

PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES
GRANDE PRAIRIE, ALBERTA
NOVEMBER 28, 2015

Present:	Veronica Bliska, Chair	MD of Peace No. 135
	Wendy Olson-Lepchuk	Town of Beaverlodge
	Ann Stewart	MD of Big Lakes
	Terry Carbone	Birch Hills County
	Peter Frixel	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Owen Stanford	Town of Fairview
	Jackie Hockey	Town of Falher
	Chris Stadnyk	Town of Fox Creek
	Chris Thiessen	City of Grande Prairie
	Brock Smith	County of Grande Prairie No. 1
	Lynne Coulter	Grande Prairie Public Library
	Roxie Rutt	MD of Greenview No. 16
	Dirk Thompson	Town of Grimshaw
	Brad Pearson	MD of Lesser Slave River No. 124
	Brenda Kerr	Town of Manning
	Philippa O'Mahony	Town of McLennan (via Teleconference)
	Linda Halabisky	County of Northern Lights
	Cheryl Novak	Village of Nampa
	Carolyn Kolebaba	Northern Sunrise County
	Dollie Anderson	MD of Opportunity No. 17
	Reta Nooskey	Paddle Prairie Metis Settlement
	Elaine Manzer	Town of Peace River
	Manon Joice	Village of Rycroft
	Clinton Froehlick	Town of Sexsmith
	Raoul Johnson	MD of Smoky River No. 130
	Elaine Garrow	MD of Spirit River No. 133
	Tanya Boman	Town of Valleyview
Regrets:	Vacant	Village of Donnelly
	Vacant	Village of Hythe
	Cindy Clarke	Saddle Hills County
	Stefan Plouffe	Town of Slave Lake
	Brenda Stanich	Town of Spirit River
	Tara Jones	Town of Wembley
Absent:	Ron Longtin	Village of Berwyn
	Jacy Rapke	Town of High Level
	Donna Deynaka	Town of High Prairie
	Sharilynn Dionne	Village of Hines Creek
	Michelle Farris	Town of Rainbow Lake
Guest:	Ken Allan, Library Consultant, Public Library Services Branch	
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 & INTRODUCTIONS

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.

Add: 11.4 Library Systems' Joint Letter to the Minister of Municipal Affairs
11.5 PLS News & Notes – Winter 2015

MOTION: B15-042 To approve the agenda as amended.

Moved by: L. Halabisky

CARRIED

3. PEACE LIBRARY SYSTEM ORIENTATION

L. Duplessis and Ken Allan, Library Consultant with the Public Library Services Branch (PLSB), provided a joint System and PLSB orientation. L. Duplessis reviewed the vision, mission and composition of PLS, including those municipalities and Métis Settlements that are not yet members.

Ken Allan then explained that the foundation of library service in Alberta is based on the Libraries Act and the Libraries Regulation. Both documents are available on the Municipal Affairs website and print copies were provided for new Trustees. He emphasized that the PLS Board is an accountable and governing body and has full management and control of the library system “and shall, in accordance with the regulations and in cooperation with other boards, organize, promote and maintain comprehensive and efficient library services.” He explained that Board member responsibilities are to attend meetings, monitor board policies, participate in discussions/activities, maintain positive relationships, keep up-to-date on the library world, keep council informed and advocate on behalf of libraries & the System. He then talked about the legal and ethical obligations of a Trustee.

L. Duplessis continued with the orientation. She reported that PLS has completed a Plan of Service for 2016-2018 with input from all member municipalities and member libraries. She reviewed some of the priorities that were identified and highlighted the eResources that are available to all members. She then reviewed the revenue and expenditures for 2015 explaining the percentage breakdown for revenue sources as well as the allocation of expenditures by percentage. She offered a tour of PLS headquarters following lunch.

4. PUBLIC LIBRARY SERVICES BRANCH ORIENTATION – KEN ALLAN

Ken Allan provided a PLSB orientation with L. Duplessis during agenda item 3.

