

PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES
HIGH PRAIRIE, ALBERTA
SEPTEMBER 20, 2014

Present:	Veronica Bliska, Chair	MD of Peace No. 135
	Lorrie Shelp	MD of Big Lakes
	Ray Skrepnek	MD of Fairview No. 136
	Owen Stanford	Town of Fairview
	Lynn Farrell	Town of Falher
	Chris Stadnyk	Town of Fox Creek
	Lynne Coulter	Grande Prairie Public Library
	Brock Smith	County of Grande Prairie No. 1
	Roxie Rutt	MD of Greenview No. 16
	Donna Deynaka	Town of High Prairie
	Murray Kerik	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
	Rod Burr	Town of Peace River
	Claude Lagace	Town of Sexsmith
	Raoul Johnson	MD of Smoky River No. 130
	Warren Stewart	Town of Valleyview
Regrets:	Wendy Olson-Lepchuk	Town of Beaverlodge
	Terry Carbone	Birch Hills County
	Vacant	Village of Donnelly
	Dirk Thompson	Town of Grimshaw
	Michael Morgan	Town of High Level
	Linda Halabisky	County of Northern Lights
	Reta Nooskey	Paddle Prairie Metis Settlement
	Philip Lokken	Town of Slave Lake
	Brenda Stanich	Town of Spirit River
Absent:	Ron Longtin	Village of Berwyn
	Peter Frixel	Clear Hills County
	Dwight Logan	City of Grande Prairie
	Sharilynn Dionne	Village of Hines Creek
	Carol Descoteaux	Village of Hythe
	Paul Smith	Town of Rainbow Lake
	Tom Villeneuve	Village of Rycroft
	Cindy Clarke	Saddle Hills County
	Elaine Garrow	MD of Spirit River No. 133
	Tara Jones	Town of Wembley
Staff:	Linda Duplessis, Director	
	Alrene Dempster, Executive Assistant (minutes)	
	Carol Downing, Assistant Director	

1. CALL TO ORDER

The Chair called the meeting to order at 10:35 a.m.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B14-023 To approve the agenda as presented.

Moved by: D. Anderson CARRIED

3. MINUTES OF MAY 10, 2014 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B14-024 To accept the minutes of the May 10, 2014 meeting as presented.

Moved by: L. Coulter CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 ADVOCACY/COMMUNICATIONS PLAN

The Director reported that an advocacy/communications print document promoting the Peace Library System is being developed to present to new Ministers and other groups. Other promotional options being looked at in the future are a video or a YouTube clip.

4.2 PLANNING FOR LONG-TERM SUSTAINABILITY

The Director reviewed the Board's initiatives to ensure future sustainability. Along with member municipalities and boards, PLS has sent letters to provincial officials asking for an increase to the operating grants for libraries. PLS has sent letters to member library boards letting them know that \$.50 per capita of the allotment funds will be used to help fund regional collection purchases beginning in 2015. PLS has sent letters to member municipalities requesting a 5% increase municipal fees for 2016, 2017 and 2018. She reported that 14 of the 26 responses required to go ahead with the municipal fee increase had been received to date.

As requested by the Board, an email will be sent to PLS Trustees advising them which municipalities have not responded to the request.

4.3 AAMDC RESOLUTION

The Director reported that a resolution urging the Province to increase library funding and to use current census data for grant calculations was presented at the AAMDC Zone meeting by the County of Grande Prairie. It was approved there and will be forwarded to the AAMDC fall convention. There is no indication that a similar resolution is going to the AUMA convention, but it could be put forward as an emergent resolution.

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

The meetings with member councils to provide an orientation to Peace Library System and update councils on plans for long-term sustainability are almost complete.

PLS signed up with the 8760 AAMDC Energy Program for January 1, 2014 to December 31, 2015. The Executive Committee has approved continuation of the contract for 2016-2020.

The Public Library Services Branch (PLSB) has just announced that it will be funding Mango (language learning software) and Press Display (2000 international newspapers) in 2015. The PLSB has also entered into agreements to offer Zinio (digital magazines) and hoopla (downloadable music and video) services to members of the Public Library Network.

The PLSB has almost completed implementation of the Me Card Initiative which will allow people to use their local card at almost any public library in Alberta. A TAL card will still be needed to borrow from college and university libraries.

The PLSB has now subscribed to two services for print disabled patrons. The first is the National Network of Equitable Library Access (NNELS), which will offer nearly 10,000 eAudio titles by the end of 2014. The second is the Centre for Equitable Library Access (CELA) which replaces the CNIB Library Partners Program. It will provide public library patrons with access to 86,500 items and a further 145,000 titles through a digital service.

