

PEACE LIBRARY SYSTEM
GENERAL BOARD MEETING MINUTES
HIGH PRAIRIE, ALBERTA
SEPTEMBER 14, 2013

Present: Veronica Bliska, Chair MD of Peace No. 135
Mary Hermans Town of Beaverlodge
Lorrie Shelp MD of Big Lakes
Bonnie Bigam Clear Hills County
Ray Skrepnek MD of Fairview No. 136
Lynn Farrell Town of Falher
Lynne Coulter Grande Prairie Public Library
Brock Smith County of Grande Prairie No. 1
Tom Burton MD of Greenview No. 16
Darcie Acton MD of Lesser Slave River No. 124
Brenda Kerr Town of Manning
Philippa O'Mahony Town of McLennan
Joan Harbaruk County of Northern Lights
Carolyn Kolebaba Northern Sunrise County
Reta Nooskey Paddle Prairie Metis Settlement
Colin Needham Town of Peace River
Cindy Clarke Saddle Hills County
Claude Lagace Town of Sexsmith
Mark Missal Town of Slave Lake
Raoul Johnson MD of Smoky River No. 130
Denise Skoworodko Town of Spirit River
Elaine Garrow MD of Spirit River No. 133
Warren Stewart Town of Valleyview

Regrets: Vacant Village of Berwyn
Vacant Village of Donnelly
Anton Prybysh Town of Fairview
John Croken City of Grande Prairie
Bob Regal Town of Grimshaw
Tara Jones Town of Wembley

Absent: Dale Janzen Birch Hills County
Bernie Hornby Town of Fox Creek
Chris MacLeod Town of High Level
James Waikle Town of High Prairie
Don Seymour Village of Hines Creek
Carol Descoteaux Village of Hythe
Cheryl Novak Village of Nampa
Dollie Anderson MD of Opportunity No. 17
Michelle Farris Town of Rainbow Lake
Whitney Burbach Village of Rycroft

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 10:35 a.m.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B13-031 To approve the agenda as presented.

Moved by: C. Clarke CARRIED

3. MINUTES OF MAY 11, 2013 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B13-032 To accept the minutes of the May 11, 2013 meeting as presented.

Moved by: R. Skrepnek CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 INFRASTRUCTURE ASSESSMENT

The Director reported that a general contractor and an engineer had looked at the building issues in the southeast corner. They both agreed that building shifting is normal for this area and there are no serious structural concerns at this time. They recommended that the pooling of water on the roof be addressed right away. The Director reported that a roofer has been contacted to examine the roof.

4.2 MACKENZIE COUNTY MEMBERSHIP

The Director reported that a letter has been sent to the Mackenzie County Library Board terminating the *Agreement for the Provision of Access to the Alberta Public Library Electronic Network and Associated Services* effective December 31, 2013. A letter of response, including a request for specific information on membership and the benefits of System services, was received by PLS on July 30. The Director has provided the Mackenzie County Library Board with the information but has not yet had a response.

MOTION: B13-033 To receive the Mackenzie County membership report for information.

Moved by: W. Stewart CARRIED

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that she attended the grand opening of the Rotary Club of Slave Lake Public Library on September 13 with Jen Anderson.

She reported that a letter is being sent to Chris Warkentin requesting his assistance in speeding up PLS's request for municipal status for GST purposes.

Bill C-321 [*An Act to Amend the Canada Post Corporation Act (library materials)*] received Royal Assent on June 19. This enshrines the special Library Book Rate for loaning books between libraries and extends it to non-print materials. Letters of thanks have been sent to MP Merv Tweed for his perseverance over the last six years and to MP Chris Warkentin for his support.

The Public Library Services Branch is moving ahead with an initiative called Alberta-wide Borrowing that will allow people to use their local library card at any public library in Alberta. A TAL card will still be needed to borrow from college and university libraries. In addition, TAL Online, which is where patrons go to place requests online for materials from college and university libraries and public libraries outside of TRAC, is being completely revamped.

The Public Library Services Branch is looking at changes to the Libraries Regulation to make Executive Committee composition more flexible. The changes would mean that library systems could set up their Executive Committee to meet the needs of their region.

5.2 CHAIR'S

The Chair had no report at this time.

5.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

She updated the personnel situation in the Technical Services department. She reported that the Tuesday and Thursday van delivery schedules were revamped starting September 3, 2013.

