

PEACE LIBRARY SYSTEM
 BOARD MEETING MINUTES, PEACE RIVER
 SEPTEMBER 19, 2015

Present:	Veronica Bliska, Chair Wendy Olson-Lepchuk Ann Stewart Peter Frixel Ray Skrepnek Owen Stanford Jackie Hockey Chris Stadnyk Kevin O'Toole Maura Good Brock Smith Roxie Rutt Philippa O'Mahony Linda Halabisky Carolyn Kolebaba Reta Nooskey Elaine Manzer Pat Sydoruk Willis Fitzsimmons Stefan Plouffe Elaine Garrow Raoul Johnson	MD of Peace No. 135 Town of Beaverlodge MD of Big Lakes Clear Hills County MD of Fairview No. 136 Town of Fairview Town of Falher Town of Fox Creek City of Grande Prairie Grande Prairie Public Library County of Grande Prairie No. 1 MD of Greenview No. 16 Town of McLennan County of Northern Lights Northern Sunrise County Paddle Prairie Metis Settlement Town of Peace River Village of Rycroft Saddle Hills County Town of Slave Lake MD of Spirit River No. 133 MD of Smoky River No. 130
Regrets:	Vacant Dirk Thompson Vacant Vacant Murray Kerik Claude Lagace Brenda Stanich	Village of Donnelly Town of Grimshaw Town of High Prairie Village of Hythe MD of Lesser Slave River No. 124 Town of Sexsmith Town of Spirit River
Absent:	Ron Longtin Terry Carbone Michael Morgan Sharilynn Dionne Brenda Kerr Cheryl Novak Dollie Anderson Michelle Farris Jim Joelson Tara Jones	Village of Berwyn Birch Hills County Town of High Level Village of Hines Creek Town of Manning Village of Nampa MD of Opportunity No. 17 Town of Rainbow Lake Town of Valleyview Town of Wembley
Staff:	Linda Duplessis, Director Alrene Dempster, Executive Assistant (minutes) Carol Downing, Assistant Director Katherine Wiebe, Consulting Services Manager	

1. CALL TO ORDER

The Chair called the meeting to order at 10:30 a.m.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B15-026 To approve the agenda as presented.

Moved by: C. Kolebaba CARRIED

3. MINUTES OF MAY 9, 2015 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B15-027 To accept the minutes of the May 9, 2015 meeting as presented.

Moved by: E. Garrow CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 OFFICIAL POPULATION FIGURES FOR MÉTIS SETTLEMENTS

L. Duplessis reported that the official population of Métis Settlements has been counted differently for each census. A new census was taken last spring but the results are not known. In discussion with R. Nooskey she determined that possible funding for the Paddle Prairie Public Library would come from the Métis Settlement General Council, not the Métis Nation of Alberta. R. Nooskey reported that a representative from the Paddle Prairie Métis Settlement would contact the Métis Settlement General Council with the funding question and report back to her. In the meantime, Peace Library System will top up the 2015 operating grant for the Paddle Prairie Public Library to 2010 levels. R. Nooskey reported that the presentation L. Duplessis did for the Paddle Prairie Métis Settlement Council was greatly appreciated and she assured the Board that the Settlement Council is fully committed to the Peace Library System.

MOTION: B15-028 To receive for information the report on population figures for Métis Settlements.

Moved by: K. O'Toole CARRIED

4.2 MEETING WITH THE MINISTER OF MUNICIPAL AFFAIRS

The Director reported that on June 11 the Public Library Services Branch (PLSB) met with library system directors to discuss the challenges and issues faced by the

5.2 CHAIR'S

The Chair reported that along with the Director, she will attend the October 22 meeting with the Public Library Services Branch in Edmonton.

The Board/Staff Christmas party invitation was handed out and the Chair reminded the Board to respond before the deadline.

5.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

She reported that the Cataloguing Department is caught up. Staffing is back full time with Dennis Sheppard covering Sheri Goff's maternity leave and Karen Van der Woerd helping with cataloguing.

Acquisitions staff members are also back full time after summer holidays. Ordering and receiving workflow is proceeding smoothly after the re-entering of all purged purchase orders in the spring. The Acquisitions Department is attaching public library barcodes to items as they are received by PLS.

She reported that Advisory Committee Meetings have been set for libraries where Peace Library System is the Board of Record. They will begin October 5 and continue throughout October and November.

In July a needs assessment survey was sent to residents of the County of Northern Lights to assess the level of library service they require. The surveys will be analyzed and the results discussed at the fall Advisory Committee Meeting.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

L. Duplessis provided highlights from the IT written report.

She reported that Brad Keefe resigned as the Desktop and Network Administrator effective August 3. Interviews have been conducted and there were some very good candidates. Concerns were raised over the ability to retain someone in this position as there has been a lot of turn-over. The question of salary was raised and the Director indicated that IT staff were placed on the grid based on education and experience. It was also suggested that perhaps a contract should be signed for a specific time period.

