PEACE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
GRANDE PRAIRIE
MARCH 21, 2015

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

1.   CALL TO ORDER AND INTRODUCTIONS

The Chair called the meeting to order at 10:35 a.m. Introductions were made around the table.

2.   APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Correction: 4.2   should read - 2015 Alberta Library Conference Attendance
Add: 8.3   Peace Library System Funding
               9.5   Excellence in Library Service Awards

MOTION: B15-001 To approve the agenda as amended.

        Moved by: C. Kolebaba   CARRIED

3.   MINUTES OF NOVEMBER 29, 2014 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B15-002 To accept the minutes of the November 29, 2014 meeting as presented.

        Moved by: E. Garrow   CARRIED

4.   BUSINESS ARISING FROM MINUTES

4.1   ADVOCACY COMMUNICATIONS TOOL

The Director presented a draft copy of the advocacy brochure and asked for feedback on content and presentation. When the Chair meets with the Minister of Municipal Affairs the brochure will be used to explain Peace Library System's unique challenges in offering regional library services.

4.2   2015 ALBERTA LIBRARY CONFERENCE ATTENDANCE

The Chair reported that five Trustees expressed interest in attending the Alberta Library Conference in Jasper from April 30 – May 3. The following trustees will attend the Alberta Library Conference in Jasper from April 30-May 3: Willis Fitzsimmons (Saddle Hills County), Raoul Johnson (MD of Smoky River), Carolyn Kolebaba (Northern Sunrise County), Ray Skrepnek (MD of Fairview) and Owen Stanford (Town of Fairview).

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

Peace Library System is now offering two new eResources - Ancestry Library Edition and World Book Early World of Learning. To celebrate the implementation of Alberta-wide borrowing among public libraries (the ME Initiative), Peace Library System is replacing the TRAC/TAL cards with plastic wallet-sized cards. Patrons can request a paper TAL card if they wish to borrow from college and university libraries.

She reported that in June a representative from the Public Library Services Branch will be visiting each public library that is situated in a school. The goal is to evaluate the different models of service delivery in school-housed public libraries, and then put together a toolkit to help library boards that may be considering partnership with a school.

The Director was invited to attend Mayor Given's Roundtable on Culture and Heritage held on January 19. This was an opportunity for people from the museum, archives, art gallery, library, Creative Arts Centre and Philip J. Currie Dinosaur Museum to meet one another and discuss possible areas of collaboration.

5.2 CHAIR'S

The Chair did not have a report.

5.3 TECHNICAL SERVICES

L. Duplessis provided highlights from the Technical Services written report.

Rollover activities for year end in Polaris went well in Acquisitions with all accounts balancing. Cataloguing staffing is back to normal.

Due to an error in Polaris procedures, all Peace Library System purchase orders and related invoices were purged from Polaris. The Acquisitions and IT Departments have come up with a solution that will allow them to work within the confines of the situation to resume ordering and receiving. This error did not affect funds or allotments.

C. Downing attended the Symposium chaired by the Public Library Services Branch on Equitable Library Services to People with Print Disabilities. The Symposium highlighted the work of CELA (Centre for Equitable Library Access) and NNELS (The National Network of Equitable Library Service).

An Automated External Defibrillator (AED) Plus has been installed at Peace Library System in the front lobby.

5.4   INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that Brad Keefe started as the new Desktop & Network Administrator in February.

TRAC upgraded to version 4.1R2.1439 of Polaris on January 26, 2015. The upgrade did not go as smoothly as was hoped. The SCCM server, which is used to deploy software to workstations, experienced problems and Polaris had to be installed manually on each workstation. The IT Department at Northern Lights Library System assisted with the manual upgrades.

The new Desktop & Network Administrator has been working on repairing the SCCM server and has made excellent progress. PLS is now able to start deploying software and new workstations to libraries. The replacement of the SCCM server and two Domain Controllers is scheduled for this spring.

TRAC has tentatively scheduled the upgrade to Polaris 5.0 for October 5, 2015. Polaris 5.0 provides access to LEAP, a web-based circulation tool.

The current TRACpac app has ceased to work on Apple devices running iOS 8.0 and later but is still working for Android devices. TRAC has partnered with Boopsie to launch a new app, which will have more features and work with more devices. Implementation of the new app is in progress but there is no firm launch date.

