

**PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES, GRANDE PRAIRIE
NOVEMBER 25, 2017**

Present:	Carolyn Kolebaba, Vice-Chair	Northern Sunrise County
	Gena Jones	Town of Beaverlodge
	Lorrie Shelp	Big Lakes County
	Denise Joudrey	Birch Hills County
	Amber Bean	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Lindsay Brown	Town of Falher
	Tammy Brown	Grande Prairie Public Library
	Linda Waddy	County of Grande Prairie No. 1
	Roxie Rutt	MD of Greenview No. 16
	Dennis Sukeroff	Town of Grimshaw
	Beth Gillis	Town of High Level
	Camille Zavisha	Village of Hines Creek
	Brad Pearson	MD of Lesser Slave River No. 124
	April Doll	Town of Manning
	Philippa O'Mahony	Town of McLennan (Teleconference)
	Cheryl Novak	Village of Nampa
	Belinda Halabisky	County of Northern Lights
	Brendan Powell	MD of Opportunity No. 17
	Reta Nooskey	Paddle Prairie Métis Settlement
	Elaine Manzer	Town of Peace River
	Sandra Eastman	MD of Peace No. 135
	Joanne Chelick	Village of Rycroft
	Clinton Froehlick	Town of Sexsmith
	Harry Ezio	Town of Spirit River
Elaine Garrow	MD of Spirit River No. 133	
Raoul Johnson	MD of Smoky River No. 130	
Anna Underwood	Town of Wembley	
Regrets:	Lisa Johnson	Village of Berwyn
	Nicole Halvorson	Town of Fairview
	Chris Thiessen	City of Grande Prairie
	Chris Mitchell	Town of Rainbow Lake
	Joy McGregor	Town of Slave Lake
	Tanya Boman	Town of Valleyview
	Vacant	Village of Donnelly
Vacant	Village of Girouxville	
Absent:	Brenda Burrige	Town of Fox Creek
	Donna Deynaka	Town of High Prairie
	Lyle Sipe	Village of Hythe
	John Moen	Saddle Hills County
Staff:	Linda Duplessis, Director	
	Alrene Dempster, Executive Assistant (minutes)	
	Katherine Wiebe, Consulting Services Manager/Assistant Director	
	Janet Ayles, IT & Technical Services Manager	

1. CALL TO ORDER & INTRODUCTIONS

The Vice-Chair, R. Skrepnek, called the meeting to order at 10:30 a.m. Introductions were made. P. O'Mahony joined the meeting via teleconference.

2. APPROVAL OF AGENDA

The Vice-Chair called for additions or deletions to the agenda.

MOTION: B17-047 To approve the agenda as presented.

Moved by: B. Halabisky CARRIED

3. PEACE LIBRARY SYSTEM ORIENTATION

The Director provided an overview of Peace Library System. She highlighted the progress on the priorities that were identified in the Plan of Service for 2016-2018, and reviewed the services that are available to member libraries. She then reviewed the revenue and expenditures for 2017 explaining the percentage breakdown for revenue sources as well as the allocation of expenditures by percentage. She offered a tour of Peace Library System following lunch.

4. ELECTION OF COMMITTEE MEMBERS AND OFFICERS

4.1 BOARD AND COMMITTEE STRUCTURE

The Director reported that the legal name of this board is the Peace Library Board, which is a governing board operating under the Alberta Libraries Act and Libraries Regulation. The Board consists of one appointee from each of the 39 member municipalities (including one Métis Settlement) and one representative from the Resource Library (Grande Prairie Public Library). Under the Libraries Act, the Board “has full management and control of the library system and shall, in accordance with the regulations and in co-operation with other boards, organize, promote and maintain comprehensive and efficient library services.” (Section 17)

An Executive Committee is elected which fulfills the function of the Board with full powers between Board meetings. The Board has two Standing Committees – the Personnel Committee and the Plan of Service Committee.

The Vice-Chair turned the meeting over to Elaine Garrow and Lorrie Shelp to proceed with the election process. The Nomination Committee had contacted current members of the Executive, Personnel and Plan of Service Committees to determine if they wished to remain active on their respective committees.

4.2 ELECTION OF EXECUTIVE COMMITTEE

E. Garrow explained the Executive Committee consists of ten members, three of which are automatic appointees as per Peace Library System bylaws: County of Grande Prairie; City of Grande Prairie and Grande Prairie Public Library. The names of members willing to serve on the Executive Committee were reviewed: Veronica Bliska (MD of Peace); Tammy Brown (Grande Prairie Public Library); Elaine Garrow (MD of Spirit River); Raoul Johnson (MD of Smoky River); Carolyn Kolebaba (Northern Sunrise County); Chris Thiessen (City of Grande Prairie); Ray Skrepnek (MD of Fairview); Linda Waddy (County of Grande Prairie).

