

**PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES, VIA ZOOM
MAY 29, 2021**

Present:	Carolyn Kolebaba, Chair Cindy Hockley Lorrie Shelp Denise Joudrey Peter Frixel Ray Skrepnek Stan Golob Lindsay Brown Meesha Bainton Chris Thiessen Roxie Chapman Dennis Sukeroff Brian Gilroy Camille Zavisha Sandra Miller Brad Pearson Sunni-Jeanne Walker Marie-Anne Jones Cheryl Novak Belinda Halabisky Brendan Powell Sandra Eastman Elaine Manzer Michelle Farris Roxann Dreger John Moen Clint Froehlick Harry Ezio Elaine Garrow Raoul Johnson Tanya Boman Anna Underwood	Northern Sunrise County Village of Berwyn Big Lakes County Birch Hills County Clear Hills County MD of Fairview No. 136 Town of Fairview Town of Falher Town of Fox Creek City of Grande Prairie MD of Greenview No. 16 Town of Grimshaw Town of High Prairie Village of Hines Creek Village of Hythe MD of Lesser Slave River No. 124 Town of Manning Town of McLennan Village of Nampa County of Northern Lights MD of Opportunity No. 17 MD of Peace No. 135 Town of Peace River Town of Rainbow Lake Village of Rycroft Saddle Hills County Town of Sexsmith Town of Spirit River MD of Spirit River No. 133 MD of Smoky River No. 130 Town of Valleyview Town of Wembley
Regrets:	Linda Waddy Brent Anderson Vacant Vacant	County of Grande Prairie No. 1 Town of High Level Village of Donnelly Village of Girouxville
Absent:	Gena Jones Reta Nooskey Joy McGregor	Town of Beaverlodge Paddle Prairie Métis Settlement 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 10:30 a.m. and conducted roll call.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B21-025 To approve the agenda as presented.

Moved by: R. Johnson CARRIED

3. MINUTES OF FEBRUARY 27, 2021 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B21-026 To accept the minutes of the February 27, 2021 meeting as presented.

Moved by: R. Chapman CARRIED

4. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

5. 2020 YEAR IN REVIEW

5.1 CHAIR’S REPORT

The Chair had nothing to add to her written report.

5.2 PERSONNEL COMMITTEE REPORT

R. Chapman, Chair of the Personnel Committee, had nothing to add to her written report. She thanked the CEO for providing the Personnel Committee 2020 highlights.

5.3 PLAN OF SERVICE COMMITTEE REPORT

L. Shelp, Chair of the Plan of Service Committee, had nothing to add to her written report. She thanked the CEO for providing the Plan of Service Committee 2020 highlights.

MOTION: B21-027 To receive items 5.1-5.3 for information.

Moved by: C. Novak CARRIED

5.4 2020 ANNUAL REPORT

The CEO reviewed the 2020 Annual Report pointing out the increased usage of eResources which was mainly due to the COVID-19 restrictions on in person visits to libraries.

MOTION: B21-028 To approve the 2020 Annual Report as amended for distribution.

Moved by: E. Manzer CARRIED

5.5 2020 AUDITED FINANCIAL STATEMENTS

Cory Lefebvre from Fulcrum Group reviewed the statement of financial position, changes in net assets, 2020 revenue and expenditures and related notes. He reported that the financial statements present Peace Library System's financial position fairly and that it was a clean audit. He thanked the CEO and PLS staff for all their assistance during the audit.

The Chair confirmed with the CEO that a Management letter had been received from Fulcrum Group and instructed that it be sent out to the Board.

MOTION: B21-029 To approve the 2020 Audited Financial Statements for distribution.

Moved by: B. Halabisky CARRIED

6. APPOINTMENT OF AUDITOR FOR 2021

6.1 FULCRUM GROUP AUDIT PROPOSAL 2021-2023

The CEO reported that Fulcrum Group had submitted an audit proposal for 2021-2023. She said PLS has had a very good relationship with them and is very confident in their work. It was discussed whether to approve Fulcrum Group's three-year audit proposal or send out RFPs for a three-year audit term.

