

PEACE LIBRARY SYSTEM  
BOARD MINUTES  
GRANDE PRAIRIE, ALBERTA, MAY 14, 2016

Present:	Veronica Bliska, Chair	MD of Peace No. 135
	Wendy Olson-Lepchuk	Town of Beaverlodge
	Terry Carbone	Birch Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Lindsay Brown	Town of Falher
	Brock Smith	County of Grande Prairie No. 1
	Maura Good	Grande Prairie Public Library
	Dirk Thompson	Town of Grimshaw
	Jacy Rapke	Town of High Level
	Brad Pearson	MD of Lesser Slave River No. 124
	Brenda Kerr	Town of Manning
	Philippa O'Mahony	Town of McLennan
	Cheryl Novak	Village of Nampa
	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
	Cindy Clarke	Saddle Hills County
	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
	Tara Jones	Town of Wembley
Regrets:	Lorrie Shelp	Big Lakes County
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
	Chris Thiessen	City of Grande Prairie
	Vacant	Village of Hythe
	Manon Joice	Village of Rycroft
	Brenda Stanich	Town of Spirit River
Absent:	Ron Longtin	Village of Berwyn
	Peter Frixel	Clear Hills County
	Owen Stanford	Town of Fairview
	Donna Deynaka	Town of High Prairie
	Brenda Burrige	Town of Fox Creek
	Roxie Rutt	MD of Greenview No. 16
	Sharilynn Dionne	Village of Hines Creek
	Michelle Farris	Town of Rainbow Lake
	Julie Brandle	Town of Slave Lake
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 11:45 a.m.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

**MOTION: B16-013 To approve the agenda as presented.**

Moved by: R. Skrepnek

CARRIED

3. MINUTES OF MARCH 19, 2016 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B16-014 To accept the minutes of the March 19, 2016 meeting as presented.**

Moved by: R. Johnson

CARRIED

4. BUSINESS ARISING FROM MINUTES

No business arose from the minutes.

5. REPORTS

5.1 DIRECTOR'S

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

In response to input from member libraries and boards during the 2015 community consultation, PLS will soon be hiring a summer student with training and/or experience in marketing. This person will work with PLS staff to develop a three-year marketing strategy to promote public library services across the region, and will design a specific marketing campaign for 2017.

Peace Library System and Northern Lights Library System successfully co-hosted the Alberta Library Conference Reception at Jasper on Friday, April 29.

5.2 CHAIR'S

V. Bliska reported that the provincial committee for Library System Sustainability, to which she has been appointed, has had one meeting. It was an information gathering meeting where they reviewed past library reports from

Alberta and other provinces and discussed current public library service in Alberta. She stated that Alberta public libraries are reasonably well funded and they need to find the best ways to make the finite funding work better. The next meeting for the group is May 26.

V. Bliska and L. Duplessis met with the Minister of Municipal Affairs, Danielle Larivee, during the ALC in Jasper. The meeting was very informal and candid. Minister Larivee is from the Lesser Slave Lake region and understands the vast area that PLS covers and the challenges this causes in providing services across the region.

### 5.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

She reported that cataloguer Sheri Goff will be returning from maternity leave on a reduced schedule of three days per week from June 1 to November 30, at which time she will resume her full time schedule. Her temporary replacement will be done at the end of June.

May and June will be filled with Advisory Committee Meetings (for municipalities where Peace Library System is the Board of Record), a School Advisory Committee Meeting and consulting visits to schools with the Core Package.

### 5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

The IT Department is currently contacting vendors for pricing and other information on internet service. The existing internet service is no longer sufficient to keep up with the needs of PLS headquarters and the member libraries on the network.

PLS has been able to receive e-mail service through a webmail server housed at Yellowhead Regional Library (YRL). This server is reaching end-of-life and will not be replaced so PLS must find a new e-mail solution by the end of August.

Interviews have been completed for the newly-created Digital Trainer and IT Assistant position, with a view to having someone in place by June 1.

### 5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

This year's theme for the Summer Reading Club is *Wild!* and thirty member public libraries will participate in the program. Seven libraries will be offering summer reading programs using their own themes.

Most of the sessions are now confirmed for the Rural Libraries Conference 2016 – *Leading from the Library*. The conference will take place on September 22 and 23 at the Pomeroy Hotel and Conference Centre in Grande Prairie, with a pre-conference session on Human Resources presented by the Volunteer Services Bureau taking place at Peace Library System headquarters.

Consulting visits to the libraries will get underway in May and June, with some being completed in the fall.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that TAL had a clean audit for 2015. Edmonton Public Library (EPL) is undergoing extensive renovations which means TAL has to move their offices. There will be changes to TAL Online starting July 1, but functionality should not be affected.