5.5   CONSULTING SERVICES

K. Wiebe provided highlights from her written report and provided a verbal update.

She reported that 53 on-site visits to public libraries were carried out by the two library consultants in 2014. One Library Consultant resigned in March and the position has been posted.

In 2014, the System provided 63 group training sessions to library staff, including two in-person sessions at the May Public Library meeting, and 61 sessions via webinars, attracting a total of 314 participants.

Training for libraries will continue to receive emphasis this year with ongoing provision of multiple delivery formats. A new initiative for 2015 is the creation of our own online tutorials with the use of Camtasia software.

K. Wiebe reported that TRAC joined the 3M Cloud Library in February which provides eBooks and audiobooks. Patron usage has steadily grown with 1,753 downloads in 2014.   In 2014, PLS saw a 15% increase in patron usage of Overdrive eBooks and audiobooks.

She provided an update on the usage of Press Reader, Zinio and Hoopla and reported that the new Ancestry Library Edition genealogy database has been very popular.

Peace Library System is pleased to announce its Rural Libraries Conference 2015 – *From Collections to Community*. The conference will take place on September 24 & 25 in Grande Prairie. A pre-conference session featuring the *Online Reference Centre* will be held September 23.

5.6 THE ALBERTA LIBRARY (TAL)

The Director reported that Grant Chaney had been appointed as the new CEO for TAL. He has worked with Alberta Innovation and Science and has extensive experience leading cross-organizational initiatives.

5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

L. Duplessis reported that the Executive Committee nominated Raoul Johnson as the Area 1 representative on the Alberta Library Trustees Association Board for 2015-2017. The elections will take place at ALTA's AGM during the Alberta Library Conference.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis highlighted the TRAC Plan of Service 2014-2016 brochure that was handed out. She indicated that the value received from the TRAC partnership was great, and that Peace Library System would pay much more for the services and software on its own.

MOTION: B15-003 **To receive items 5.1 – 5.8 for information.**

> Moved by: L. Shelp CARRIED

6. PLAN OF SERVICE

6.1 PLAN OF SERVICE TENTATIVE TIMELINE

A tentative timeline of all activities leading up to the final Plan of Service document was provided for information.

6.2 SURVEY TO MUNICIPAL COUNCILS

Miriam Mahnic from Alberta Culture and Tourism reviewed the community engagement process for Peace Library System's Plan of Service 2016-2018. She reviewed the Council survey, asked for input, and discussed the best way to present the survey to Councils.

MOTION: B15-004 **To receive the Community Engagement and Council Survey report for information.**

| | Moved by: | B. Pearson | CARRIED |

The Chair convened the meeting for lunch at 12:20.

The Chair re-convened the meeting at 1:00 p.m.

7. COMMITTEES

    7.1 EXECUTIVE/FINANCE

        7.1.1 MINUTES OF THE FEBRUARY 21, 2015 MEETING

MOTION: B15-005 **To receive the minutes of the February 21, 2015 Executive Committee meeting for information.**

| | Moved by: | C. Kolebaba | CARRIED |

        7.1.2 FINANCIAL STATEMENT– DECEMBER, 2014 (UNAUDITED)

The Director reviewed revenue and expenditure figures for 2014 year-end, and reported an unexpected surplus of $99,954 of which approximately $50,000 is due to staff vacancies throughout the year. The rest related to additional grant revenue received, and less than budgeted expenditures for travel, meetings and general operations.

Concerns were raised regarding the amount of money sitting in the unexpended book allotments at year-end. She reported that this number does not include funds encumbered (on-order), which amount to $83,000. The Director and Assistant Director will review those libraries with a higher than reasonable amounts sitting in their allotment and encourage them to spend it.

MOTION: B15-006 **To receive the unaudited December, 2014 Financial Statement for information.**

| | Moved by: | D. Anderson | CARRIED |

        7.1.3 REVISED CAPITAL BUDGET

The Director reported that there has been a change in planned capital purchases since the Capital Budget was passed in November. The 2015 expenditures of two SuperNet Customer Edge Devices (CEDs) and three servers had to be moved ahead, and were no longer eligible for a Community Initiative Program (CIP) grant. She indicated that the purchase of a courier delivery van will be moved to 2015 in order to apply for a CIP grant.

