

**PEACE LIBRARY SYSTEM  
BOARD MEETING MINUTES, VIA ZOOM  
FEBRUARY 27, 2021**

Present:	Carolyn Kolebaba, Chair	Northern Sunrise County
	Gena Jones	Town of Beaverlodge
	Cindy Hockley	Village of Berwyn
	Lorrie Shelp	Big Lakes County
	Denise Joudrey	Birch Hills County
	Peter Frixel	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	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 Chapman	MD of Greenview No. 16
	Dennis Sukeroff	Town of Grimshaw
	Brent Anderson	Town of High Level
	Brian Gilroy	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
	Marie-Anne Jones	Town of McLennan
	Cheryl Novak	Village of Nampa
	Belinda Halabisky	County of Northern Lights
	Sandra Eastman	MD of Peace No. 135
	Michelle Farris	Town of Rainbow Lake
	Roxann Dreger	Village of Rycroft
	John Moen	Saddle Hills County
	Clint Froehlick	Town of Sexsmith
	Harry Ezio	Town of Spirit River
	Elaine Garrow	MD of Spirit River No. 133
	Raoul Johnson	MD of Smoky River No. 130
	Tanya Boman	Town of Valleyview
	Anna Underwood	Town of Wembley
Regrets:	Brendan Powell	MD of Opportunity No. 17
	Elaine Manzer	Town of Peace River
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
Absent:	Stan Golob	Town of Fairview
	Reta Nooskey	Paddle Prairie Métis Settlement
	Joy McGregor	Town of Slave Lake
Staff:	Louisa Robison, CEO	
	Alrene Dempster, Executive Assistant (minutes)	
	Katherine Wiebe, Deputy CEO, Consulting Services Manager	
	Janet Ayles, IT & Technical Services Manager	

1. CALL TO ORDER & ROLL CALL

The Chair called the meeting to order at 10:31 a.m. and did roll call.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Add: 7.3 2020 Annual Reports for Six Library Service Points  
8.3 Letter - Ric McIver, Minister of Municipal Affairs, Budget 2021

**MOTION: B21-001 To approve the agenda as amended.**

Moved by: B. Halabisky CARRIED

3. MINUTES OF NOVEMBER 28, 2020 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B21-002 To accept the minutes of the November 28, 2020 meeting as presented.**

Moved by: M. Farris CARRIED

4. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

5. REPORTS

5.1 CEO's

Louisa Robison provided highlights from her written report. She reported that staff were very appreciative for the Board's financial support of their holiday lunch and gift cards.

The CEO reported the two-car garage has been completed and the keys were handed over on 21 December. The garage has been greatly appreciated with the only issue being the overhead door required realigning.

She reported that due to the Province issuing another extended lockdown to try to control the spread of COVID-19, libraries have reverted back to curbside service. The government courier is still functioning so interlibrary delivery is still happening and the delivery drivers are doing regular routes, minus a few libraries that are staying closed. She reported that PLS staff are working from home when they can.

The CEO reported that PLS has received two requests from schools to terminate service agreements. She said the two schools presently withdrawing represent a very small amount of revenue lost but if more schools try to balance their spending by cutting library services, it could result in a more significant loss of revenue for PLS. She reported that Overdrive has implemented the Sora app which provides free access to Overdrive resources for schools, which some schools are already taking advantage of. TRAC discussions are taking place around rolling the app out to all school users system wide.

She added that PLS will be hosting two Library and Information Technology students, one from SAIT, Alec Moreau, will be learning the workings of a system behind the scenes, especially cataloguing and Marissa Wilde from MacEwan University will be a virtual placement, taking part in learning and conversation over Microsoft Teams or Zoom and doing some work on cleaning up our shared drive and doing some cataloguing.

L. Robison will be the new rep from the System Directors' group to TAL for a two-year term starting in April.

## 5.2 CHAIR'S

The Chair reported that Municipal Affairs are doing a very good job at keeping the library community up to date regarding COVID restrictions. She said libraries are confident they can open with the precautions they have in place, they are just waiting for the go ahead from the Government.