In her role as Assistant Director, she reported that Advisory Committee meetings have been set for the libraries for which Peace Library System is the board of record. They will begin September 30 and continue throughout October. Workshops were held in June for the library boards with Plan of Service reports due in 2014, including Fairview, Falher, McLennan, and Wembley.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that Ryan Goff has resigned from his position as Network Analyst and a search for his replacement is underway.

The Resource Sharing and Network Grant from Alberta Municipal Affairs has enabled PLS to replace the network switches which accommodate both higher usage and future network expansion. The video conferencing (VC) equipment is also being replaced.

Bibliothèque Dentinger (Falher), Peace River Municipal Library, Grande Prairie Public Library and Peace Library System are participating in the RISE videoconferencing pilot project. RISE will be seeking provincial funding to expand the pilot program in 2014.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that 37 libraries in Peace Library System participated in the Summer Reading Club for 2013 and are in the process of submitting their program statistics and evaluation to Peace Library System. The theme for 2014's Summer Reading Club will be *Making* (maker culture, DIY, crafts, inventions, etc.).

Peace Library System will be touring two Alberta authors around the region from October 7-10, 2013. Robert Feagan will be visiting public libraries and schools in the northwest area of PLS. David Poulsen will be visiting public libraries and schools in the Grande Prairie area.

The World Languages Collection inherited from Parkland Regional Library has been renamed the International Collection. The International Collection is owned by the Peace Library System and is housed at the Grande Prairie Public Library as part of the Resource Sharing Agreement. Grande Prairie Public Library will manage and circulate the International Collection for the Peace Library System region. The International Collection has a total of 48 blocks for adults, and 21 blocks for children, consisting of 17 languages.

A complete weeding, updating, and analysis of the in-house Professional Collection was completed in the spring. The collection covers topics for library managers and staff including management of libraries, planning for services, types of programming for all ages, technology, collection development, customer service, fundraising and marketing.

The *Dare to Dream!* conference will take place on September 26 & 27, with a pre-conference session - *Dare to Program!* - on September 25.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that Municipal Affairs is moving APLEN from the TAL umbrella and APLEN services will be managed by the Public Library Services Branch. There should not be any cuts to funding or services. She reported that APLEN subsidized 100% of some of the electronic databases and there is some uncertainty about which databases will continue to be funded. She will find out more information when she attends the Public Library Network meeting on October 11.

5.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

E. Garrow reported that ALTA has a videoconference scheduled for October 19. She reported that Dwight Nagal will not be running for President next year.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

There was no report for this meeting.

MOTION: B13-034 To receive items 5.1 – 5.8 for information.

Moved by: M. Hermans CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE AUGUST 24, 2013 MEETING

MOTION: B13-035 To receive for information the minutes of the August 24, 2013 Executive Committee meeting.

Moved by: R. Skrepnek CARRIED

6.1.2 FINANCIAL STATEMENT– JUNE, 2013

The Director reported that the financial statement is in line for half way through the year. She highlighted specific revenue and expense items. She reported that there should be a small surplus for 2013 largely due to decreased staffing costs for employees on short term disability.

MOTION: B13-036 To accept the June, 2013 Financial Statement for information.

Moved by: R. Johnson CARRIED

6.1.3 REVISED TRUSTEE ORIENTATION POLICY

The Board reviewed the policy and suggested a wording change.

MOTION: B13-037 To approve the Trustee Orientation Policy as amended.

Moved by: C. Clarke CARRIED

6.1.4 NEW TRUSTEE RECOGNITION POLICY

The Director reported that the Board recognition guidelines were approved by the Board in 2007 but were never put into policy.

MOTION: B13-038 To approve the Trustee Recognition Policy.

Moved by: M. Hermans CARRIED

6.1.5 REVISED MEETING ROOM POLICY

The Director reported that this policy has been updated as part of the Plan of Service Committee's regular policy review.

MOTION: B13-039 To approve the revised Meeting Room Policy.

Moved by: E. Garrow CARRIED

6.1.6 REVISED SCHOOL SERVICES POLICY

The Director reported that this policy has been updated to reflect new fees for school personnel to attend the Rural Libraries Conference plus a few other small changes. The school service packages are currently under review so this policy will need further amendments later in 2013 or early 2014.

MOTION: B13-040 To approve the revised School Services Policy.

