

PEACE LIBRARY SYSTEM
 BOARD MEETING MINUTES, GRANDE PRAIRIE
 NOVEMBER 26, 2016

Present:	Veronica Bliska, Chair	MD of Peace No. 135
	Wendy Olson-Lepchuk	Town of Beaverlodge
	Cindy Hockley	Village of Berwyn
	Lorrie Shelp	Big Lakes County
	Kathrin Langlois	Birch Hills County
	Peter Frixel	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Owen Stanford	Town of Fairview
	Lindsay Brown	Town of Falher
	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
	Belinda Halabisky	County of Northern Lights
	Carolyn Kolebaba	Northern Sunrise County
	Dollie Anderson	MD of Opportunity No. 17
	Reta Nooskey	Paddle Prairie Métis Settlement
	Elaine Manzer	Town of Peace River
	Patricia Sydoruk	Village of Rycroft
	Elaine Garrow	MD of Spirit River No. 133
	Raoul Johnson	MD of Smoky River No. 130
	Tanya Boman	Town of Valleyview

Regrets:	Brenda Burridge	Town of Fox Creek
	Maura Good	Grande Prairie Public Library
	Brock Smith	County of Grande Prairie No. 1
	Jacy Rapke	Town of High Level
	Philippa O'Mahony	Town of McLennan
	Cheryl Novak	Village of Nampa
	Michelle Farris	Town of Rainbow Lake
	Clinton Froehlick	Town of Sexsmith
	Colleen Holler	Town of Wembley
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville

Absent:	Chris Thiessen	City of Grande Prairie
	Donna Deynaka	Town of High Prairie
	Sharilynn Dionne	Village of Hines Creek
	Carol Frost	Village of Hythe
	Cindy Clarke	Saddle Hills County
	Joy McGregor	Town of Slave Lake
	Brenda Stanich	Town of Spirit River

Staff:	Linda Duplessis, Director
	Alrene Dempster, Executive Assistant (minutes)
	Carol Downing, Assistant Director/
	Katherine Wiebe, Consulting Services Manager
	Janet Ayles, IT Services Manager

1. CALL TO ORDER

The Chair called the meeting to order at 10:30 a.m.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B16-035 To approve the agenda as presented.

Moved by: R. Johnson CARRIED

3. PEACE LIBRARY SYSTEM ORIENTATION

The Director provided an overview of Peace Library System. She highlighted the progress on the priorities that were identified in the Plan of Service for 2016-2018, and reviewed the services that are available to member libraries. She then reviewed the revenue and expenditures for 2016 explaining the percentage breakdown for revenue sources as well as the allocation of expenditures by percentage. She offered a tour of Peace Library System following lunch.

4. MINUTES OF SEPTEMBER 17, 2016 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B16-036 To accept the minutes of the September 17, 2016 meeting as presented.

Moved by: B. Halabisky CARRIED

5. BUSINESS ARISING FROM MINUTES

There was no business arising.

6. REPORTS

6.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that the AUMA/AMSC Trade Show on October 5 and 6 was busy and productive.

As part of the implementation of PLS's 2016-2018 Plan of Service, the size of the PLS core collection has been reduced by about half in order to expand the Technical Services area. The next step is to review Technical Services activities

and work flow, and develop a plan to reconfigure the area.

She reported that the Public Library Services Branch has submitted a request to Alberta Infrastructure for \$10.6 million for library system headquarters buildings. The request has strong support from Alberta Municipal Affairs and is one of the few sources of capital infrastructure funding for library systems.

6.2 CHAIR'S

V. Bliska reported that the library system sustainability committee had met to discuss the challenges facing regional library systems. The Committee facilitated a meeting with the System Chairs and Directors in October. The group identified three main priorities; system headquarters funding for capital projects, demographic shifts and geography; and the changing role of library systems.

6.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

She reported that preparations for year-end rollover procedures are underway in Acquisitions. Library staff has been notified that the last day for orders to arrive at Peace Library System is November 29 and the last day for vouchers to be entered is December 12 at 12:00 noon.