MOTION: B21-030 To send out RFPs to local auditing firms requesting quotes for a three-year term, 2021-2023.

Moved by: S. Eastman CARRIED

7. REPORTS

7.1 CEO's

The CEO highlighted her written report and provided a verbal update. She reported that a staff member has lost her grandfather and a card has been sent. She said the

Government has just announced new phases to reopen Alberta. Libraries have been included in Phase 2, which means they should be able to reopen mid-June.

She reported that the Alberta Library Conference has announced dates for 2022, 28 April-1 May. She reminded those Trustees that had been approved to attend ALC in 2020 and asked if they would be the attendees for 2022. The Chair requested that this be discussed at the November Board meeting following the fall municipal elections.

7.2 CHAIR'S

The Chair had nothing more to report.

7.3 TECHNICAL SERVICES

J. Ayles highlighted her written report and provided a verbal update. She reported that a temp. had been hired to assist in acquisitions with the backlog of materials coming in. She said the practicum student they hosted from SAIT has been hired temporarily to assist with the backlog in cataloging. She added they have contacted the vendors for a quote on having some books arrive at PLS headquarters already processed, which would help with the cataloging backlog.

When asked about the timing of the smart lockers being installed in the Wellington Resource Centre in Clairmont, J. Ayles reported she has had some technical inquiries from the vendor, and the lockers should be delivered in late June and operational in July.

7.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles highlighted her written report and provided a verbal update. She said the upgrade to Polaris 7.0 is tentatively scheduled for July 6 which will address issues associated with the Polaris 6.7 upgrade.

She reported that they are working with Grande Prairie Public Library to move its website over to the PLS website platform. She said any additions to the platform that aren't normally provided to member libraries will be paid for by GPPL.

7.5 CONSULTING SERVICES

K. Wiebe highlighted her written report and provided a verbal update. She said virtual coffee chats have been scheduled for June 7 and 10. Plans are still on target for the TD-Summer Reading Club, theme Game On. 20 PLS libraries have signed up and another 18 libraries will be doing an independent summer ready program.

The 2021 Stronger Together Virtual Conference will be held on September 22-24. She said contracts have been signed for the keynotes and to check the conference website for more information.

7.6 THE ALBERTA LIBRARY (TAL)

The CEO reported that the Online Reference Centre (ORC), that is managed by TAL and funded by Municipal Affairs, is closing as of the end of the school year. She said this puts a large gap in the online offerings libraries have available to them and unfortunately PLS will not be able to fill it adequately. She said there are rumors that the Government is intending to negotiate its own contracts with the vendors in the ORC and not go through TAL but it will take a couple of years to get those contracts in place, and they will also cost the government a lot more than TAL is currently paying. She said it is also uncertain whether it will be free to access or restricted to schools and educators. In the interim TAL is negotiating with Gale Online to provide a service called Discovery Link but at this time it looks like it will only be offered to schools directly. The CEO attended an orientation for new TAL board members on 20 May and attended her first TAL board meeting on 28 May.

7.7 THE ALBERTA LIBRARY TRUSTEES' ASSOCIATION (ALTA)

7.7.1 LETTER FROM ALTA, MAY 15, 2021

D. Joudrey reported that the letter everyone received in the meeting package sums up the events at the ALTA. She said that stemming from the organizational review, the board of directors have made the difficult decision to end the position of the Executive Director, Heather Mayor-Colson. She added that effective immediately they will be contracting their Administrative and Financial support services to The Alberta Library. She said that coffee chats are hosted monthly for member trustees to network and learn from one another.