MOTION: B17-048 To nominate Lorrie Shelp (Big Lakes County) to the Executive Committee.

Moved by: B. Halabisky CARRIED

MOTION: B17-049 To nominate Dennis Sukeroff (Town of Grimshaw) to the Executive Committee.

Moved by: R. Rutt CARRIED

There were three calls for nominations to the Executive Committee from the floor.

MOTION: B17-050 That nominations for the Executive Committee cease.

Moved by: R. Johnson CARRIED

MOTION: B17-051 That the Executive Committee for 2017-2018 will consist of: Veronica Bliska (MD of Peace); Tammy Brown (Grande Prairie Public Library); Elaine Garrow (MD of Spirit River); Raoul Johnson (MD of Smoky River); Carolyn Kolebaba (Northern Sunrise County); Lorrie Shelp (Big Lakes County); Ray Skrepnek (MD of Fairview); Dennis Sukeroff (Town of Grimshaw); Chris Thiessen (City of Grande Prairie); and Linda Waddy (County of Grande Prairie).

Moved by: B. Halabisky CARRIED

4.3 ELECTION OF CHAIR AND VICE-CHAIR

E. Garrow explained that the Chair must be chosen from the Executive. She reported that Veronica Bliska is willing to let her name stand. C. Kolebaba read a letter from V. Bliska in her absence outlining her accomplishments in 2016-2017 and why she would like to continue as Chair.

MOTION: B17-052 To nominate Veronica Bliska (MD of Peace) as Chair.

Moved by: C. Kolebaba CARRIED

MOTION: B17-053 To nominate Ray Skrepnek (MD of Fairview) as Chair.

Moved by: B. Pearson CARRIED

There were three calls for nominations for position of Chair from the floor.

MOTION: B17-054 That nominations for position of Chair cease.

Moved by: C. Novak CARRIED

K. Wiebe and J. Ayles collected and counted the ballots.

MOTION: B17-055 That the Chair for 2017-2018 will be Veronica Bliska.

Moved by: R. Nooskey CARRIED

E. Garrow explained that the Vice-Chair must be chosen from the Executive. She reported that Ray Skrepnek is willing to let his name stand.

MOTION: B17-056 To nominate Carolyn Kolebaba (Northern Sunrise County) as Vice-Chair.

Moved by: E. Manzer CARRIED

There were three calls for nominations for position of Vice-Chair from the floor.

MOTION: B17-057 That nominations for Vice-Chair cease.

Moved by: B. Halabisky CARRIED

K. Wiebe and J. Ayles collected and counted the ballots.

MOTION: B17-058 That the Vice-Chair for 2017-2018 will be Carolyn Kolebaba.

Moved by: T. Brown CARRIED

4.4 ELECTION OF PERSONNEL COMMITTEE

E. Garrow explained that the Personnel Committee meets once or twice a year. The names of those willing to serve on the committee were reviewed: Elaine Garrow (MD of Spirit River); Belinda Halabisky (County of Northern Lights) and Carolyn Kolebaba (Northern Sunrise County).

Roxie Rutt (MD of Greenview) and April Doll (Town of Manning) expressed interest in sitting on the Personnel Committee.

There were three calls for nominations to the Personnel Committee from the floor.

MOTION: B17-059 That nominations for the Personnel Committee cease.

Moved by: B. Person CARRIED

MOTION: B17-060 That the Personnel Committee for 2017-2018 will consist of: April Doll (Town of Manning); Elaine Garrow (MD of Spirit River); Belinda Halabisky (County of Northern Lights); Carolyn Kolebaba (Northern Sunrise County) and Roxie Rutt (MD of Greenview).

Moved by: R. Skrepnek CARRIED

4.5 ELECTION OF PLAN OF SERVICE COMMITTEE

E. Garrow explained that the Plan of Service Committee meets once or twice a year, or more often as required. The names of those willing to serve on the committee were reviewed: Belinda Halabisky (County of Northern Lights); Philippa O'Mahony (Town of McLennan); Lorrie Shelp (Big Lakes County) and Ray Skrepnek (MD of Fairview).

Beth Gillis (Town of High Level) expressed interest in serving on the Plan of Service Committee.

There were three calls for nominations to the Plan of Service Committee from the floor.

MOTION: B17-061 That nominations for the Plan of Service Committee cease.