MOTION: B15-007 **To approve the revised Capital Budget.**

| | Moved by: | L. Coulter | CARRIED |

7.1.4   2015 ANNUAL SURVEY AND 2014 ANNUAL REPORT OF PUBLIC LIBRARY SYSTEMS IN ALBERTA

The Director reported that the *2015 Annual Survey and 2014 Annual Report* for Peace Library System was approved by the Executive Committee in order to meet the February 28 deadline. The report highlights the activities of 2014 and is a legislative requirement in order to receive the annual operating grant from Municipal Affairs. She reviewed some of the statistics in the report which showed PLS staff were very busy in 2014.

The Board asked that the Annual Report be sent to municipalities along with the Plan of Service questionnaire.

MOTION: B15-008   **To receive for information the *2015 Annual Survey and 2014 Annual Report of Public Library Systems in Alberta*.**

Moved by: C. Kolebaba   CARRIED

7.1.5   REVISED HEALTH AND SAFETY POLICY FOR LIBRARY SERVICE POINTS

The Director reported that the Health and Safety Policy was put in place for library service points where Peace Library System is the Board of Record. The main revision was the addition of a working alone schedule.

MOTION: B15-009   **To approve the Health and Safety Policy for Library Service Points.**

Moved by: B. Smith   CARRIED

8.   NEW BUSINESS

8.1   GST DETERMINATION

The Director reported that the application to the Canada Revenue Agency for municipal status for GST purposes has been approved. She has requested a professional opinion from the BDO GST experts as to changes in procedures and next steps. BDO has so far recommended that PLS cease to be a GST registrant as of June 30, 2015. A letter will be send to member municipalities and library boards explaining the change in collecting GST prior to the July – December allotment billings that are sent out in June.

MOTION: B15-010   **To receive for information the GST update.**

Moved by: K. O'Toole   CARRIED

8.2   NOMINATION COMMITTEE FOR AGM

The Director reported that a Nomination Committee needs to be appointed at the Board meeting prior to the Annual General Meeting. The Committee consists of two members and is responsible for seeking out nominees for each vacant position

on the Executive, Personnel and Plan of Service committees. She asked for volunteers to the Nomination Committee.

MOTION: B15-011 **To appoint Elaine Garrow and Raoul Johnson to the Nomination Committee.**

        Moved by: C. Kolebaba   CARRIED

8.3   PLS FUNDING

Brad Pearson from the MD of Lesser Slave River expressed concern that the Master Agreement requires all library boards to pay $2.75/capita annually regardless if their library has funds sitting in its allotment (ordering account). He doesn't want to see libraries told to spend their allotment funds or lose it and referenced the discussion in Item 7.1.2 where it was made clear that allotment funds carry over from year to year. He mentioned the possibility of allowing libraries to spend their allotment money on other things besides library collections or perhaps capping allotment contributions in some way. The Director indicated that the allotments were set up to ensure that regular funding was available to build library collections and keep them current.

9.   FOR INFORMATION

    9.1   MINISTER OF MUNICIPAL AFFAIRS-LETTER OF THANKS
    9.2   BONNIE GRAY, PUBLIC LIBRARY SERVICES BRANCH-SURVEY OF SCHOOL-HOUSED PUBLIC LIBRARIES
    9.3   TRAC PLAN OF SERVICE, 2014-2016
    9.4   PEACE LIBRARY SYSTEM'S NEWS & NOTES, SPRING 2015
    9.5   EXCELLENCE IN LIBRARY SERVICES AWARDS

MOTION: B15-012 **To receive items 9.1 and 9.5 for information.**

        Moved by: L. Shelp   CARRIED

10.   MEMBERS' BUSINESS/ROUND ROBIN

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

11.   NEXT MEETINGS

Executive: April 18, 2015 (Grimshaw)
Personnel: April 18, 2015 (following Executive Committee Meeting)
Board/AGM: May 9, 2015 (Grande Prairie)
Plan of Service: June 13, 2015 (Grande Prairie)
Executive: August 22, 2015 (TBA)
Board: September 19, 2015 (Peace River)
Executive: October 24, 2015 (Grande Prairie Public Library)
Board/Christmas Party: November 28, 2015 (Grande Prairie)

12.   ADJOURNMENT

MOTION: B15-013   To adjourn the meeting.

                        Moved by: L. Shelp   CARRIED

        The meeting was adjourned at 1:50 p.m.

    Original Signed
Chair

    Original Signed
Director

    May 9, 2015
Date