

PEACE LIBRARY SYSTEM
BOARD MINUTES
GRANDE PRAIRIE, ALBERTA
MAY 10, 2014

Present:	Veronica Bliska, Chair	MD of Peace No. 135
	Jane Farney	Town of Beaverlodge
	Ron Longtin	Village of Berwyn
	Lorrie Shelp	MD of Big Lakes
	Peter Frixel	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Owen Stanford	Town of Fairview
	Lynn Farrell	Town of Falher
	Brock Smith	County of Grande Prairie No. 1
	Lorne Radbourne	City of Grande Prairie
	Lynne Coulter	Grande Prairie Public Library
	Roxie Rutt	MD of Greenview No. 16
	Dirk Thompson	Town of Grimshaw
	Brenda Kerr	Town of Manning
	Philippa O'Mahony	Town of McLennan
	Linda Halabisky	County of Northern Lights
	Carolyn Kolebaba	Northern Sunrise County
	Dollie Anderson	MD of Opportunity No. 17
	Reta Nooskey	Paddle Prairie Metis Settlement
	Elaine Manzer	Town of Peace River
	Tom Villeneuve	Village of Rycroft
	Cindy Clarke	Saddle Hills County
	Claude Lagace	Town of Sexsmith
	Philip Lokken	Town of Slave Lake
	Raoul Johnson	MD of Smoky River No. 130
	Elaine Garrow	MD of Spirit River No. 133
	Warren Stewart	Town of Valleyview
Regrets:	Terry Carbone	Birch Hills County
	Vacant	Village of Donnelly
	Chris Stadnyk	Town of Fox Creek
	Michael Morgan	Town of High Level
	Cheryl Novak	Village of Nampa
	Brenda Stanich	Town of Spirit River
	Tara Jones	Town of Wembley
Absent:	Donna Deynaka	Town of High Prairie
	Sharilynn Dionne	Village of Hines Creek
	Carol Descoteaux	Village of Hythe
	Murray Kerik	MD of Lesser Slave River No. 124
	Paul Smith	Town of Rainbow Lake
Guest:	Diana Davidson, Director	Public Library Services Branch
Staff:	Linda Duplessis, Director	
	Carol Downing, Assistant Director	
	Alrene Dempster, Executive Assistant (minutes)	
	Janet Ayles, IT Services Manager	
	Katherine Wiebe, Consulting Services Manager	

1. CALL TO ORDER

The Chair called the meeting to order at 11:40 a.m.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Additions: 8.1 Long Service Award – 10 years – Warren Stewart
8.2 Municipal Resolution

MOTION: B14-011 To approve the agenda as amended.

Moved by: C. Clarke CARRIED

3. MINUTES OF MARCH 22, 2014 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B14-012 To accept the minutes of the March 22, 2014 meeting as presented.

Moved by: E. Garrow CARRIED

4. BUSINESS ARISING FROM MINUTES

No business arose from the minutes.

5. PUBLIC LIBRARY SERVICES BRANCH PRESENTATION

Diana Davidson, Director of the Public Library Services Branch (PLSB) was on hand to provide an update from the Branch.

She reported that the PLSB budget is \$32.5 million of which \$26 million goes towards grants for public libraries and regional library systems. The grants are based on the 2010 census; this is directly due to the fact that the Branch has not had an increase in its budget since 2010. In order to compensate for this shortfall, the PLSB is paying for other services to assist libraries and systems across Alberta. They were able to provide a one-time \$25,000 Resource Sharing Grant to library nodes last year. They also cover the costs to Service Alberta for the delivery of materials through the Government Courier system, which translates to \$1 million per year. PLSB covers the cost of the SuperNet bandwidth for nodes and service points and recently increased the bandwidth for most libraries. With the increase in the bandwidth the cost has increased from \$2.2 million to \$2.7 million. PLSB also covers the cost of many eContent services to members of the Public Library Network, including Zinio, Novelist, Mango, Press Display and most recently Hoopla.

