL STATEMENT– DECEMBER, 2017 (UNAUDITED)

L. Duplessis reported that the December, 2017, financial statement is the last statement reviewed by the Executive Committee. She reported that revenue was higher than budgeted due to the receipt of new grants. She reviewed expenditures in each department explaining that Technical Services was under budget due mainly to staff changes. All the other departments were close to their budgeted amounts. She reported that there will be an operating surplus of about \$170,000 prior to audit, including \$100,000 budgeted for capital reserves and an additional \$70,000 unbudgeted surplus. The final audited statements will be presented at the May board meeting.

MOTION: B18-006 To receive the unaudited December, 2017 Financial Statement for information.

Moved by: E. Manzer CARRIED

6.1.3 REVISED FINANCE POLICY

The Director reported that the Finance Policy is reviewed every two years. The main revision in this policy was to reflect the discontinuance of the Annual General Meeting.

MOTION: B18-007 To approve the revised Finance Policy.

Moved by: R. Rutt CARRIED

6.1.4 REVISED RESERVES POLICY

The Director reported that this policy must be updated to reflect new caps for the Technology and Building reserves set by the Board. She also recommended an increase to the cap for the Operating Reserve. The new

reserve caps will be incorporated into the updated Five-Year Capital Plan being taken to the Executive Committee in April.

MOTION: B18-008 To approve the revised Reserves Policy.

Moved by: T. Brown CARRIED

6.1.5 INVESTMENT POLICY REVIEW

The Director reported that no changes were proposed for the Investment Policy.

MOTION: B18-009 To accept the Investment Policy without changes.

Moved by: L. Brown CARRIED

6.1.6 2017 ANNUAL REPORT TO ALBERTA MUNICIPAL AFFAIRS

The Director reported that the annual report is a required document in order to receive the provincial operating grant. It was approved by the Executive Committee and submitted to the Public Library Services Branch prior to the February 28 deadline. The Director highlighted areas of interest to the Board. She pointed out the number of eResources that are available to libraries and the circulation numbers attached. She highlighted the accomplishments and comments section to which the Executive Committee provided input.

MOTION: B18-010 To receive for information the 2017 Annual Report to Alberta Municipal Affairs.

Moved by: B. Burrige CARRIED

6.1.7 ALBERTA LIBRARY CONFERENCE ATTENDANCE

The Director reported that the Chair and four trustees were budgeted to attend the Alberta Library Conference (ALC) in Jasper from April 26-29. The Executive Committee reviewed the list of those interested in attending.

MOTION: B18-011 To receive for information Alberta Library Conference attendance as follows: Veronica Bliska (MD of Peace), Chris Mitchell (Town of Rainbow Lake), Brad Pearson (MD of Lesser Slave River), Ray Skrepnek (MD of Fairview) and Anna Underwood (Town of Wembley).

Moved by: A. Doll CARRIED

7. NEW BUSINESS

7.1 2017-2018 INDIGENOUS POPULATIONS GRANT REPORT

The Director highlighted her written report. She reported that the regional focus was on building collections and undertaking library-specific initiatives to reach out to and attract Indigenous patrons. She indicated that there will be about \$25,000 remaining unspent by the March 31, 2018 deadline and that PLS has received permission to carry it over into 2018-2019.

On March 1, PLS staff met with Colette Poitras, Indigenous Public Library Outreach Manager with the Public Library Services Branch. Based on the meeting, the emphasis for the 2018-2019 grant will be on outreach to Indigenous communities. PLS staff will be meeting with the regional working group to develop a plan for 2018-2019.

MOTION: B18-012 To receive the 2017-2018 Indigenous Populations Grant report for information.

Moved by: L. Waddy CARRIED

7.2 INFRASTRUCTURE GRANT REPORT

The Director highlighted her written report. She reported that the deadline to have the grant spent on approved building improvements is December 31, 2020. She reported that Phase 1 is complete and Phase 2 began on March 8. She pointed out the timing of Phase 4 will allow for the May 26 Board meeting to be held at PLS headquarters.

MOTION: B18-013 To receive the Infrastructure Grant Report for information.

Moved by: R. Dreger CARRIED

8. FOR INFORMATION

- 8.1 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SPRING 2018
- 8.2 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SPECIAL EDITION
- 8.3 PUBLIC LIBRARY SERVICES BRANCH REPORT ON 2016-2017 INDIGENOUS GRANTS
- 8.4 UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES

MOTION: B18-014 To receive items 8.1 to 8.4 for information.

Moved by: C. Thiessen CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