## 5.3 TECHNICAL SERVICES

J. Ayles provided highlights from her written report. She reported that the 2020-2021 rollover went smoothly. She said there is a backlog in cataloguing due mainly to the fact that there were a lot of orders that came in late 2020. K. Sawdon (Cataloguing & Acquisitions Supervisor) is cataloguing as he has time.

She said that since TRAC has stopped using the ILL bags, they had a large stock of them. The bags are being offered to the libraries, both public and school, for non-ILL use.

She reported that with increased Covid-19 restrictions announced in December, the patron side of Relais was suspended effective December 10, 2020. The staff side remained open, so staff were able to process items as they moved. Access was restored on February 11, 2021. She highlighted 2020 ordering and receiving statistics which are reported in the *2020 Annual Report to Alberta Municipal Affairs*.

## 5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report. She reported that PLS's Cybersecurity assessment was completed in early 2020, but the fourth TRAC system has just completed theirs. With these assessments in hand, the four systems are planning on coordinating efforts where possible.

She reported that the server replacement project has been completed but unfortunately the original timeline was extended while they waited on outside work to be completed. Other than timing, things went smoothly and there was minimal interruption to staff.

J. Ayles reported that with the pandemic, their original timeline to transitioning PLS and member libraries to SuperNet 2.0 was delayed. Originally, the bulk of the transitions were to happen in 2020, but are now scheduled to begin in May, with most libraries transitioning by the end of June. She said there will be a small number of libraries who will not transition until 2022.

She reported that Microsoft Teams has been rolled out to PLS staff. With staff working remotely and during different shifts, Teams helps keep communication happening between everyone.

She highlighted 2020 IT statistics which are reported in the *2020 Annual Report to Alberta Municipal Affairs*.

**MOTION: B21-003 To send a letter to the Hon. Nate Glubish, Minister of Service Alberta, cc'd to MLAs and MPs, highlighting the concerns with the insufficient broadband for many rural Alberta libraries.**

Moved by: B. Pearson

CARRIED

#### 5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report. She reported that the consulting department has provided virtual annual consulting visits over GoToMeeting software in the fall of 2020 to all libraries that desired them. PLS staff also provided virtual Coffee Chats with library managers throughout 2020, which helped the libraries keep in touch with each other and share ideas and strategies. The next ones are scheduled for March 1 and 4. Remote consulting sessions including virtual webinars, lengthy phone calls, and in-depth emails increased significantly in 2020.

Libraries are busy completing their LibPAS annual reports, which are due February 28<sup>th</sup> to the Public Library Services Branch. K. Wiebe will submit the reports for the PLS service point libraries once they have been approved. A copy will be forwarded to the Board representative in those municipalities.

K. Wiebe reported that The Alberta Library (TAL) will be the provincial coordinator for the 2021 TD-Summer Reading Club. The theme for 2021 is “Game On” which is a continuation of last year’s theme. They have agreed to take this on rather than the systems rotating the duty between themselves annually. The TD-Summer Reading Club is planning to go ahead this year with both physical and virtual program offerings. The national coordinator has contacted each system, and Katherine has confirmed orders for PLS libraries. She said if libraries are not comfortable/permitted to offer in-person programming come July, the promotional materials can be inserted into ‘grab and go’ activity bags for patrons to curb side pick-up and do at home.

The Alberta Library Systems met on February 17<sup>th</sup> to discuss last year's inaugural AB-SRC virtual program and decided they would not provide this service in 2021.

K. Wiebe provided eResource usage statistics which are included in the 2020 Annual Report to Municipal Affairs.

She reported that the 2021 Virtual Library Conference will take place on September 22 to 24 in the same manner as the 2020 Stronger Together virtual conference. Peace Library System, Parkland Regional Library System, Yellowhead Regional Library, and The Alberta Library are once again partnering to create, host, and facilitate the event.

