

**PEACE LIBRARY SYSTEM  
BOARD OF DIRECTORS VIRTUAL MEETING  
GRANDE PRAIRIE  
MAY 23, 2020**

<b>Present</b>	Carolyn Kolebaba (Chair)	Northern Sunrise County
	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
	Stan Golob	Town of Fairview
	Lindsay Brown	Town of Falher
	Meesha Bainton	Town of Fox Creek
	Chris Thiessen	City of Grande Prairie
	Roxie Rutt	MD of Greenview No. 16
	Dennis Sukeroff	Town of Grimshaw
	Brent Anderson	Town of High Level
	Sandra Miller	Village of Hythe
	Brad Pearson	MD of Lesser Slave River No. 124
	Sunni-Jeanne Walker	Town of Manning
	Philippa O'Mahony	Town of McLennan
	Cheryl Novak	Village of Nampa
	Sandra Eastman	MD of Peace No.135
	Elaine Manzer	Town of Peace River
	Michelle Farris	Town of Rainbow Lake
	Roxann Dreger	Village of Rycroft
	John Moen	Saddle Hills County
	Clinton Froehlick	Town of Sexsmith
	Joy McGregor	Town of Slave Lake
	Raoul Johnson	MD of Smoky River No. 130
	Harry Ezio	Town of Spirit River
	Elaine Garrow	MD of Spirit River No. 133
	Tanya Boman	Town of Valleyview
	Anna Underwood	Town of Wembley
	<b>Regrets</b>	Linda Waddy
Belinda Halabisky		County of Northern Lights
Reta Nooskey		Paddle Prairie Métis Settlement
Vacant		Village of Donnelly
Vacant		Village of Girouxville
<b>Absent:</b>	Gena Jones	Town of Beaverlodge
	Debbie Rose	Town of High Prairie
	Camille Zavisha	Village of Hines Creek
	Brendan Powell	MD of Opportunity No. 17
<b>Guest:</b>	Cory Lefebvre	Fulcrum Group
<b>Staff:</b>	Linda Duplessis, Director	
	Alrene Dempster, Executive Assistant (minutes)	
	Janet Ayles, IT Services Manager	
	Katherine Wiebe, Consulting Services Manager/Assistant Director	

1. CALL TO ORDER AND INTRODUCTIONS

The Chair called the meeting to order at 10:30 a.m. A role call was taken.

2. APPROVAL OF AGENDA

**MOTION: B20-014 To approve the agenda as presented.**

Moved by: E. Manzer CARRIED

3. MINUTES OF FEBRUARY 22, 2020 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B20-015 To accept the minutes of the February 22, 2020 meeting as presented.**

Moved by: J. Moen CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 SUPERNET UPDATE

J. Ayles reported that because of the COVID-19 pandemic the SuperNet transition project has been suspended. With no indication when the project will resume, it is uncertain when PLS libraries will be transitioned to the new SuperNet service.

**MOTION: B20-016 To receive the SuperNet Update report for information.**

Moved by: R. Dreger CARRIED

4.2 DELIVERY SERVICE

J. Ayles reported that libraries were asked to cease using Government Courier to deliver items as of March 17. For the same reason, PLS suspended its van delivery on March 20. At the request of library staff who were still working, PLS allowed contactless pick-up of new items starting April 3. A modified van run with contactless delivery began on May 5. Depending on the date of the stage 2 relaunch, PLS will go ahead with the new delivery schedule at the end of June.

**MOTION: B20-017 To receive the Delivery Service report for information.**

Moved by: C. Novak CARRIED

5. 2019 YEAR IN REVIEW

5.1 CHAIR'S REPORT

C. Kolebaba reviewed Peace Library System (PLS) highlights for 2019.

With the dissolution of the Town of Grande Cache, PLS was pleased to welcome the Grande Cache library into the System and worked hard to integrate the library.

Through the Indigenous Populations Grant, PLS continued to work with member libraries to extend programs and services to seven Indigenous communities near High Prairie, High Level, Grimshaw and Valleyview.

PLS held another successful fall conference titled *The Power of People* and worked with a local marketing firm to develop a popular fall regional campaign. *Save Money - Use Your Library* invited people to borrow from libraries and track their savings.

She reported that through a partnership with Marigold Library System, PLS transitioned about half of its libraries to new websites and prepared the rest for completion in early 2020.

The Chair thanked her fellow Board members for their commitment to regional library service and thanked PLS staff for all they accomplished in 2019.

**MOTION: B20-018 To receive the Chair's report for information.**

Moved by: M. Farris CARRIED

5.2 2019 ANNUAL REPORT

The Director highlighted services and statistics in 2019. Copies of the 2019 Annual Report were distributed to the Board and copies will be sent to Councils and Library Boards following the meeting.