The PLSB used to provide a service for print disabled patrons through CNIB. That has changed and PLSB is now providing digital content for print-disabled patrons through a contract with the National Network for Equitable Library Service (NNELS). PLSB has

also contracted for services through the Centre for Equitable Library Access (CELA) to give Alberta patrons access to print materials and braille for the print-disabled.

The most recent initiative of the PLSB is the “ME Libraries” or Alberta-Wide Borrowing. With this in place patrons will be able to take their local library card to almost any library in Alberta and borrow a physical book, CD, or DVD. This should be up and running by the end of June with promotional material for the “ME Libraries” coming out shortly.

A question was asked regarding the funding provided to the Alberta Library Trustees Association (ALTA). Ms. Davidson assured the group that the funding is in her budget for them this year and it has not been cut; ALTA just has to apply for the grant and provide the Branch with a financial statement. The grant must be earmarked for a project and cannot be carried over from year to year. Concerns were raised over the lack of ALTA’s operational monies available in order to coordinate a project.

The Chair adjourned the meeting for lunch at 12:10 p.m.

The Chair reconvened the meeting at 12:45 p.m.

6. REPORTS

6.1 DIRECTOR’S

L. Duplessis provided highlights from her written report and provided a verbal update.

She has scheduled 23 meetings with member councils to provide an orientation to Peace Library System and update councils on plans for long-term sustainability. The Director is also scheduled to provide an update to the City of Grande Prairie’s Community Living Committee on May 20.

The Public Library Services Branch has advised that it has increased support for SuperNet bandwidth for nodes and service points serving populations between 3,400 and 300,000. PLS’s bandwidth will increase from 40 megabits per second (mbps) enhanced service to GigE service.

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. Beginning in 2015, this could save PLS a minimum of \$4,000 (the Zinio platform fee).

6.2 CHAIR’S

V. Bliska reported that she and Linda Duplessis met with Greg Weadick, Acting Minister of Municipal Affairs, at the Alberta Library Conference in Jasper. She thought Mr. Weadick was very well versed on libraries and was well aware of the struggles libraries have with the funding provided. He acknowledged his support for libraries and library systems.

She would like to see more lobbying to support the change in the per capita funding from the 2010 census to current census as well as a creative solution towards the geographic challenges experienced by Peace Library System. Diana

Davidson agreed to help facilitate a meeting to bring these concerns to Municipal Affairs.

MOTION: B14-013 To direct the Executive Committee to put together an Advocacy/Communications plan.

Moved by:

C. Kolebaba

CARRIED

6.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

She reported that the cataloguing for Canadian Parents for French has been completed. 2050 items were catalogued and are now housed at Grande Prairie Public Library.

Government Courier has restructured its delivery service in an effort to make it more sustainable. Delivery service to several communities in the province has changed to three days per week, including Falher, Fox Creek, Grimshaw, Manning, McLennan and Spirit River.

A letter was sent to Library Board Chairs and Library Managers encouraging them to use their allotment funds within the fiscal year in which they were deposited in order to keep their collections current. Peace Library System will continue to carry over a reasonable amount of unspent funds.

Strategic Plan of Service Workshops have been set for library boards whose Plan of Service is due in 2015. They will be held for the County of Grande Prairie, Nampa and Valleyview.

6.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that on April 1, 2014 Polaris announced that the company was purchased by Innovative, another library software company. At the moment, Innovative is committed to keeping the Polaris software as its own product for the next three to four years. After that, they expect to merge their existing platform and Polaris into a new version of software.

The search for new wifi equipment has been narrowed down to two vendors. Once the equipment has arrived, the Network Analyst will begin the installation in the libraries. He will conduct his regular site visits at the same time.

6.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that Alexandria (Alex) Eldridge, the new Library Consultant, started work on May 5. Public library consulting visits will begin in May/June.

She reported that the Edmonton Public Library is coordinating the Summer Reading Club for the province this year in cooperation with the TD Bank and Library and Archives Canada. The theme is *Eureka!* with an emphasis on

inventing, creating, tinkering, and innovating. Forty member public libraries have signed up to participate this year.