Moved by: C. Kolebaba CARRIED

6.1.7 BOARD OF RECORD RESPONSIBILITIES AND COSTS

The Director reported that one of the strategies in Peace Library System's Plan of Service for 2013-2015 is to review the System's commitment, responsibilities and costs as the board of record for eight municipalities. She highlighted the System's responsibilities as the board of record and the cost to PLS to provide the service.

MOTION: B13-041 **That effective January 1, 2014, municipalities without a library board, where Peace Library System acts as the board of record, will pay a small fee for library board services. Those with library service points (Clear Hills County, County of Northern Lights, MD of Greenview, Northern Sunrise County and Paddle Prairie Metis Settlement) will be assessed 12 per cent of the annual local appropriation. Those without library service points (MD of Smoky River, MD of Spirit River and the Village of Donnelly) will be assessed six per cent of the annual local appropriation.**

Moved by: C. Kolebaba CARRIED

6.1.8 REVISED RESOURCE SHARING POLICY (PLS)

The Director reported that this policy requires revision due to the new provincial network/resource sharing policies put in place at the end of 2012.

MOTION: B13-042 **To approve the revised Resource Sharing Policy.**

Moved by: W. Stewart CARRIED

6.1.9 REVISED RESOURCE SHARING POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this policy applies to the libraries where Peace Library System is the Board of Record. The policy was updated due to the new provincial policies.

MOTION: B13-043 **To approve the revised Resource Sharing Policy for Library Service Points.**

Moved by: E. Garrow CARRIED

6.1.10 MEETING OPTIONS

PLS has generally tried to hold board meetings in various locations across the region. The Executive Committee recommended that winter meetings be held at PLS in order to offer a phone-in option. Face to face meetings are preferred, but teleconferences are an option in the event of inclement weather.

MOTION: B13-044 **That the March and November Board meetings be held in Grande Prairie so that a teleconference option is available to members in the event of inclement weather. That the May and September meetings be held at various locations.**

Moved by: C. Kolebaba CARRIED

6.2 SCHOOL ADVISORY COMMITTEE

6.2.1 MINUTES OF THE MAY 8, 2013 MEETING

- 6.3 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE
 - 6.3.1 MINUTES OF THE MAY 13, 2013 MEETING
- 6.4 CLEAR HILLS COUNTY ADVISORY COMMITTEE
 - 6.4.1 MINUTES OF THE MAY 15, 2013 MEETING
- 6.5 MD OF GREENVIEW ADVISORY COMMITTEE
 - 6.5.1 MINUTES OF THE MAY 22, 2013 MEETING
- 6.6 MD OF SMOKY RIVER ADVISORY COMMITTEE
 - 6.6.1 MINUTES OF THE JUNE 13, 2013 MEETING

MOTION: B13-045 To receive items 6.2.1 - 6.6.1 for information.

Moved by: E. Garrow CARRIED

7. NEW BUSINESS

The Director reported that the contract between the Peace Library System and AMSC to provide competitive rates for power and gas will expire on December 31, 2013. The Executive Committee directed her to check into the Aggregated Energy Program through AAMDC. She reported that the 8760 Energy Program through AAMDC, which is a three year term, could save PLS as much as \$10,000 per year in utility costs.

MOTION: B13-046 To approve participation in AAMDC's 8760 Energy Program for a three year term effective January 1, 2014.

Moved by: R. Skrepnek CARRIED

8. FOR INFORMATION

- 8.1 Diana Davidson, Director, Public Library Services Branch – Operating Grant
- 8.2 Canadian Library Association – Library Book Rate
- 8.3 Merv Tweed, MP – Library Book Rate
- 8.4 Pearl Calahasen, MLA - STEP
- 8.5 Peace Library System News & Notes, Summer/Fall 2013

MOTION: B13-047 To receive items 8.1 – 8.5 for information.

Moved by: T. Burton CARRIED

The Chair adjourned the meeting at 12:00 pm for lunch.

The Chair reconvened the meeting at 12:30 pm.

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

Personnel: September 28, 2013 (Grimshaw)

Executive: October, 19, 2013 (Fairview)

Board: November 30, 2013 (Grande Prairie)

Plan of Service: November 30, 2013 (Grande Prairie, following Board meeting)

11. ADJOURNMENT

MOTION: B13-048 To adjourn the meeting.

Moved by: V. Bliska

CARRIED

The meeting was adjourned at 1:00 p.m.

Original Signed

Chair

Original Signed

Director

November 30, 2013

Date