MOTION: B15-030 To review the PLS wage and salary grid with emphasis placed on the IT position.

Moved by:

B. Smith

CARRIED

She reported that PLS has contracted with Ryan Goff to build, install and configure the new servers. The project is expected to be completed by the end of September 2015 prior to the upgrade to Polaris 5.0 on October 5, 2015.

The Public Library Services Branch has provided increased SuperNet bandwidth to all system headquarters in Alberta. PLS's bandwidth was upgraded in June to GigE service. PLS will be looking into increasing its bandwidth with Telus or another Internet Service Provider in the near future.

Concerns were raised over the library websites being down recently. The Director reported that it is a disk space issue which has taken longer to resolve due to the IT staff vacancy. Temporary fixes have been put in place until a permanent solution can be found.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that 35 libraries participated in the TD Summer Reading Club. Libraries will submit their program statistics and evaluations by mid-September.

Emma Stewart was hired in May and has completed 13 consulting visits, with 9 remaining to take place in September and October. Katherine completed most of her consulting visits in the spring, with two libraries to visit in September and October.

Rural Libraries Conference 2015 will take place at the Pomeroy Hotel and Conference Centre in Grande Prairie on September 24 and 25. A question was raised over the timing of the Conference. It has been scheduled at the same time as the AUMA Convention for the last two years. K. Wiebe explained that it is held on the fourth week of September every year and moving it would conflict with conferences at other library systems. Most of the same vendors attend all the conferences. The Director will check into the timing of the AUMA Conference for the next few years.

K. Wiebe reported that the usage of eResources continues to climb. She reviewed the usage results for the first six months of 2015 as compared to the first six months of 2014.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that TAL is a province-wide consortium of public libraries, regional library systems, university libraries, college, technical institute libraries and special libraries. TAL's CEO Grant Chaney has toured the province to visit all TAL member libraries.

She reported that TAL negotiates licenses for eResources such as Novelist and Small Engine Repair; in 2014 alone this saved PLS around \$16,000.

5.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

R. Johnson reported that ALTA met via videoconference two weeks ago. He thanked the Falher Library for their assistance with the meeting. He reported that

the Falher Library is considering pulling out of the Rise Network due to the costs incurred by the Town of Falher.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that TRAC is a consortium of four library systems which share Polaris and eResources. At the last TRAC Directors meeting, Michelle Toombs was elected as President. L. Duplessis is staying on as Treasurer and is currently working on the 2016 budget. TRAC has purchased new servers which are housed at Yellowhead Regional Library. She reported that the TRAC fee that PLS pays will increase in 2016 to account for new Polaris features and increases in foreign exchange.

MOTION: B15-031 To receive items 5.1 – 5.8 for information.

Moved by: R. Skrepnek CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE AUGUST 22, 2015 MEETING

MOTION: B15-032 To receive for information the minutes of the August 22, 2015 Executive Committee meeting.

Moved by: P. O'Mahony CARRIED

6.1.2 FINANCIAL STATEMENT– JUNE, 2015

The Director reported that this is not the most current financial statement PLS has but it is the most current one that the Executive Committee has reviewed and approved.

She reviewed the balance sheet and indicated that once the remaining 25% of the provincial operating grant is received she will look at investing some of the cash.

She reviewed expenditures in each department, explained any variances, and reported that overall expenditures are on track for half-way through the year.

MOTION: B15-033 To accept the June, 2015 Financial Statement for information.

Moved by: C. Kolebaba CARRIED

6.1.3 REVISED ALLOTMENT FUND POLICY

The Director reported that this policy has been revised to reflect Peace Library System's new municipal status for GST purposes and resulting changes in internal procedures.

MOTION: B15-034 To approve the revised Allotment Fund Policy.

Moved by: L. Halabisky CARRIED

6.1.4 REVISED RECORDS MANAGEMENT POLICY FOR LIBRARY SERVICE POINTS

C. Downing reported that this policy has been reviewed at all the Advisory Committee meetings. The only change recommended is to clarify how expired patron registration records are managed.

MOTION: B15-035 To approve the revised Records Management Policy for Library Service Points.

Moved by: R. Nooskey CARRIED

6.2 PLAN OF SERVICE

6.2.1 Community Engagement Progress Report

The Director noted that this report provides a one-page overview of the comprehensive needs assessment process from January to June, 2015. The Plan of Service Committee put many hours into analyzing all the data collected from municipal councils, library boards, library managers and PLS staff.