All of the sessions are now confirmed for the Rural Libraries Conference 2014 – *Innovate. Stimulate. Transform.* The conference will take place in Grande Prairie on September 25 and 26, with a pre-conference session - *Repair, Recycle, Reorder* - on September 24.

Information packages for the Excellence in Library Service Awards have been sent out and nominations will be received until June 30, 2014. The awards are designed to recognize Peace area library staff for outstanding service in school and public libraries.

6.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that TAL's next board meeting will be on November 21. TAL will be focusing on strategic planning for the remainder of the year.

6.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

V. Bliska announced that Raoul Johnson is the Peace area representative on the ALTA board. He was elected at ALTA's AGM in Jasper.

6.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that TRAC is in the process of getting quotes for plastic library cards for patrons to coincide with the launch of the "ME Libraries" initiative. These will replace the three fold cards now used by libraries in TRAC. A TAL card will still be required for patrons visiting University and College libraries. Community Profiles is a new Polaris initiative to connect libraries to community organizations. It is in the pilot stage with two libraries and once all the bugs have been worked out it will be rolled out to all member libraries.

6.9 ALBERTA LIBRARY CONFERENCE FEEDBACK

The Chair asked for input from those who attended the Alberta Library Conference in Jasper. They all were very grateful to have attended and found the sessions interesting and thought provoking. Although not everyone enjoyed the keynote speaker, Neil Pasricha (who wrote *The Book of Awesome*), they thought the venue was great and the conference was well organized.

MOTION: B14-014 To receive items 6.1 – 6.9 for information.

Moved by: C. Clarke CARRIED

7. COMMITTEES

7.1 EXECUTIVE/FINANCE

7.1.1 MINUTES OF APRIL 12, 2014 MEETING

MOTION: B14-015 To receive the minutes of the April 12, 2014 Executive Committee meeting for information.

Moved by: C. Kolebaba CARRIED

7.1.2 FINANCIAL STATEMENT– FEBRUARY, 2014

The Director reported that the February financial statement is on track for that time of year. She reviewed expenditures in each department and highlighted items where there were budget variances. She pointed out the amount of \$551,859.71 sitting in unspent book allotments. C. Downing, Technical Services Manager, is confident the libraries will spend the money allotted to them by year-end.

She reported that PLS has not been approved for a summer student. Various options to recruit summer students were suggested.

MOTION: B14-016 To receive the February, 2014 Financial Statement for information.

Moved by: R. Skrepnek CARRIED

7.1.3 REVISED FINANCE POLICY

The Director reported that the Finance Policy required some housekeeping changes as well as a correction in the wording for the usage of company credit cards.

MOTION: B14-017 To approve the revised Finance Policy as presented.

Moved by: L. Radbourne CARRIED

7.1.4 REVISED TECHNOLOGY PLAN 2013-2018

J. Ayles reported that the Technology Plan was updated to reflect new technology needs and to better coincide with the timing of the Plan of Service. The next Plan of Service will cover 2015 – 2018 and the Technology Plan will support it. She indicated that the buyout of Polaris by Innovative may have an impact on future PLS budgets.

MOTION: B14-018 To approve the revised Technology Plan 2013-2018.

Moved by: L. Halabisky CARRIED

7.1.5 PLANNING FOR LONG-TERM SUSTAINABILITY

The Director provided a handout with background information from previous discussions on long-term sustainability for Peace Library System. She also provided a copy of the revised “Schedule B” of the Master Agreement.

She referenced Board motion number B14-007 passed on March 22, 2014, as follows: *That the following be put in place to ensure long-term sustainability for Peace Library System:*

- 1) *Continue the current \$5.50 per capita municipal fee for 2015.*
- 2) *Effective January, 2015 and subsequent years, divert \$.50 per capita of the allotment funds sent in by library boards and municipalities without a library board to regional collection purchases.*
- 3) *Implement an annual 5 percent municipal fee increase for 2016 and subsequent years.*

She reported that the \$.50 diverted from the allotment funds that library boards send in does not require a change in the Master Agreement. She will send a letter to all library boards explaining the change and advising them that the \$.50 will be put towards the cost of electronic resources. These are currently funded by Peace Library System, and available to all patrons.