She reported that one cataloguer remains off work on sick leave and a contract cataloguing position will be extended to cover the position.

The 2012 Nissan 3500s van was sold in November for \$10,000. The Community Initiatives Program (CIP) requires that vehicles purchased under the program be kept for at least five years regardless of mileage.

MOTION: B16-037 To send a letter to the Minister of Alberta Culture and Tourism requesting the restrictions on the sale of delivery vehicles purchased with the CIP grants be revised to 5 years or 160,000 km.

Moved by: C. Kolebaba CARRIED

Advisory Meetings where Peace Library System is the Board of Record have been held this fall. K. Wiebe and C. Downing conducted a Strategic Plan of Service Workshop for the Board members of the Beaverlodge Public Library on November 3.

6.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that Cybera Internet service went live on November 10. As of November 25 the cloud backup solution for the Windows servers was up and running. Currently PLS has an onsite backup server, but backing up to the cloud creates an added layer of security and redundancy.

6.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report. She reported that consulting visits to member public libraries are complete for 2016.

Statistics have been compiled from the 2016 TD-Summer Reading Club. Thirty-three libraries provided a summer reading program with 1,178 children registered and others dropped in. The summer reading club theme for 2017 is *Salut!*, a celebration of Canada's 150th birthday. Peace Library System will be the provincial coordinator in 2017 and a committee of member libraries has been identifying suitable prizes.

K. Wiebe reported that author Rita Feutl was on the local tour from October 17-20. Twelve sessions were presented with a total audience count of 770. As well, author Lorna Schultz Nicholson was on the northern tour from October 24-27. Eleven sessions were presented with a total audience count of 641.

S. Mercer, Digital Trainer and IT Assistant, has offered 10 webinars to libraries in October as well as 8 webinars in November. In December she is offering 8 webinars on devices, downloadables, coding, technology and health resources.

The annual Rural Libraries Conference took place at the Pomeroy Hotel and Conference Centre on September 22 and 23, with a pre-conference on Human Resources on September 21, which drew 19 registrants. The conference itself had 153 registered delegates, up from 146 in 2015. The 2017 Rural Libraries Conference will take place on September 21 and 22 at the Pomeroy Hotel and Conference Centre in Grande Prairie.

The *Excellence in Library Service* awards took a break this year. Instead, Linda Duplessis gave a special "Celebrating Our Libraries" presentation honouring all 45 member public libraries and 50 member school libraries with a certificate and a gift for their excellent library service.

6.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that TAL has a new office location. A search for a new CEO will begin in 2017, and someone should be in place by the end of June. A balanced 2017 budget has been passed. TAL will partner with Telus on a new pilot program that will offer low-cost Internet service to single parent families receiving financial support through the Alberta Works Income Support and Assured Income for the Severely Handicapped programs. TAL will lead a network of libraries throughout the province to offer online education for program participants who have limited digital literacy education.

6.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

R. Johnson reported that ALTA met on November 24. A committee has been struck to advocate with the Government on behalf of all libraries in Alberta.

6.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that TRAC has approved its 2017 operating budget. She pointed out all that TRAC does for its members and indicated that it is a valuable partnership. She reported that TRAC fees for Peace Library System are determined by population. The fees in 2017 will be about \$93,000 but it may increase if TRAC decides to subscribe to a new service called “INN-Reach”. This will allow libraries on different automation systems to communicate and share resources.

MOTION: B16-038 To receive items 6.1 – 6.8 for information.

Moved by: R. Skrepnek CARRIED

7. COMMITTEES

7.1 EXECUTIVE/FINANCE

7.1.1 MINUTES OF THE OCTOBER 22, 2016 MEETING

MOTION: B16-039 To receive for information the minutes of the October 22, 2016 Executive Committee meeting.

Moved by: E. Garrow CARRIED

7.1.2 FINANCIAL STATEMENT– SEPTEMBER, 2016

The Director reported that the September Financial Statement is the last statement that has been reviewed by the Executive Committee. She reported that revenue is on track for this time of year. Expenditures for most departments are sitting at around 75 percent, which is where they should be for this time of year.