6.2.2 Highlights from Community Consultation

The Director reported that there were five needs identified during the community engagement process; the need for staff training, board development, assistance with marketing and program support, as well as more courier/delivery space at PLS.

The Plan of Service Committee will take all the information collected, discuss appropriate goals and strategies, and develop a draft 2016-2018 Plan of Service document for the November board meeting.

MOTION: B15-036 To receive for information the Community Engagement Progress Report and Highlights from Community Consultation report.

Moved by: R. Skrepnek CARRIED

- 6.3 MD OF SPIRIT RIVER ADVISORY COMMITTEE
 - 6.3.1 MINUTES OF THE MAY 13, 2015 MEETING
- 6.4 MD OF GREENVIEW ADVISORY COMMITTEE
 - 6.4.1 MINUTES OF THE MAY 14, 2015 MEETING
- 6.5 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE
 - 6.5.1 MINUTES OF THE MAY 25, 2015 MEETING
- 6.6 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE
 - 6.6.1 MINUTES OF THE JUNE 1, 2015 MEETING
- 6.7 PADDLE PRAIRIE MÉTIS SETTLEMENT ADVISORY COMMITTEE
 - 6.7.1 MINUTES OF THE JUNE 2, 2015 MEETING
- 6.8 CLEAR HILLS COUNTY ADVISORY COMMITTEE
 - 6.8.1 MINUTES OF THE JUNE 3, 2015 MEETING
- 6.9 MD OF SMOKY RIVER ADVISORY COMMITTEE
 - 6.9.1 MINUTES OF THE JUNE 4, 2015 MEETING
- 6.10 SCHOOL ADVISORY COMMITTEE
 - 6.10.1 MINUTES OF THE JUNE 8, 2015 MEETING

MOTION: B15-037 To receive items 6.3.1 - 6.10.1 for information.

Moved by: R. Johnson CARRIED

7. NEW BUSINESS

7.1 AMENDED AGREEMENT WITH PEACE RIVER SCHOOL DIVISION (FOR DIXONVILLE)

C. Downing reported that Peace Library System (PLS) is the Board of Record for the County of Northern Lights. In that capacity, PLS takes care of library policies, needs assessments, agreements and other legislative requirements on behalf of the County.

Because Dixonville Community Library shares space with the Dixonville School Library, a formal agreement is in place between PLS (as the Board) and the Peace River School Division (PRSD). This agreement clarifies the roles and responsibilities of the public library and the school library. C. Downing has reviewed and amended the agreement in consultation with the Dixonville Community Library Society and officials at PRSD head office. Once it has been approved at the Peace Library System Board it will go to the Peace River School Board for approval.

MOTION: B15-038 To approve the amended Agreement with Peace River School Division for Dixonville School.

Moved by: L. Halabisky CARRIED

7.2 SUBMISSION TO THE FINANCE MINISTER

It was suggested that information in this letter be used to advocate for libraries when in conversation with any Government official.

MOTION: B15-039 To receive for information the letter to the Minister of Finance.

Moved by: E. Garrow CARRIED

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

The Chair reconvened the meeting at 12:45.

7.3 LONG SERVICE AWARDS

V. Bliska and L. Duplessis presented five-year awards to Linda Halabisky and Raoul Johnson as well as a twenty-year award to Brock Smith. Lynne Coulter, Cheryl Novak and Brenda Stanich will receive their awards at the November 28 Board meeting.

8. FOR INFORMATION

- 8.1 DEPUTY MINISTER OF MUNICIPAL AFFAIRS – MÉTIS SETTLEMENT POPULATIONS
- 8.2 PUBLIC LIBRARY SERVICES BRANCH – 2015 PROVINCIAL OPERATING GRANT
- 8.3 MINISTER OF ENERGY – RESPONSE TO LETTER OF CONGRATULATIONS
- 8.4 MINISTER OF MUNICIPAL AFFAIRS – RESPONSE TO PLS ANNUAL REPORT
- 8.5 PLSB LIBRARY BOARD BASICS WORKSHOP – FALHER – OCTOBER 3, 2015
- 8.6 PEACE LIBRARY SYSTEM NEWS & NOTES, FALL 2015

MOTION: B15-040 To receive items 8.1 – 8.6 for information.

Moved by: R. Johnson CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

Personnel: October 3, 2015 (Grimshaw)
Plan of Service: October 3, 2015 (Grimshaw – following Personnel Meeting)
Executive: October 24, 2015 (Grande Prairie Public Library)
Board/Christmas Party: November 28, 2015 (Grande Prairie)

11. ADJOURNMENT

MOTION: B15-041 To adjourn the meeting.

Moved by: V. Bliska CARRIED

The meeting was adjourned at 1:15 p.m.

Original signed

Chair

Original signed

Director

November 28, 2015

Date