5. MINUTES OF SEPTEMBER 19, 2015 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B15-043 To accept the minutes of the September 19, 2015 meeting as presented.

Moved by: B. Smith

CARRIED

6. BUSINESS ARISING FROM MINUTES

6.1 MEETING WITH THE MINISTER OF MUNICIPAL AFFAIRS

L. Duplessis reported that she and Chair, V. Bliska had attended a meeting with the PLSB on October 22. During the meeting they were advised that Danielle Larivee, MLA for Lesser Slave Lake, had been appointed as Minister of Municipal Affairs. The seven library systems in Alberta have requested a meeting with the Minister but have not received a reply. At the meeting with the Minister, the systems will be addressing funding for infrastructure at library system headquarters, system membership for First Nations, and library system operating funding.

6.2 RURAL LIBRARIES CONFERENCE AND THE AUMA CONVENTION

The Director reported that there will not be a conflict of dates between the Rural Libraries Conference and the AUMA Convention for 2016 and 2017. She reported that AUMA Convention dates change and in 2018 there will be a conflict. The date for the Rural Libraries Conference won't be changing from the fourth week in September since this works best for vendors that try to attend conferences at the other systems.

7. REPORTS

7.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that the third and final instalment of the provincial grants to libraries serving residents of municipalities where Peace Library System is the board of record was sent out at the end of October. The final payment includes the top-up approved by the Board – a total of \$9,512 – so no library will receive a decrease in grant funds even if the municipal population has declined.

She reported that Peace Library System has signed an agreement for TumbleBook Library Premium K-6. The subscription, which costs \$11,200 over two years, took effect in early November for all 45 member libraries in the region. This resource will support early literacy initiatives by libraries, a priority focus area that was identified during the 2015 community consultation process.

The Public Library Services Branch is offering a symposium called *Little Ones in Libraries* on February 25-26, 2016 in Edmonton. It is targeted to staff and managers from all public libraries in Alberta. This fits in nicely with Peace Library System's goal to support member libraries with early literacy. In 2016, training funds have been allocated to assist smaller libraries in attending the symposium.

7.2 CHAIR'S

V. Bliska reported that she has been working with the Director on a letter to the Minister of Municipal Affairs requesting a meeting. Items that she will be taking to the Minister are the challenges PLS faces with its vast geography and population as well as equitable services/funding for rural and remote communities. She is hoping that a positive dialogue with the Minister will ensure that the Government is aware of our unique challenges.

She also reported that the collaborative effort between the Town of Grimshaw, the Grimshaw Library Board, the Peace River School Division and the Holy Family School Division to utilize the public library for school services could be a model used in other communities.

The topic of allowing First Nations to join a system is another item high on her list to bring up with the Minister. This would allow residents of First Nations communities to receive full services at any member library. A Board Trustee raised concern over the possibility of duplicating services for First Nations. They can often access services already available at a public library near them and would not necessarily need a separate library on their reserves. Ken Allan reported that First Nations currently do not receive funding through the Provincial Government; they are not counted in the provincial census. L. Duplessis reported that she has volunteered to sit on a provincial committee to examine the issue of library services to First Nations communities.

7.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

Acquisitions staff are preparing for year-end rollover procedures in Polaris. Libraries were notified that the last day for orders to arrive at headquarters is November 27. Orders arriving after that date will not be processed until January 2016. All Acquisitions activity will halt on December 14 so that year end reports can be run. She also reported that cataloguing is currently up to date.

A new Nissan NV 3500 delivery van was purchased in November which was partially funded through a CIP grant.

C. Downing has been appointed to sit on a provincial committee to review interlibrary loan delivery service to libraries in Alberta.

A Safety Audit was performed in October by Emerald Safety Services. Some policies will be revised as a result of the audit. The Safety Committee will also be following up on changes in procedures.

7.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that Fred Richard started as the new Desktop and Network Administrator on October 1, 2015. Fred is a recent graduate of the IT program at the Nova Scotia Community College.