The RISE videoconferencing partners (Chinook Arch, Marigold and Shortgrass library systems) have not been approved for provincial funding for 2014 and beyond. This means that users of the RISE bridge and programs will pay a fee of \$980 per site per year beginning in 2014. The Falher, Peace River and Grande Prairie libraries have agreed to continue with RISE for at least 2014.

Some questions have arisen about the impact of the new Canadian Anti-Spam Legislation (CASL) on public libraries and library systems. Katherine Wiebe has been examining the legislation and has so far determined that most library and

library system activities will not be affected by CASL. She is developing information to send out to member libraries to make them aware of the legislation and its possible impact.

5.2 CHAIR'S

The Chair referred to agenda Items 8.5 and 8.7 relating to correspondence with the Minister. After sending out the media release, Item 8.9, she has been contacted by newspapers in the region.

5.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

She reported that Julia Little's scheduled date to return to work has in cataloguing has been delayed.

The French Language Resource Centre has been approved for a grant from July 1, 2014 to July 1, 2018 and will allocate \$25,000 per year for resources. Peace Library System has signed a contract to catalogue the resources which will be available to school and public libraries.

Advisory Committee Meetings have been set in September and October for libraries for which Peace Library System is the Board of Record.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

PLS has chosen to retain ACSI as the wireless vendor. ACSI provided an excellent lease option that saved member libraries at least \$200 and ensured support for a minimum of three years.

TRAC is in the process of scheduling an upgrade to a new version of Polaris (version 4.1R2) in early 2015. The new version will include new features, including eBook integration directly into TRACpac. Patrons will be able to check out eBooks from 3M without having to go to a separate site.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

There were 34 libraries in Peace Library System that participated in the Summer Reading Club for 2014. Libraries have wound up their summer programs and will submit their program statistics and evaluation to PLS for inclusion in national reporting.

The Consulting Department began consulting visits in July with the majority of library visits planned for September and October.

The Rural Libraries Conference will take place in Grande Prairie on September 25 & 26, with a pre-conference session on book repair on September 24. Opening the conference on September 25 will be Dr. Stephen Murgatroyd; the Friday morning keynote will be author Marty Chan.

5.6 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

R. Johnson expressed concern about the lack of communication coming out of the ALTA office. He understood that they are supposed to be reviewing the bylaws but he is unsure of upcoming meeting dates.

5.7 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The Director reported that the TRAC Directors will be meeting in November to finalize the budget for 2015. One of the major items in the budget is securing a company to update the mobile “Apps” for TRACpac, which will increase the TRAC fees for library systems.

MOTION: B14-025 To receive items 5.1 – 5.7 for information.

Moved by: R. Skrepnek CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE AUGUST 23, 2014 MEETING

MOTION: B14-026 To receive for information the minutes of the August 23, 2014 Executive Committee meeting.

Moved by: W. Stewart CARRIED

6.1.2 FINANCIAL STATEMENT– JUNE, 2014

The Director reviewed the balance sheet and reported that the operating grant from Municipal Affairs came in after the June 30 Financial Statement was finalized. She reported that the disbursements were on track for this time of year. The Alberta Library (TAL) has disbursed its mobile computer labs and PLS was the recipient of one of the labs. It will be available for member libraries to borrow.

MOTION: B14-027 To accept the June, 2014 Financial Statement for information.

Moved by: R. Johnson CARRIED

6.1.3 REVISED SCHOOL SERVICES POLICY

The Policy was revised to include orientations for new school librarians and to remove newsletter subscriptions as well as the Retrospective Conversion (Automation) Services section.

MOTION: B14-028 To approve the revised School Services Policy.

Moved by: C. Kolebaba CARRIED

6.1.4 REVISED TRUSTEE CONTINUING EDUCATION POLICY

The revision adds a second statement in support of trustee growth and development.

MOTION: B14-029 To approve the revised Trustee Continuing Education Policy.

Moved by: R. Skrepnek CARRIED

6.1.5 REVISED TRUSTEE AND STAFF EXPENSES POLICY

The Policy statement has been moved to the front of the policy and the meal expense guidelines have been revised.

MOTION: B14-030 To approve the revised Trustee and Staff Expenses Policy.

Moved by: P. O'Mahony CARRIED

6.1.6 REVISED TRUSTEE RECOGNITION POLICY

The policy has been revised slightly to add another method of Trustee recognition.

MOTION: B14-031 To approve the revised Trustee Recognition Policy.

Moved by: R. Johnson CARRIED

6.1.7 REVISED PROVISION OF MUNICIPAL LIBRARY SERVICES POLICY

The Director reported that PLS is the board of record for eight municipalities that do not have library boards. The policy was revised to allow for a small cost-recovery fee to provide library board services to these municipalities.

MOTION: B14-032 To approve the revised Provision of Municipal Library Services Policy.

Moved by: L. Shelp CARRIED

6.1.8 REVISED HOURS OF SERVICE POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this policy is for library service points where PLS is the board of record. The only changes were to libraries' hours of service in Schedule "A".