5.6 THE ALBERTA LIBRARY (TAL)

The CEO reported that in their effort to expand services and diversify their revenue sources, TAL will be entering into a partnership with LAA to provide executive director services in the absence of an actual person. Christine Shepperd was retired out during the COVID crunch late last year, which leaves LAA without someone to do much of the actual paperwork of the association. TAL is picking up those tasks, such as financial statements, administration support, tech and conference support and the like. This is a pilot project for TAL to be used as a proof of concept to market their services to other organizations in need of such services. The CEO reported that TAL's AGM will be on April 16 via Zoom.

5.7 THE ALBERTA LIBRARY TRUSTEES' ASSOCIATION (ALTA)

D. Joudrey reported that she has been encouraging libraries that haven't paid their 2021 ALTA dues to do so. The Alberta Library Trustees' Association will host a coffee chat via Zoom on Tuesday March 9 at 7pm, the topic to be discussed will be how library boards mitigated the challenges of 2020/21. The link to the Zoom meeting was forwarded to all trustees. She reported an ALTA board member will be hosting an information virtual chat on Zoom the second Tuesday of each month.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The CEO reported that Innovative, the company that supplies Polaris, has changed their billing packages to include a bundle package rather than each module individually. PLS will still get all the same modules it had before for slightly less money and have access to a couple modules it didn't have before the bundle structure. TRAC will be evaluating to see if any of these modules are of benefit and will implement them if they add value. The new Director of Northern Lights Library System (NLLS) has been hired. James MacDonald comes from Utah where he has worked the last number of years.

**MOTION: B21-004 To receive items 5.1 – 5.8 for information.**

Moved by: C. Novak

CARRIED

6. COMMITTEE

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE JANUARY 23, 2021 MEETING

**MOTION: B21-005 To receive the minutes of the January 23, 2021 Executive Committee meeting for information.**

Moved by: C. Thiessen CARRIED

6.1.2 FINANCIAL STATEMENT– DECEMBER 2020 (unaudited)

The CEO explained the cash on hand and said that once the provincial operating grant is received in April/May she will be moving some of the cash into investments. She reported that some areas were under budget due to the restrictions imposed by COVID-19. The Chair questioned why Administration Support Materials was over budget, the CEO will check and advise the Board.

**MOTION: B21-006 To accept the December 2020 unaudited Financial Statement for information with correction.**

Moved by: R. Chapman CARRIED

6.1.3 NEW CELL PHONE ALLOWANCE POLICY

The CEO reported that the CEO, Consulting, IT and delivery staff use their personal phones for work purposes since business phones are not provided.

**MOTION: B21-007 To approve the Cell Phone Allowance Policy as presented.**

Moved by: R. Johnson CARRIED

6.1.4 NEW WORKING ALONE POLICY

The CEO reviewed the employers responsibilities to ensure employees are provided with a secure facility if working alone. She also reviewed employees responsibilities when working alone in the building.

**MOTION: B21-008 To approve the Working Alone Policy as presented.**

Moved by: C. Froehlick CARRIED

6.1.5 REVISED FINANCE POLICY FOR LIBRARY SERVICE POINTS

The CEO reported that a statement was added stating the Local Society may grant the library manager the authority to purchase unbudgeted items within a certain dollar amount. She reported that this was in direct relation to the pandemic and the need to purchase PPE.

**MOTION: B21-009 To approve the revised Finance Policy for Library Service Points as presented.**

Moved by: C. Zavisha CARRIED

6.1.6 REVISED HOURS OF SERVICE POLICY FOR LIBRARY SERVICE POINTS

The CEO reported that this policy required additional wording which is directly related to the pandemic. As well, Bibliothèque de St. Isidore hours were updated.

**MOTION: B21-010 To approve the revised Hours of Service Policy for Library Service Points as presented.**

Moved by: B. Pearson CARRIED

6.1.7 REVISED LIBRARY USE POLICY FOR LIBRARY SERVICE POINTS

The CEO reported that the policy updates are directly related to the pandemic. She also reported the Schedule A Unattended Minors has been added to the policy.

**MOTION: B21-011 To approve the revised Library Use Policy for Library Service Points as presented.**

Moved by: H. Ezio CARRIED

6.1.8 REVISED PERSONNEL POLICY FOR LIBRARY SERVICE POINTS

The CEO reported the policy required language corrections. She said a statement under sick leave was also added regarding a public health order.