A contract to replace the PLS servers was completed at the beginning of October. Fred will complete the final steps to migrate the print server and decommission the older servers.

The new version of Polaris was rolled out on October 5, 2015 and implementation has gone reasonably well. The PLS server replacement was completed in time to deploy the new software to libraries.

7.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

Consulting visits to member public libraries are complete for 2015. New library managers from Smith, Menno-Simons and Peace River attended a one day training session at PLS.

Statistics have been compiled from the 2015 TD-Summer Reading Club. Thirty-four libraries participated in the national program with a total of 1,565 children registered. The theme chosen for the 2016 National TD Summer Reading Club will be *Wild*.

Emma Stewart and Katherine Wiebe drove two children's authors across the region in October.

The Rural Libraries Conference took place at the Pomeroy Hotel and Conference Centre in Grande Prairie on September 24 and 25, 2015, with a pre-conference on the Online Reference Centre on September 23, which drew 11 registrants. The conference itself had 146 registered delegates, of which 32% were first time attendees. The 2016 Rural Libraries Conference will take place on September 22 and 23 at the same venue.

The *Excellence in Library Service* award for public libraries went to Charlene McCoy of Hythe Municipal Library. In the school category, the award went to Colleen Rook of Worsley Central School.

7.6 THE ALBERTA LIBRARY (TAL)

The Director reported that TAL is a consortium of public, college and university libraries that work collaboratively. On November 20 she attended a TAL Board meeting. She reported that TAL has a new CEO and there seems to be better communication between the stakeholders. TAL is sound financially and has proposed a balanced budget for 2016. In 2016 PLS will have to pay the full amount for the TAL universal core databases because a PLSB subsidy will end.

Also in 2016 TAL will be looking into other options for TAL Online. She reported that the Pat Jobb Service Award to recognize outstanding service and significant contribution to Alberta's library community was presented to deserving candidates. The award acknowledges the legacy of Pat Jobb, former PLS Director, who played a leading role in the creation of The Alberta Library.

7.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

R. Johnson reported that ALTA is trying to schedule a meeting with the Minister of Municipal Affairs. ALTA will advocate to the Minister on behalf of all public libraries.

7.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The Director reviewed the 2016 TRAC budget which was approved by the TRAC Directors in October. The budget was provided to the Board for information in order to give an idea of the revenue sources and annual expenditures for the TRAC Society. Revenue for TRAC is obtained from the four member library systems – Marigold, Northern Lights, Peace and Yellowhead – on a per capita basis. She pointed out that expenditures are largely tied to the Polaris automation system, related software and support, eResources and TRAC meetings.

MOTION: B15-044 To receive items 7.1 – 7.8 for information.

Moved by: C. Kolebaba CARRIED

8. COMMITTEES

8.1 EXECUTIVE/FINANCE

8.1.1 MINUTES OF THE OCTOBER 24, 2015 MEETING

MOTION: B15-045 To receive the minutes of the October 24, 2015 Executive Committee meeting for information.

Moved by: R. Skrepnek CARRIED

8.1.2 FINANCIAL STATEMENT – SEPTEMBER, 2015

The Director reviewed the Balance sheet and reported that most of the revenue had been received and most expenditures were complete. She reviewed some expenditures that were higher than budgeted.

MOTION: B15-046 To receive the September, 2015 Financial Statement for information.

Moved by: D. Anderson CARRIED

8.1.3 REVISED CONFIDENTIALITY POLICY

The Director reported that this policy has been revised to reference the FOIP Act as well as a few housekeeping changes.

MOTION: B15-047 To approve the revised Confidentiality Policy.

Moved by: E. Garrow CARRIED

8.1.4 REVISED MATERIALS SELECTION & ACQUISITION POLICY

The Director reported that this policy has been updated and shortened by moving some of the supplementary information into an Appendix.

MOTION: B15-048 To approve the revised Materials Selection & Acquisition Policy.