**MOTION: B20-019 To approve the 2019 Annual Report for distribution.**

Moved by: R. Rutt CARRIED

5.3 PERSONNEL COMMITTEE REPORT

Roxie Rutt reported that the Personnel met on March 16 and September 14. The Committee reviewed and revised several personnel policies as part of a focused policy review. They also reviewed personnel needs and expenditures for 2020 and worked in tandem with the Executive Committee to conduct the Director's annual performance review.

**MOTION: B20-020 To receive the Personnel Committee report for information.**

Moved by: B. Pearson CARRIED

#### 5.4 PLAN OF SERVICE COMMITTEE REPORT

Lorrie Shelp reported that the Plan of Service Committee met on November 30. The Committee reviewed policies as per the policy schedule. She reported that in 2020 the Plan of Service Committee will review additional policies and will begin preliminary planning for a Needs Assessment in 2021. After consultation with stakeholders, a new Plan of Service will be developed for 2022-2024.

**MOTION: B20-021 To receive the Plan of Service Committee report for information.**

Moved by: S. Walker CARRIED

#### 5.5 2019 AUDITED FINANCIAL STATEMENTS

Cory Lefebvre from Fulcrum Group reviewed the statement of financial position, changes in net assets, 2019 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 Director and PLS staff for all their assistance during the audit.

**MOTION: B20-022 To approve the 2019 Audited Financial Statements for distribution.**

Moved by: S. Walker CARRIED

#### 6 APPOINTMENT OF AUDITOR FOR 2020

The Director referenced Motion B18-022 from the May 26, 2018 Board meeting, where Fulcrum Group was appointed as the auditing firm for 2018, 2019 and 2020.

#### 7. REPORTS

##### 7.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

The 2019-2021 Plan of Service includes provision for a school needs assessment in order to plan school services for the future. A short survey was sent to superintendents, principals, and librarians. The preliminary results indicate overall satisfaction with Peace Library System (PLS) service packages and a need to communicate more information about PLS services.

She reported that after pressure from libraries and municipal leaders, and in light of the COVID-19 situation, in mid-March publisher Macmillan abandoned its controversial embargo on new release eBooks in libraries. They also announced that they would be lowering some eBook prices on a short term basis to help expand libraries collections in these difficult times.

## 7.2 CHAIR'S

C. Kolebaba reported that half of the provincial operating grants for libraries and libraries systems will be sent out in the spring, with the rest to follow in the fall. She also reported that Diana Davidson from the Public Library Services Branch has kept libraries up to date regarding guidelines and restrictions while libraries are closed due to COVID-19.

## 7.3 TECHNICAL SERVICES

J. Ayles provided highlights from the Technical Services report.

She reported that the number of incoming orders has slowed down a bit given the COVID-19 situation, but some libraries are still submitting orders. The vendors are still operating, so PLS is still receiving items and getting them on the shelves for the cataloguers.

With the interruption to the normal routine at PLS headquarters, staff have been stepping outside their regular routine to work on things that they do not normally do like inventory and disc cleaning.

She also reported that the two Nissan vans purchased for the new delivery routes should be delivered next week.

## 7.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from the IT Services report.

She reported that all Windows 7 computers on the PLS network have been upgraded to Windows 10 or removed from the network. ACSI completed the Cyber Security Assessment in February and provided a report in mid-March. PLS will take that report and create a plan to increase network security.

On February 25, PLS increased the internet bandwidth to PLS headquarters and member libraries on the PLS network. Bandwidth was increased from 100Mbps to 200Mbps. The main project for the IT Department this summer will be the server replacement. IT staff will work to create a plan for server infrastructure that will support PLS and library operations for the next five years.

## 7.5 CONSULTING SERVICES

K. Wiebe provided highlights from the Consulting Services report.

She reported that the plans are still on target for the Summer Reading Club, theme Game On, with the Shortgrass Library System fulfilling the provincial coordinator duties. The Club has made the switch to a fully virtual program for 2020 and about 30 libraries have signed-up.

She reported that given the uncertainty with COVID-19 and restrictions on large gatherings possibly into the fall, PLS has cancelled the in-person Rural Libraries

Conference. Yellowhead Regional Library has decided to create a live-stream conference and has invited PLS to participate.

The Consulting Department has been busy updating training brochures and providing webinars for library staff on a variety of eResource topics and working on some of the Plan of Service goals for 2020. While libraries are closed, and non-essential travel is discouraged, consultants are frequently in touch by email, phone, and webinar to assist the libraries.

The use of more popular eResources continues to increase considerably. Given the increased interest in eResources, consultants have adjusted the spending targets for 2020 to do more collection building on OverDrive and cloudLibrary eBook platforms.