**MOTION: B21-012 To approve the revised Personnel Policy for Library Service Points as presented.**

Moved by: G. Jones CARRIED

6.1.9 REVIEW RECORDS MANAGEMENT POLICY FOR LIBRARY SERVICE POINTS

The CEO reported this policy only required minor spelling and wording corrections.

**MOTION: B21-013 To approve the revised Records Management Policy for Library Service Points as presented.**

Moved by: P. Frixel CARRIED

6.1.10 REVISED SELECTION PURCHASE Deselection POLICY FOR LIBRARY SERVICE POINTS

The CEO reported that this policy required word corrections as well as a statement directly related to an infectious disease outbreak.

**MOTION: B21-014 To approve the revised Selection Purchase Deselection Policy for Library Service Points as presented.**

Moved by: B. Halabisky CARRIED

6.1.11 REVISED LEGISLATIVE BYLAWS OF THE PLS BOARD FOR ITS LIBRARY SERVICE POINTS

The CEO reported that this policy required grammar corrections as well as a statement directly related to an infectious disease outbreak. She said The Libraries Act name was corrected as well as statements were moved and reworded to align with The Libraries Act.

**MOTION: B21-015 To approve the revised Legislative Bylaws of the PLS Board for its Library Service Points as presented.**

Moved by: M. Jones CARRIED

6.1.12 INFRASTRUCTURE GRANT FINAL REPORT

The CEO reported that the Infrastructure Grant was totally expended by the end of 2020 and the final report was submitted to Alberta Municipal Affairs by December 31.

**MOTION: B21-016 To receive the Infrastructure Grant Final Report for information.**

Moved by: A. Underwood CARRIED

6.1.13 BOOK LOCKER BRIEFING

The CEO reported that the purpose of this briefing is to present a proposal for a joint project with Grande Prairie Public Library (GPPL), the County of Grande Prairie Libraries and Peace Library System (PLS) to install remote book lockers in Clairmont. She added that GPPL is purchasing a set of smart lockers for installation in the Wellington Resource Centre in the Hamlet of Clairmont and PLS has been asked to facilitate delivery and pickup of the books to the satellite location. She said that GPPL was originally looking for a January-February 2021 launch but supply and delivery issues mean it may not be until May or June.

The CEO reported that there are various costs associated with the lockers aside from the initial purchase. Most will be paid by GPPL, some by the



County and one will be shared by PLS. The \$500USD to set up a Polaris location will be paid by PLS outright as it is the contract holder, as well as the \$667 shared wrapping can be absorbed in software maintenance and promotional budgets.

**MOTION: B21-017 To receive the Book Locker Briefing for information.**

Moved by: M. Bainton CARRIED

6.1.13a PROPOSED MEMORANDUM OF AGREEMENT (GPPL, PLS, COUNTY OF GP)

The Chair questioned who will be responsible for the insurance and liability coverage for the book lockers. The CEO will confirm with the County of GP Library Board and GPPL.

**MOTION: B21-018 To have Administration confirm who is responsible for the insurance and liability for the book lockers once installed at the Wellington Resource Centre in Clairmont.**

Moved by: M. Bainton CARRIED

Due to the timing of the next Board meeting, the CEO will advise the Board via email of the answer to the question. The Chair asked the Board to reply to the CEO before Friday, March 5. If the majority are in favor, the Chair will sign the Memorandum of Agreement on Friday 5 March.

**MOTION: B21-019 To approve the Memorandum of Agreement, following clarification of the insurance and liability question, between GPPL, PLS and the County of GP to provide book lockers in the Wellington Resource Centre in Clairmont.**

Moved by: B. Halabisky CARRIED

7.1 NEW BUSINESS

7.1 2020 ANNUAL REPORT TO ALBERTA MUNICIPAL AFFAIRS

The CEO highlighted a few statistics from the report. The submission deadline for the report is February 28.