Moved by: D. Anderson CARRIED

8.1.5 RESOURCES LENT TO LIBRARIES POLICY

The Director reported that this policy combines the *Library Resources Normally Lent Policy* and the *Use or Borrowing of Library Property Policy* into one policy.

MOTION: B15-049 To approve the Resources Lent to Libraries Policy.

Moved by: R. Johnson CARRIED

8.1.6 RESCIND THE LIBRARY RESOURCES NORMALLY LENT POLICY

This policy was incorporated into the *Resources Lent to Libraries Policy*.

MOTION: B15-050 To rescind the Library Resources Normally Lent Policy.

Moved by: R. Skrepnek CARRIED

8.1.7 RESCIND THE USE OR BORROWING OF LIBRARY PROPERTY POLICY

This policy was incorporated into the *Resources Lent to Libraries Policy*.

MOTION: B15-051 To rescind the Use or Borrowing of Library Property Policy.

Moved by: L. Halabisky CARRIED

8.1.8 REVISED RECORDS MANAGEMENT POLICY

The Director reported that this policy had some housekeeping changes as well as re-formatting.

MOTION: B15-052 To approve the revised Records Management Policy.

Moved by: R. Nooskey CARRIED

8.1.9 REVISED BANKED TIME POLICY

The Director reported that this policy was revised to align it with the employee banked time agreement.

MOTION: B15-053 To approve the revised Banked Time Policy.

Moved by: D. Anderson CARRIED

The Chair adjourned the meeting for lunch at 12:17 pm.

The Chair reconvened the meeting at 1:00 pm

8.1.10 DRAFT 2016 – 2018 PLAN OF SERVICE

L. Duplessis reported that a Plan of Service is submitted every three years to the Public Library Services Branch. The Plan was completed following input from all stakeholders in PLS. From the data collected, 15 goals and 24 focus areas were noted. Training for library managers in a variety of areas as well as advocacy and marketing were high on the list of priorities. She reported that this is the foundation of what PLS will be doing for the next three years.

MOTION: B15-054 To approve the 2016 – 2018 Plan of Service.

Moved by: D. Anderson CARRIED

8.1.11 LIBRARY SERVICE GRANT TOP-UPS TO LIBRARIES FOR 2016

The Director reported that Peace Library System (PLS) provides library board services to eight municipalities. In 2014, PLS received \$107,692 in Library Service Grants to distribute to libraries serving residents in those municipalities. The funding formula was based on 2010 population figures at \$5.45 per capita. In 2015, the province increased per capita funding to libraries and based the grants on 2014 population figures. PLS received \$97,186 in Library Service Grants, which included a \$9,512.50 decrease for six of the municipalities. The Peace Library System Board approved a 2015 grant top-up totaling \$9,512.50 in order to help the 15 libraries that would experience a decrease in funding. The funds came out of the \$30,000 increase in operating grant funds received by the System in 2015.

The Board discussed whether or not the grant top-up should continue for 2016. Board members were not in favor of reducing the grants for libraries.

MOTION: B15-055 That Peace Library System top up the 2016 Library Service Grant funds to 2010 levels.

Moved by: L. Coulter

CARRIED

8.1.12 DRAFT 2016 OPERATING BUDGET

The Director reviewed the variances in the 2015 revenue and expenditures. Projected revenue will be approximately \$45,000 higher than budgeted, mainly due to additional provincial operating grant funds and transfers from the Building Reserve to cover non-capital building expenses for operations (as per the auditor's request). She reported that expenditures will be approximately \$20,000 less than budgeted mainly due to temporary staffing vacancies. The net result is an estimated \$65,000 surplus for 2015, prior to audit.

The Director presented a balanced budget for 2016, including a transfer of \$40,000 to capital reserves. She reported that the 2016 revenue is based on 2014 municipal population figures posted by Municipal Affairs. It is unknown at this time when the 2015 official municipal population figures will be posted. However, the budget does include the new City of Grande Prairie population as it has been made public. The pupil counts have been received from the schools and they are on par with 2015 numbers.