MOTION: B16-040 To accept the September, 2016 Financial Statement for information.

Moved by: L. Shelp CARRIED

7.1.3 REVISED PURCHASING POLICY

The Director reported that the revised policy increases the purchasing limit for the Assistant Director and Department Managers so they can approve routine expenditures.

MOTION: B16-041 To approve the revised Purchasing Policy.

Moved by: B. Halabisky CARRIED

7.1.4 RESCIND PROVISION OF MULTILINGUAL MATERIALS POLICY

The Director reported that this policy needs to be rescinded as it is no longer a required policy. The provision of multilingual materials is dealt with in individual libraries' Plans of Service, if appropriate, or in their Acquisitions Policy.

MOTION: B16-042 To rescind the Provision of Multilingual Material Policy.

Moved by: R. Skrepnek CARRIED

7.1.5 REVISED PROVISION OF LIBRARY MATERIALS TO PERSONS UNABLE TO USE CONVENTIONAL PRINT MATERIALS POLICY

The Director reported that the updates to this policy are required to reflect the current way materials are provided to patrons that are unable to use conventional print materials.

MOTION: B16-043 To approve the revised Provision of Library Materials to Persons Unable to Use Conventional Print Materials Policy.

Moved by: D. Anderson CARRIED

7.1.6 REVISED ALBERTA LIBRARY (TAL) CARD POLICY

The Director reported that the policy was revised to reflect TAL's new Resource Sharing Policy as well as expanded services to Indigenous people.

MOTION: B16-044 To approve the revised Alberta Library (TAL) Card Policy.

Moved by: C. Kolebaba CARRIED

7.1.7 REVISED ALLOTMENT FUND POLICY

The Director reported that this policy was updated to include provision for a portion of the allotment funds to be used to purchase regional (digital) resources.

MOTION: B16-045 To approve the revised Allotment Fund Policy.

Moved by: R. Nooskey CARRIED

7.1.8 REVISED STAFF TRAVEL POLICY

The Director reported that this policy has been revised to clarify the usage of cell phones while on PLS business.

MOTION: B16-046 To approve the revised Staff Travel Policy.

Moved by: D. Anderson CARRIED

7.1.9 REVISED WORKPLACE HEALTH & SAFETY POLICY

The Director reported that staff members recommended the change to the policy. PLS needs to meet the needs of people with allergies as well as those who use scented products for their physical well-being. It was felt that the moderate use of scents would be acceptable, and people would respectfully communicate if there were issues.

MOTION: B16-047 To approve the revised Workplace Health & Safety Policy.

Moved by: R. Johnson CARRIED

7.1.10 FINANCIAL FORECAST TO DECEMBER 31, 2016

The Director reported an unexpected surplus of about \$149,500 is expected for the end of 2016, due in part to an increase in the provincial operating grant which is now calculated using 2015 population figures. As well, some of the new Indigenous Populations Grant funds have been directed to previously budgeted items, including staffing. She reviewed significant variances in the revenue and expenditures for 2016.

MOTION: B16-048 To receive for information the financial forecast to December 31, 2016.

Moved by: E. Garrow CARRIED

7.1.11 DRAFT 2017 OPERATING BUDGET

The Director reported that the proposed 2017 Operating Budget includes the necessary staffing and activities to maintain key library system services and reach goals identified in the 2016-2018 Plan of Service.

She highlighted some of the more significant budget impacts for 2017. The budget pre-supposes that an Indigenous Populations Grant of \$208,034 to serve on-reserve and on-settlement populations is received in 2017. The Director reported that TRAC Consortium fees would increase slightly based on updated TRAC expenditures. Computer software licensing fees have risen to accommodate Deep Freeze software for public computers. She reported that PLS needs a new website vendor, and this may involve website pre-staging before the end of the year. The cost of eResources includes new resources to meet needs identified during the community consultation process, including additional eBooks. Resources have been allocated to provide trustee mini-orientations to member boards. She also reported that just under \$100,000 has been allocated to capital reserves.