MOTION: B14-033 To approve the revised Hours of Service Policy for Library Service Points.

Moved by: D. Anderson CARRIED

- 6.2 SCHOOL ADVISORY COMMITTEE
 - 6.2.1 MINUTES OF THE MAY 8, 2014 MEETING
- 6.3 CLEAR HILLS COUNTY ADVISORY COMMITTEE
 - 6.3.1 MINUTES OF THE MAY 7, 2014 MEETING
- 6.4 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE
 - 6.4.1 MINUTES OF THE MAY 12, 2014 MEETING
- 6.5 MD OF SPIRIT RIVER ADVISORY COMMITTEE
 - 6.5.1 MINUTES OF THE MAY 14, 2014 MEETING
- 6.6 MD OF GREENVIEW ADVISORY COMMITTEE
 - 6.5.1 MINUTES OF THE MAY 15, 2014 MEETING
- 6.7 PADDLE PRAIRIE METIS SETTLEMENT ADVISORY COMMITTEE
 - 6.7.1 MINUTES OF THE MAY 15, 2014 MEETING
- 6.8 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE
 - 6.8.1 MINUTES OF THE MAY 26, 2014 MEETING
- 6.9 MD OF SMOKY RIVER ADVISORY COMMITTEE
 - 6.9.1 MINUTES OF THE JUNE 5, 2014 MEETING

The Director thanked C. Downing for all her work in coordinating the advisory committee meetings throughout the year.

MOTION: B14-034 To receive items 6.2.1 - 6.9.1 for information.

Moved by: C. Kolebaba CARRIED

7. NEW BUSINESS

- 7.1 PLAN OF SERVICE COMMITTEE VACANCY

The Director reported that with the passing of M. Hermans a vacancy was left on the Plan of Service Committee. The Committee is responsible for reviewing and recommending changes to the System's Bylaws & Policies and developing a plan

of service for PLS every three years. The term of the position will be until the May AGM when elections are held.

MOTION: B14-035 To nominate Brenda Kerr to the Plan of Service Committee.

Moved by: C. Kolebaba CARRIED

MOTION: B14-036 That nominations cease.

Moved by: R. Johnson CARRIED

MOTION: B14-037 To appoint Brenda Kerr to the Plan of Service Committee.

Moved by: L. Farrell CARRIED

7.2 RESOURCE SHARING CONTRACT WITH GRANDE PRAIRIE PUBLIC LIBRARY

The Director reviewed the contract with Grande Prairie Public Library to coordinate interlibrary loan and information services for the region. She recommended extending the contract for 2015 - 2016 as it is a cost-effective approach to offering resource sharing services in the region.

MOTION: B14-038 That the Resource Sharing Contract with Grande Prairie Public Library be renewed for two years at a fee of \$42,000 for 2015 and \$42,000 for 2016.

Moved by: C. Kolebaba CARRIED

8. FOR INFORMATION

- 8.1 MINISTER OF MUNICIPAL AFFAIRS – PLS 2013 ANNUAL REPORT
- 8.2 MINISTER OF ALBERTA EDUCATION – PLS 2013 ANNUAL REPORT
- 8.3 MINISTER OF MUNICIPAL AFFAIRS – MINISTER’S AWARDS FOR EXCELLENCE IN PUBLIC LIBRARY SERVICE
- 8.4 PUBLIC LIBRARY SERVICES BRANCH - OPERATING GRANT
- 8.5 LETTER TO MINISTER OF INFRASTRUCTURE – HEADQUARTERS RENOVATIONS AND UPGRADES
- 8.6 MINISTER OF INFRASTRUCTURE - HEADQUARTERS RENOVATIONS AND UPGRADES
- 8.7 LETTER TO MINISTER OF MUNICIPAL AFFAIRS – PROVINCIAL FUNDING FOR PUBLIC LIBRARIES
- 8.8 MINISTER OF MUNICIPAL AFFAIRS – PROVINCIAL FUNDING FOR PUBLIC LIBRARIES
- 8.9 PLS MEDIA RELEASE, SEPTEMBER 2, 2014
- 8.10 PEACE LIBRARY SYSTEM NEWS & NOTES, SUMMER/FALL 2014

MOTION: B14-039 To receive items 8.1 – 8.10 for information.

Moved by: D. Anderson CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

Plan of Service: September 20, 2014 (following Board meeting)

Personnel: September 27, 2014 (Grimshaw)

Executive: October, 25, 2014 (Fairview)

Board: November 29, 2014 (Grande Prairie)

11. ADJOURNMENT

MOTION: B14-040 To adjourn the meeting.

Moved by: V. Bliska

CARRIED

The meeting was adjourned at 12:05 p.m.

Original Signed

Chair

Original Signed

Director

November 29, 2014

Date