The increase in municipal fees does require a change to the Master Agreement. The Director will send a letter to all municipalities asking for their approval of the revised “Schedule B”. Two-thirds of the municipalities will have to approve the change before it can go ahead.

A question was raised about alternative approaches to cutting costs. The Director reported that a cut in services and/or staff had been discussed by the Executive Committee. The Committee could not identify any non-core services, and recognized that staff numbers could not be reduced without reducing services.

The wording in the revised “Schedule B” was questioned because there is no stated ending date for municipal fee increases. L. Radbourne recommended that it coincide with the length of the term for municipal elections.

MOTION: B14-019 That Part 1 of Schedule “B” of the Master Agreement be amended, as follows, with a request to member municipalities for a motion of support.

The local appropriation, plus any applicable GST, paid to the Peace Library System Board by the municipality which is a Party to the Agreement to which this schedule is attached shall be no more than the following:

a) *for those municipalities without municipal library boards:*

2015 - \$8.25 per capita

2016 - \$8.53 per capita

2017 - \$8.82 per capita

2018 - \$9.12 per capita

In 2019 and subsequent years the local appropriation will be determined on the basis of approved budgets and estimates based on Clause 8.1 of this Agreement.

b) *for those municipalities having municipal library boards:*

2015 - \$5.50 per capita

2016 - \$5.78 per capita

2017 - \$6.07 per capita

2018 - \$6.37 per capita

In 2019 and subsequent years the local appropriation will be determined on the basis of approved budgets and estimates based on Clause 8.1 of this Agreement.

Moved by: C. Kolebaba CARRIED

7.1.6 FIVE-YEAR CAPITAL PLAN 2013-2017

The Director reported that the Peace Library Board establishes and maintains reserves so that when the purchase of a fixed asset is necessary for the efficient delivery of library services, there are funds to make the purchase without going to member municipalities for one-time contributions. The Board reviews the Five-Year Capital Plan and the funds held in the reserves on an annual basis. The Director highlighted upcoming expenditures for vehicles, technology, furniture and building upgrades.

MOTION: B14-020 To approve the Five-Year Capital Plan for 2013-2017.

Moved by: R. Skrepnek CARRIED

8. NEW BUSINESS

8.1 LONG SERVICE AWARD – 10 YEARS – WARREN STEWART

The Director reported that Warren Stewart has been on the Peace Library System's board for 10 years, and has been a very strong supporter of libraries over the years. The Chair presented him with a 10 year long service award.

8.2 MUNICIPAL RESOLUTION

E. Garrow reported that Dan Dibbelt from PREDA will be in contact with Linda Duplessis to ensure the information is correct in a resolution being put forward to both AUMA and AAMDC at their fall meetings. The MD of Spirit River can put forward the AAMDC resolution; she is looking for a member urban municipality to put forward a resolution at the AUMA Conference. The resolution will be two-pronged: an increase in funding for public libraries and library systems as well as an increase in per capita funding to reflect the current population figures.

9. FOR INFORMATION

9.1 CHINOOK ARCH REGIONAL LIBRARY SYSTEM-LETTER TO THE MINISTER OF INFRASTRUCTURE

The letter was seen as more directed to Chinook Arch needs whereas the PLS letter originally sent to Wayne Drysdale, then Minister of Infrastructure, was more global.

MOTION: B14-021 To receive item 9.1 for information.

Moved by:

E. Garrow

CARRIED

10. MEMBERS' BUSINESS/ROUND ROBIN

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

11. NEXT MEETINGS

Plan of Service: May 10, 2014 (Grande Prairie) (following the AGM/Board)
Executive: August 23, 2014 (St. Isidore Cultural Centre)
Board: September 20, 2014 (High Prairie)
Executive: October 25, 2014 (Fairview)
Board: November 29, 2014 (Grande Prairie)

12. ADJOURNMENT

MOTION: B14-022 To adjourn the meeting.

Moved by: L. Halabisky

CARRIED

The meeting was adjourned at 2:45 p.m.

Chair

Director

Date