7.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported the next TAL Board meeting will be on June 19. TAL has purchased the platform to host virtual conferences which will allow Yellowhead Regional Library, Parkland Regional Library and Peace Library System to host a joint fall library conference.

7.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

D. Joudrey reported that the ALTA is holding its AGM on June 13. ALTA would appreciate any library trustee who could join the meeting to register and attend. She will send the Zoom meeting information to A. Dempster to forward to the PLS Trustees.

7.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that the TRAC Directors meet regularly via Zoom. She reported there is a new account representative from Innovative, which owns Polaris, who is very helpful and responsive. She said that the new TRACpac app should be ready to launch when the libraries reopen.

**MOTION: B20-023 To receive items 7.1 – 7.8 for information.**

Moved by: J. Moen CARRIED

8. COMMITTEES

8.1 PLAN OF SERVICE

8.1.1 DRAFT MINUTES OF THE NOVEMBER 30, 2019 MEETING

**MOTION: B20-024 To receive the minutes of the November 30, 2019 Plan of Service Committee meeting for information.**

Moved by: M. Bainton CARRIED

8.2 PERSONNEL

8.2.1 DRAFT MINUTES OF THE FEBRUARY 22, 2020 MEETING

**MOTION: B20-025 To receive the minutes of the February 22, 2020 Personnel Committee meeting for information.**

Moved by: E. Manzer CARRIED

8.3 EXECUTIVE/FINANCE

8.3.1 DRAFT MINUTES OF THE APRIL 18, 2020 MEETING

**MOTION: B20-026 To receive the minutes of the April 18, 2020 Executive Committee meeting for information.**

Moved by: S. Golob CARRIED

8.3.2 FINANCIAL STATEMENT– MARCH, 2020

The Director reviewed the balance sheet explaining the cash on hand is higher than normal due to the uncertainty with COVID-19. She highlighted expenditures in each department, pointing out that they are on track for this time of year. She reported that there will be more e-Resources purchased due to libraries being closed and patrons accessing more resources online.

**MOTION: B20-027 To receive the March, 2020 Financial Statement for information.**

Moved by: S. Walker CARRIED

8.3.3 UPDATED FIVE-YEAR CAPITAL PLAN

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

**MOTION: B20-028 To approve the Five-Year Capital Plan as presented.**

Moved by: P. O'Mahony CARRIED

8.3.4 DESTRUCTION OF 2012 ACCOUNTING RECORDS

The Director reported that the 2012 accounting records were sent for shredding in May, as per policy.

**MOTION: B20-029 To ratify the destruction of Peace Library System's 2012 accounting records.**

Moved by: C. Froehlick CARRIED

8.3.5 REVISED TRUSTEE AND STAFF EXPENSES POLICY

The Chair reported that this policy has been reviewed by the Executive Committee and they recommended the accommodation allowance per night be increased to \$50.

**MOTION: B20-030 To approve the revised Trustee and Staff Expenses Policy as presented.**

Moved by: D. Joudrey CARRIED

8.3.6 REVISED ACCIDENT & ILLNESS REPORTING POLICY

K. Wiebe reported that this policy has been reorganized to separate illness reporting and accident reporting and wording has been updated.

**MOTION: B20-031 To approve the revised Accident & Illness Reporting Policy as presented.**

Moved by: B. Pearson CARRIED

8.3.7 REVISED PERFORMANCE APPRAISALS AND CLASSIFICATIONS POLICY

The Director reported that this policy includes minor updates as well as simplified approach to deal with employee requests for reclassification.

**MOTION: B20-032 To approve the revised Performance Appraisals and Classifications Policy as presented.**

Moved by: L. Brown CARRIED

8.3.8 REVISED POLICY ON POLICY MAKING

The Director reported that the revisions strengthen the purpose of the policy and clarify the role of standing committees in policy development.

**MOTION: B20-033 To approve the revised Policy on Policy Making as presented.**

Moved by: C. Novak CARRIED

8.3.9 REVISED TRUSTEE CONTINUING EDUCATION POLICY

The Director reported that the policy has been updated to reflect current practice, to delete references to the Canadian Library Association, and to add attendance at the Rural Libraries Conference.

**MOTION: B20-034 To approve the revised Trustee Continuing Education Policy as presented.**

Moved by: L. Shelp CARRIED

### 8.3.10 REVISED TRUSTEE RECOGNITION POLICY

The Director reported that this policy has been updated to include recognition for trustees who have served less than five years and for 30 years of service.