7.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The CEO reported that the TRAC audit has been completed, reviewed and approved by the consortium. No outstanding issues were identified, and the society has been described as a going concern, meaning the finances are healthy and there are no funding or spending issues that need dealt with. The TRAC Advisory Council, a meeting that usually happens in May, has been scheduled for Tuesday 5 October in Spruce Grove at the Yellowhead Regional Library offices. If the meeting can be held face-to-face, someone from Innovative, the company that provide the Polaris ILS, will be invited to talk about new features and training opportunities.

MOTION: B21-031 To receive items 7.1 – 7.8 for information.

Moved by: J. Moen

CARRIED

8. COMMITTEE

8.1 PERSONNEL

8.1.1 DRAFT MINUTES OF FEBRUARY 27, 2021 MEETING

MOTION: B21-032 To receive the draft minutes of the February 27, 2021 Personnel Committee meeting for information.

Moved by: R. Johnson CARRIED

8.2 EXECUTIVE/FINANCE

8.2.1 DRAFT MINUTES OF THE APRIL 17, 2021 MEETING

MOTION: B21-033 To receive the draft minutes of the April 17, 2021 Executive Committee meeting for information.

Moved by: L. Shelp CARRIED

8.2.2 FINANCIAL STATEMENT– MARCH 2021

The CEO pointed out that the revenue is where it should be for this time of year. She said the French Language Resource (FLRC) Grant is lower than expected due to family issues the cataloger has been dealing with which means there has been less cataloging completed for the FLRC. She highlighted each department pointing out where line items are higher or lower than expected and the reasons behind that.

MOTION: B21-034 To accept the March Financial Statement for information.

Moved by: S. Golob CARRIED

8.2.3 UPDATED FIVE-YEAR CAPITAL PLAN

The CEO provided anticipated expenditures and capital reserve balances for each year of the Five-Year Capital Plan.

MOTION: B21-035 To approve the updated Five-Year Capital Plan as presented.

Moved by: C. Thiessen CARRIED

8.2.4 DESTRUCTION OF 2013 ACCOUNTING RECORDS

The Chair reported that the 2013 accounting records were sent for shredding on May 6 as per policy.

MOTION: B21-036 To ratify the destruction of Peace Library System's 2013 accounting records.

Moved by: C. Novak CARRIED

8.2.5 REVISED BANKED TIME POLICY

The CEO reviewed the updated wording on the Banked Time Policy as well as the agreement.

MOTION: B21-037 To approve the revised Banked Time Policy as presented.

Moved by: C. Froehlick CARRIED

8.2.6 MUNICIPAL AFFAIRS POPULATION ESTIMATES BRIEFING
8.2.6.1 MUNICIPAL AFFAIRS POPULATION COUNT COMPARISON

The CEO reported that the purpose of this document is to present for information the population counts, and estimates done by the Government of Alberta for the purposes of allotment billing. She said the Government of Alberta has decided to distribute population estimates for 2020 and going forward rather than the actual population counts done by municipalities themselves.

She has contacted various Government departments as per the Executive Committee's directive trying to get an answer as to why the 2016 estimates are not the same as the actual 2016 Municipal Population figures but she has not received a definitive answer.

She said the two municipalities with the biggest change are Big Lakes County and County of Northern Lights since the Government is including population numbers from Métis Settlements that are within their boundaries.

The CEO said that the billings for January to June 2021 were based on the 2019 Official Population count and she requested the same numbers be used for the June to December 2021 billings. Going forward she said the population numbers provided by the Government will have to be used for billings, but she requested that the population of the Métis Settlements be subtracted from the population estimate.

MOTION: B21-038 To use the 2019 Official Population count for the July 1 to December 31, 2021 billing cycle.

Moved by: E. Manzer CARRIED

MOTION: B21-039 To write a letter to the Hon. Ric McIver, Minister of Municipal Affairs, expressing the Boards concern with the 2016 Population estimates, cc to the Hon. Jason Kenny, Premier and the Hon. Travis Toews, Minister of Finance.