**MOTION: B21-020 To approve for submission to Alberta Municipal Affairs the 2020 Annual Report of Public Library Systems in Alberta as amended.**

Moved by: E. Garrow CARRIED

7.2 PADDLE PRAIRIE, DELINQUENCY AND POSSIBLE SOLUTION

The CEO reported that currently there are three invoices outstanding two from last year and one from this year, that have not been paid, with no explanation.

She said that mail has been returned with “no more library” written on the envelopes. She reported that since PLS is the Board of Record for the Paddle Prairie Library, it should have been informed, if not involved, of any changes in the library’s status, but they have had no communication.

The CEO has had a discussion with Collette Poitras at the Public Library Services Branch (PLSB), and it was suggested that monies from the Indigenous Populations Grant be used to pay the membership fees for Paddle Prairie for a set amount of time until they are able to pay for themselves again.

Ms Poitras suggested that possible reasons for the delinquency in invoices and the lack of communication is that the Métis communities in Canada and Alberta specifically are in conflict with the governments provincial and federal regarding funding of the two separate types of Métis communities.

Ms Poitras has offered to try to use her connections to get in touch with Paddle Prairie and ask them to communicate their issues with us and can bring to them an offer to use those Indigenous Grant funds to cover their membership fees for a certain amount of time,

After much discussion the Board agreed that a registered letter should be sent to the Paddle Prairie Métis Settlement asking if they still want to be an active member of Peace Library System and layout what PLS is willing to offer to make that happen going forward.

**MOTION: B21-021 To send a registered letter from the Chair to the Paddle Prairie Métis Settlement, cc’d to Alberta Municipal Affairs and Collette Poitras, asking the question about membership and how Peace Library System can best assist them going forward.**

Moved by: C. Zavisha CARRIED

### 7.3 2020 ANNUAL REPORTS FOR SIX LIBRARY SERVICE POINTS

K. Wiebe reported that the annual reports are completed for the six public libraries where PLS is the Board of Record. She said a copy will be emailed to each of the three municipal representatives.

**MOTION: B21-020 To approve for submission to Alberta Municipal Affairs the 2020 Annual Reports for the six public libraries where Peace Library System is the Board of Record.**

Moved by: C. Thiessen CARRIED

8. FOR INFORMATION

8.1 PLS LETTER TO LEANNE BEAUPRE, REEVE COUNTY OF GP

The CEO reported that this letter was sent in response to an interview Reeve Leanne Beaupre gave to Everything GP.

8.2 PLS NEWS & NOTES – SPRING 2021

The newsletter will be mailed to each Board member.

**MOTION: B21-023 To receive items 8.1 – 8.2 for information.**

Moved by: R. Dreger CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

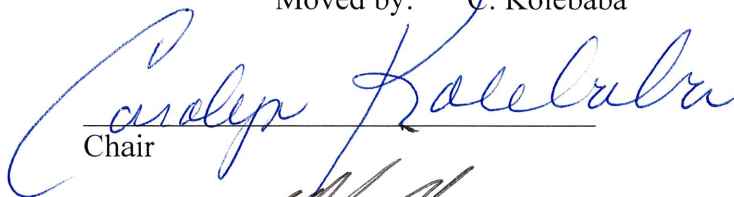
10. NEXT MEETINGS

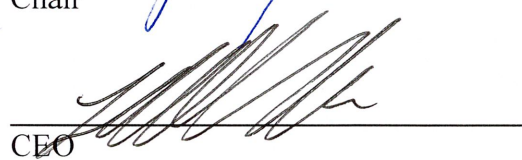
Personnel: February 27, 2021 (following Board meeting)  
Executive: April 17, 2021 (TBA)  
Board: May 29, 2021 (Grande Prairie)  
Executive: July 24, 2021 (TBA)  
Board: September 18, 2021 (TBA)  
Executive: October 23, 2021 (TBA)  
Board/Christmas Party: November 27, 2021 (Grande Prairie)

11. ADJOURNMENT

**MOTION: B21-024 To adjourn the meeting at 12:30 p.m.**

Moved by: C. Kolebaba CARRIED

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
CEO

May 29, 2021  
\_\_\_\_\_  
Date