The Director also reported that the Digital Trainer/IT Assistant position will continue. This position has allowed PLS to provide more training/assistance with digital resources, and has provided valuable support to the IT Department. The wage and salary grid has been adjusted to better reflect the entry level salary and the top level salary in each category/level. She reported that the 2016 Official Population figures used to calculate municipal and library board fees for 2017 have not yet been posted on the Municipal Affairs website.

MOTION: B16-049 To approve the 2017 Operating Budget as presented.

Moved by: R. Skrepnek CARRIED

The Chair adjourned the meeting at 12:15 for lunch.

The Chair re-convened the meeting at 12:50.

7.1.12 TRANSFERS FROM RESERVES FOR 2016

The Director reported that several capital expenditures, which are paid from capital reserves, were approved for 2016. Some operating expenditures such as leases, software expenses and building improvements are also paid from reserves. The exact amounts to be deducted from each reserve must be ratified prior to year-end through a Board motion.

MOTION: B16-050 That the following transfers from Capital Reserves be ratified for 2016 purchases:

- **\$18,500 from the Technology Reserve;**
- **\$17,855 from the Building Reserve; and**
- **\$587 from the Furnishings/Equipment Reserve.**

Moved by: R. Johnson CARRIED

7.1.13 DRAFT 2017 CAPITAL BUDGET

The Director reviewed the capital expenditures that are planned for 2017 and will be incorporated into the Five-Year Capital Plan. She reported that the revenue to cover these expenditures comes from PLS reserves. The budget does not include any transfers into the reserves at the end of 2016; this will take place following the audit.

MOTION: B16-051 To approve the 2017 Capital Budget as presented.

Moved by: R. Skrepnek CARRIED

7.1.14 2017 ORGANIZATIONAL MEETING

The Director reported that Peace Library System (PLS) holds its Annual General Meeting (AGM)/organizational meeting in May of each year. A municipal election will be held on October 11, 2017, and there could be many changes to municipal representatives on the PLS Board.

She reported that five of the seven regional library systems hold their organizational meetings in November or December after municipal organizational meetings. Four of the library systems only hold an organizational meeting, and do not hold an AGM.

The Executive Committee recommends that PLS's 2017 organizational meeting – to appoint committee members and to elect officers – take place at the November board meeting. By then, there will be a better sense of who is appointed to the board, and who might be willing to make an extra commitment to the sub-committees. Other AGM activities, such as presentation of the annual report and the audited financial statement, can still take place in May.

She reported that the Executive Committee will examine the topic more thoroughly at its February, 2017, meeting and may bring further recommendations to the board.

MOTION: B16-052 That the 2017 organizational meeting for Peace Library System be moved to the November board meeting.

Moved by: B. Halabisky CARRIED

7.1.15 2017 BOARD/STAFF CHRISTMAS PARTY

The Director reported that concerns were raised regarding the length of time between the end of the November Board meeting and the start of the Board/Staff Christmas party. A discussion ensued and it was decided to keep the meeting start time at 10:30 am for consistency, and look into changing the start time for the Christmas party from 6 pm to 5 pm.

7.2 PLAN OF SERVICE

7.2.1 MINUTES OF THE SEPTEMBER 17, 2016 MEETING

7.3 PERSONNEL

7.3.1 MINUTES OF THE OCTOBER 1, 2016 MEETING

7.4 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE

7.4.1 MINUTES OF THE OCTOBER 3, 2016 MEETING

7.5 CLEAR HILLS COUNTY ADVISORY COMMITTEE

7.5.1 MINUTES OF THE OCTOBER 5, 2016 MEETING

- 7.6 MD OF GREENVIEW ADVISORY COMMITTEE
 - 7.6.1 MINUTES OF THE OCTOBER 6, 2016 MEETING
- 7.7 MD OF SPIRIT RIVER ADVISORY COMMITTEE
 - 7.7.1 MINUTES OF THE OCTOBER 12, 2016 MEETING
- 7.8 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE
 - 7.8.1 MINUTES OF THE OCTOBER 17, 2016 MEETING

MOTION: B16-053 To receive items 7.2.1 - 7.8.1 for information.