She reviewed the projected 2016 expenditures and highlighted some of the more significant budget changes. The proposed budget incorporates recommendations from the Personnel Committee including a 2% cost of living adjustment for all staff and one new Training/IT staff position. It also includes new eResources and other expenditures to meet goals outlined in the 2016-2018 Plan of Service.

MOTION: B15-056 To approve the 2016 Operating Budget as presented.

Moved by: E. Manzer

CARRIED

8.1.13 TRANSFERS FROM RESERVES FOR 2015

The Director reported that several capital expenditures were approved for 2015 and most are now complete. She explained that fire alarm upgrades in the building were still in process and provided the maximum expenditure expected from the Building Reserve. The amounts deducted from each reserve must be authorized prior to year-end through a Board motion.

- 8.4 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE
 - 8.4.1 MINUTES OF THE OCTOBER 5, 2015 MEETING
- 8.5 CLEAR HILLS COUNTY ADVISORY COMMITTEE
 - 8.5.1 MINUTES OF THE OCTOBER 7, 2015 MEETING
- 8.6 MD OF SPIRIT RIVER ADVISORY COMMITTEE
 - 8.6.1 MINUTES OF THE OCTOBER 14, 2015 MEETING
- 8.7 MD OF GREENVIEW ADVISORY COMMITTEE
 - 8.7.1 MINUTES OF THE OCTOBER 22, 2015 MEETING
- 8.8 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE
 - 8.8.1 MINUTES OF THE NOVEMBER 2, 2015 MEETING

MOTION: B15-061 To receive items 8.4.1 - 8.8.1 for information.

Moved by: B. Smith CARRIED

9. NEW BUSINESS

- 9.1 ATTENDANCE AT 2016 ALBERTA LIBRARY CONFERENCE “SHAKE IT UP!” (APRIL 28-MAY 1, 2016)

Through the 2016 budget, the Board has authorized four members and the Chair to attend the Alberta Library Conference which will be held April 28-May 1 in Jasper. If more than four board members express interest in attending, the Executive Committee will make a final decision at its February 27, 2016 meeting. A. Dempster will send out an email in early January asking for those interested in attending the conference to respond by February 5, 2016.

10. LONG SERVICE AWARDS

The Chair and Director presented 5 year service awards to Lynne Coulter (Grande Prairie Public Library) and Cheryl Novak (Village of Nampa).

11. FOR INFORMATION

- 11.1 LETTER OF CONGRATULATIONS TO THE NEW MINISTER OF MUNICIPAL AFFAIRS
- 11.2 BONNIE GRAY, PUBLIC LIBRARY SERVICES BRANCH – SYSTEM OPERATING GRANT
- 11.3 MINISTER OF CULTURE & TOURISM – COMMUNITY INITIATIVES PROGRAM (CIP)
- 11.4 LIBRARY SYSTEMS’ JOINT LETTER TO THE MINISTER OF MUNICIPAL AFFAIRS
- 11.5 PLS NEWS & NOTES – WINTER, 2015

MOTION: B15-062 To receive items 11.1 and 11.5 for information.

Moved by: D. Anderson CARRIED

12. MEMBERS' BUSINESS/ROUND ROBIN

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

13. NEXT MEETINGS

Executive: February 27, 2016 (Fairview)
Board: March 19, 2016 (Grande Prairie)
Executive: April 16, 2016 (TBA)
Board/AGM: May 14, 2016 (Grande Prairie)
Executive: August 20, 2016 (TBA)
Board: September 17, 2016 (Peace River)
Executive: October 22, 2016 (TBA)
Board/Christmas Party: November 26, 2016 (Grande Prairie)

14. ADJOURNMENT

The Chair adjourned the meeting at 2:35 p.m.

Jeronica Ziska
Chair

Ronda Duplessi
Director

March 19, 2016
Date