**MOTION: B20-035 To approve the revised Trustee Recognition Policy as presented.**

Moved by: C. Froehlick CARRIED

### 8.3.11 REVISED WORKPLACE HEALTH AND SAFETY POLICY

K. Wiebe reported that the Occupational Health and Safety Code wording regarding appropriate footwear has been added.

**MOTION: B20-036 To approve the revised Workplace Health and Safety Policy as presented.**

Moved by: E. Manzer CARRIED

### 8.3.12 REVISED SICK LEAVE POLICY

L. Duplessis reported that this policy has been reviewed by the Personnel Committee and the Executive Committee. She reported a revision has been made to specify the maximum amount of paid sick time an employee may use to take care of someone in their household who is sick. As well, a new Pandemic Policy has been referenced and clarity has been added to the use of medical appointments.

**MOTION: B20-037 To approve the revised Sick Leave Policy as amended.**

Moved by: S. Eastman CARRIED

### 8.3.13 CEO RECRUITMENT REPORT

C. Kolebaba reported that on October 27, 2019, Linda Duplessis advised the Executive Committee that she planned to retire effective July 31, 2020, with her last day of work being June 30, 2020.

The Executive Committee initiated a CEO recruitment strategy. A small Ad Hoc Recruitment Committee was formed to create the advertisement, shortlist candidates, interview candidates and recommend the successful candidate. A job ad was posted in early February on a number of job boards, university sites and other sources.

The Recruitment Committee reviewed the applications on March 9 and conducted preliminary interviews on March 30 and second interviews on April 8, all via Zoom. After a recommendation to the Executive Committee, Louisa Robison was offered the position effective August 10, 2020. Linda Duplessis postponed her retirement date to the end of August to allow for overlap.

**MOTION: B20-038 To ratify the Executive Committee’s motion to hire Louisa Robison as Chief Executive Officer (CEO) effective August 10, 2020.**

Moved by: M. Farris CARRIED

**MOTION: B20-039 To thank the CEO Recruitment Committee and to dissolve the committee.**

Moved by: M. Bainton CARRIED

9. NEW BUSINESS

9.1 COVID-19 REPORT

L. Duplessis provided highlights from the COVID-19 Report. She reported that public libraries are closed to the public and school libraries have no students, but Peace Library System (PLS) is continuing to support libraries as much as possible. Once libraries were closed, immediate steps were taken to increase virtual services to assist people who were self-isolating or out of work.

She reported that ten staff are currently working in the building and seven are working from home. Their goal is to support and assist libraries in as many ways as possible as they strive to offer services in a very difficult environment.

She reported that due to COVID-19, meetings and conference were canceled and the annual Summer Reading Program has moved to a virtual program. The fall Rural Libraries Conference has been cancelled but its will partner with other library systems to offer a virtual conference.

**MOTION: B20-040 To receive the COVID-19 Report for information.**

Moved by: R. Rutt CARRIED

9.2 2019-2020 INDIGENOUS SERVICES GRANT FINAL REPORT

The Director summarized the activities in the Peace region to expand services to Indigenous patrons and communities between April 1, 2019 and March 31, 2020, noting that due to the COVID-19 pandemic, there has been no activity since mid-March.

She reported that the focus of the 2019-2020 grant expenditures has been on working with libraries to physically take materials, programs and services to Indigenous communities. Individual libraries have also increased their services with an Indigenous focus. The number of in-library programs offered increased by 500 per cent and the number of cardholders by 42 per cent.

She reported that PLS helped sponsor twelve presentations by the Sixties Scoop Indigenous Society of Alberta (SSISA) at public libraries across the province in 2019 and planned and paid for five presentations in the Peace region in 2020. Due

to the COVID-19 restrictions on gatherings of more than fifteen people, these presentations will likely have to be postponed to the fall of 2020 or the spring of 2021. PLS has also partnered with the MD of Opportunity Library Board to video record a series of interviews with Indigenous elders in Wabasca and Sandy Lake (Bigstone Cree Nation).

**MOTION: B20-041 To receive the 2019-2020 Indigenous Services Grant Final Report for information.**

Moved by: D. Joudrey CARRIED

10. FOR INFORMATION

- 10.1 MINISTER OF MUNICIPAL AFFAIRS - INTERNET CONNECTIVITY
- 10.2 MINISTER OF MUNICIPAL AFFAIRS - OPERATING GRANTS
- 10.3 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SUMMER, 2020

**MOTION: B20-042 To receive item 10.1 – 10.3 for information.**

Moved by: E. Garrow CARRIED

11. MEMBERS' BUSINESS/ROUND ROBIN

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

12. NEXT MEETINGS

Executive: July 25, 2020 (Grande Prairie)  
Board: September 12, 2020 (TBA)  
Executive: October 24, 2020 (Hythe)  
Board/Christmas Party: November 28, 2020 (Grande Prairie)

13. ADJOURNMENT

**MOTION: B20-043 To adjourn the meeting at 12:54 p.m.**

Moved by: L. Brown CARRIED

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Chair

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CEO

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Date