5.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

R. Johnson reported that ALTA will also be moving out of EPL due to the renovations. He reported that Laura Ross-Giroux has been re-elected as President of ALTA for the 2016-2018 term. ALTA is aware of the issues with the voting process and are working to correct it for future votes.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that BDO Canada conducted the 2015 TRAC audit and reported a clean audit. BDO has suggested that TRAC move to an audit review instead of a full audit which would save TRAC \$2,000 each year.

5.9 ALBERTA LIBRARY CONFERENCE FEEDBACK

The Chair asked for feedback from those attending the conference. Those attending found most of the sessions very informative.

**MOTION: B16-015 To receive items 5.1 – 5.9 for information.**

Moved by: D. Anderson

CARRIED

The Chair adjourned the meeting at 12:30 pm for lunch.

The Chair reconvened the meeting at 1:05.

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF APRIL 16, 2016 MEETING

**MOTION: B16-016 To receive the minutes of the April 16, 2016 Executive Committee meeting for information.**

Moved by: R. Nooskey CARRIED

6.1.2 FINANCIAL STATEMENT– FEBRUARY, 2016

The Director reviewed the February financial statement, which is the most current statement approved by the Executive Committee.

She reported that revenue for the first half of the year has been received from municipalities, library boards and schools. The provincial operating grant isn't expected until June.

She reviewed expenditures in each department and reported that finances are on track for this time of year.

**MOTION: B16-017 To receive the February, 2016 Financial Statement for information.**

Moved by: L. Halabisky CARRIED

7. NEW BUSINESS

7.1 PROVINCIAL OPERATING GRANT INCREASE FOR 2016

The Director reported that the recent provincial budget includes 2016 library operating grant funding at 2015 instead of 2014 population levels. This means that PLS will receive an additional \$67,699 in provincial operating grant funds in 2016.

She reviewed some unexpected expenses that have arisen. The roof is in need of significant repairs. The cost of e-mail migration is higher than anticipated. PLS did not receive a grant for a summer student. Lastly, PLS would like to provide a small gift to member libraries in honor of its 30<sup>th</sup> anniversary.

**MOTION: B16-018 That up to \$55,500 of the additional provincial operating grant funds be designated as follows:**

- **Up to \$25,000 for roof repairs**
- **Up to \$23,000 for e-mail software and migration costs**
- **Up to \$5,000 for a summer student with marketing expertise**
- **Up to \$2,500 for 30<sup>th</sup> anniversary gifts to recognize public and school libraries**

Moved by: C. Clarke CARRIED

7.2 FUNDING RELATING TO FIRST NATIONS AND MÉTIS POPULATIONS

The Director reported that she has signed an agreement with Alberta Municipal Affairs in order to receive a grant to extend regional library services to on-reserve and on-settlement Indigenous populations. The grant is per capita based and PLS is eligible for \$208,034. It does not cover building libraries on reserves or settlements. On-reserve and on-settlement library patrons will have access to the municipal libraries that are members of the library system. Patrons will be treated as local residents, will acquire a home library card and will be subject to library card fees if applicable. It is intended to be an annual grant.

The Public Library Services Branch is hosting a working group meeting on June 9 to discuss strategies to spend the grant. There will be a working group meeting at Peace Library System the end of June for library managers and PLS staff to discuss the grant parameters and determine what the next steps will be.

**MOTION: B16-019 To receive the Funding Related to First Nations and Métis Populations report for information.**

Moved by: D. Anderson CARRIED

7.3 REVISED SELECTION, PURCHASE AND DISPOSITION OF LIBRARY RESOURCES POLICY FOR LIBRARY SERVICE POINTS

C. Downing reviewed the suggested changes to this policy that came out of all the advisory committee meetings.

**MOTION: B16-020 To approve the Selection, Purchase and Disposition of Library Resources Policy for Library Service Points as presented.**

Moved by: L. Halabisky CARRIED

8. FOR INFORMATION

8.1 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SUMMER 2016

**MOTION: B16-021 To receive item 8.1 for information.**

Moved by: C. Kolebaba CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

Executive: August 20, 2016 (Spirit River)  
Board: September 17, 2016 (Peace River)  
Executive: October 22, 2016 (TBA)  
Board/Christmas Party: November 26, 2016 (Grande Prairie)

11. ADJOURNMENT

The Chair adjourned the meeting at 2:05.

Original Signed  
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Chair  
  
Original Signed  
\_\_\_\_\_  
Director  
  
September 17, 2016  
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Date