Moved by: D. Anderson CARRIED

8. NEW BUSINESS

- 8.1 AUMA/AMSC RESOLUTIONS REGARDING BORROWING POWER FOR LIBRARY SYSTEMS

The Director reported that a resolution regarding borrowing powers for library systems was brought forward at the October AUMA Convention as well as the November AAMDC Convention. The resolution was defeated at both conventions, and this was a disappointment to Marigold Library System members. Marigold headquarters is in an extremely small facility with structural issues and the Marigold board is finding it difficult to maintain system services. The only option seems to be borrowing funds to renovate or build a facility, and that is currently not permitted under library legislation.

It was suggested that the library systems should approach the municipalities for funding for buildings repairs instead of borrowing money. Some board members emphasized that system buildings fall under Alberta Infrastructure and are not a municipal expense.

MOTION: B16-054 To receive the AUMA/AMSC Resolutions Regarding Borrowing Power for Library Systems report for information.

Moved by: C. Kolebaba CARRIED

- 8.2 INDIGENOUS GRANT REPORT

The Director reported that Peace Library System (PLS) had received a \$208,034 grant from Alberta Municipal Affairs to expand public library services to 18 First Nations bands and three unserved Métis settlements in the region. The grant must be expended by February 28, 2017, leaving the month of March to wrap things up and write a report for the Public Library Services Branch.

Through this grant, on-reserve and on-settlement Indigenous patrons who visit member libraries will be treated the same as municipal residents, with the same card fees and the same library privileges.

Based on input from the June 27 regional working group meeting, PLS staff developed a regional strategy and budget to complete the project. The budget allocates funding to existing PLS expenses (staff time, digital resources, marketing, etc.) as well as to new expenses. It is projected that about half the funds will be spent by the end of 2016.

She reported that she attended a meeting on November 24 with V. Bliska and C. Downing concerning library services to on-reserve and on-settlement Indigenous patrons. Libraries across Alberta are implementing a wide range of initiatives to support services to Indigenous people. Larger libraries have hired part-time staff to plan and implement new services.

R. Nooskey attended both provincial meetings and reported that she found the November meeting more cohesive and very positive with fewer barriers across the province when providing service to Indigenous peoples.

MOTION: B16-055 To receive the Indigenous Grant report for information.

Moved by: B. Pearson CARRIED

9. LONG SERVICE AWARDS

The Chair presented 5-year awards to Dollie Anderson (MD of Opportunity) and Brenda Kerr (Town of Manning). Philippa O'Mahony (Town of McLennan) was not in attendance at the meeting but was acknowledged for her 30 years of service on the PLS Board. A surprise party was held at the McLennan Library to present Philippa with a certificate, flowers and a donation of \$150 to the McLennan Library to purchase books in her name. The Director read a letter from Philippa to the Board thanking them for their acknowledgement.

10. CORRESPONDENCE

- 10.1 ALBERTA MUNICIPAL AFFAIRS – MINISTER'S AWARDS FOR EXCELLENCE IN PUBLIC LIBRARY SERVICE
- 10.2 ALBERTA MUNICIPAL AFFAIRS – MEDIA RELEASE REGARDING INDIGENOUS POPULATIONS GRANT
- 10.3 PEACE LIBRARY SYSTEM NEWS & NOTES, WINTER 2016

MOTION: B16-056 To receive items 10.1 – 10.3 for information.

Moved by: L. Shelp CARRIED

11. MEMBERS' BUSINESS/ROUND ROBIN

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

12. NEXT MEETINGS

Executive: February 25, 2017 (Fairview)
Board: March 25, 2017 (Grande Prairie)
Executive: April 22, 2017 (Hythe)
Board/AGM: May 13, 2017 (Grande Prairie)
Executive: August 19, 2017 (TBA)
Board: September 16, 2017 (Peace River)
Executive: September 30, 2017 (TBA)
Board/Christmas Party: November 25, 2017 (Grande Prairie)

13. ADJOURNMENT

The Chair adjourned the meeting at 1:50 p.m.

Original Signed

Chair

Original Signed

Director

March 25, 2017

Date