Moved by: M. Jones CARRIED

MOTION: B21-040 To write a letter to the chairs of the other system boards highlighting the changes in population and the governments methods of counting and how it will affect Peace Library System and the billing process and asking them for support in protesting the changes and lack of explanation or information from the Government of Alberta. Include a copy of the letter to the Hon. Ric McIver, Minister of Municipal Affairs.

Moved by: E. Garrow

CARRIED

9.1 NEW BUSINESS

9.1 INDIGENOUS SERVICES REPORT

The CEO reported that this written and financial report summarizes the activities in the Peace region to expand services to Indigenous patrons and communities between April 1, 2020 and March 31, 2021. Peace Library System (PLS) gathered data from member libraries, compiled the responses, and submitted a report to the PLSB on 22 April 2021. She said that due to the COVID-19 pandemic, there has been little activity since mid-March of 2020.

She said the focus of the 2020-2021 grant expenditures has been on physically taking materials, programs and services to Indigenous communities and on presenting anti-racism awareness training and content for library workers.

Libraries and PLS reported on outreach to Indigenous communities in 9 Communities – Chateh (Dene Tha’ First Nation), Duncan’s First Nation, Kapawe’no First Nation, Sucker Creek First Nation, East Prairie Métis Settlement, Gift Lake Métis Settlement, Peavine Métis Settlement, Whitefish Lake First Nation, and Fox Lake-Little Red River Cree Nation. They also provided 13 in-house programs.

PLS was unable to spend the funds prior to March 31, 2021 and will not be able to offer outreach services until COVID-19 restrictions are lifted. They have been given permission to carry over \$229,339 to 2021-2022 to continue outreach to the Indigenous communities. If restrictions are lifted in the fall there are plans to hire another liaison worker to go out into the communities as well as hosting a speaker series.

MOTION: B21-041 To receive the Indigenous Services Grant report for information.

Moved by: B. Halabisky

CARRIED

10. FOR INFORMATION

10.1 LETTER ~ COUNTY OF GP LIBRARY BOARD

10.2 LETTER ~ TOWN OF SEXSMITH LIBRARY BOARD

- 10.3 LETTER ~ ALDEN ARMSTRONG FOR PADDLE PRAIRIE LIBRARY
- 10.4 LETTER ~ MINISTER GLUBISH FOR SUPERNET
- 10.5 EMAIL ~ HON. NATE GLUBISH RESPONSE RE SUPERNET
- 10.6 LETTER ~ MP WARKENTIN CELA FUNDING 2021
- 10.7 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SUMMER, 2021

MOTION: B21-042 To receive items 10.1 – 10.7 for information.

Moved by: D. Joudrey CARRIED

11. MEMBERS' BUSINESS/ROUND ROBIN

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

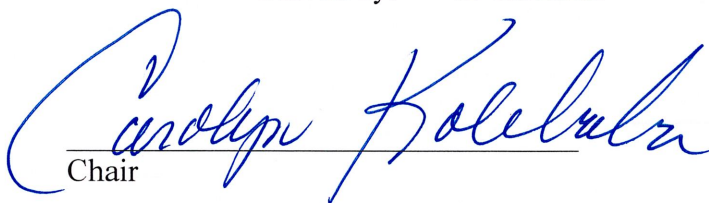
12. NEXT MEETINGS

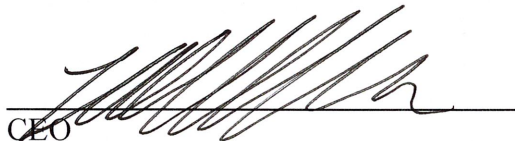
Executive: July 24, 2021 (TBA)
Board: September 18, 2021 (TBA)
Executive: October 16, 2021 (TBA)
Board/Christmas Party: November 27, 2021 (Grande Prairie)

13. ADJOURNMENT

MOTION: B21-043 To adjourn the meeting at 12:58 p.m.

Moved by: C. Thiessen CARRIED


Chair


CEO

September 18, 2021
Date