Moved by: R. Nooskey CARRIED

MOTION: B17-062 That the Plan of Service Committee for 2017-2018 will consist of: Beth Gillis (Town of High Level); Belinda Halabisky (County of Northern Lights); Philippa O'Mahony (Town of McLennan); Lorrie Shelp (Big Lakes County) and Ray Skrepnek (MD of Fairview).

Moved by: R. Johnson CARRIED

MOTION: B17-063 To destroy all ballots.

Moved by: C. Froehlick CARRIED

4.6 Board Signing Authorities

MOTION: B17-064 To remove the following as cheque signing authorities at ATB Financial: Brock Smith and Carol Downing.

Moved by: R. Rutt CARRIED

MOTION: B17-065 That the signing authorities for ATB accounts 719-00730280024, 719-00730280075 and 719-00823122200 will be:
Veronica Bliska, MD of Peace
Christopher Thiessen, City of Grande Prairie
Tammy Brown, Grande Prairie Public Library
Anna Underwood, Town of Wembley
Linda Duplessis, Director
Katherine Wiebe, Assistant Director
Janet Ayles, IT & Technical Services Manager

Moved by: E. Garrow CARRIED

The Nominations Committee turned the meeting over to the Vice-Chair, C. Kolebaba.

5. MINUTES OF SEPTEMBER 16, 2017 MEETING

The Vice-Chair called for errors or omissions to the minutes.

MOTION: B17-066 To accept the minutes of the September 16, 2017 meeting as presented.

Moved by: C. Novak CARRIED

6. BUSINESS ARISING FROM MINUTES

There was no business arising.

7. REPORTS

7.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that Janet Ayles has been appointed to the new position of IT and Technical Services Manager effective November 1, 2017 and will oversee both the IT Services and Technical Services areas. As well, Katherine Wiebe, Consulting Services Manager, has been appointed as Assistant Director effective November 15, 2017.

Promotional images and ideas for the "Get Going at Your Local Library" campaign will be available on the website for library staff to use year-round. A new campaign will roll out early in 2018 and will focus on the library without walls concept, including specific services available 24/7.

The Director provided a library board mini-orientation to the Rainbow Lake Municipal Library Board on October 11. It was held in tandem with a Digital Resources presentation by Samm Mercer, the Digital Learning and Outreach

Librarian. On October 18, she attended the new Grimshaw Public Library's open house.

The Director reported that after the Alarie assets had been distributed and the formal dissolution process had taken place, Peace Library System received \$8,666.56 as its share of the assets.

7.2 CHAIR'S

The Director reported that there is a meeting of the Public Library Network Nodes and System Chairs and Directors with the Public Library Services Branch in Edmonton on December 4 and 5. She and V. Bliska will be attending.

7.3 TECHNICAL SERVICES

J. Ayles provided highlights from her written report.

She reported that Acquisitions is currently caught up on orders. School and Public Library staff have been notified of the cutoff dates for ordering and voucher payments in order to prepare for year-end.

Cataloguing is busy, but current with no backlog of items. Although acquisitions will cease activity in December, cataloguing will continue until PLS closes for the holidays.

7.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that the upgrade to Polaris 5.6 rolled out on November 20. As part of the upgrade process, the database was re-indexed to allow for more efficient searching. The process took longer than anticipated and related issues are being resolved.

She reported that PLS has been leasing staff workstations for the past several years, but will be purchasing staff workstations going forward.

7.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported consulting visits to member public libraries are almost complete for 2017. Weeding projects were undertaken this fall at Peace River, Rycroft, and Grimshaw Municipal libraries in their Non-Fiction sections. She reported that orientation and consulting visits to schools will now be fulfilled by the Consulting Services Department.

Statistics have been compiled from the 2017 TD-Summer Reading Club. Twenty-nine libraries participated in the national program in July and August, and an additional six libraries ran an independent summer reading program. The

theme chosen for the 2018 National TD Summer Reading Club will be *Feed Your Passions!* and will focus on “What fires your spirit, excites your mind and influences your choices?” Yellowhead Regional Library System will be the provincial coordinator in 2018.

She reported that this year’s Author Tours were a little different as Métis author and storyteller Aaron Paquette was invited to provide afternoon/evening author talks aimed towards adults in three locations – Peace River, Grande Prairie, and Slave Lake. All the visits were a success with between 30 and 50 people at each event.

S. Mercer has completed her digital training and Indigenous outreach consulting visits to the public libraries for this year. On December 4, she will attend a provincial meeting hosted by the Public Library Services Branch in Edmonton to discuss progress on library service to Indigenous populations.

PLS libraries now provide access to the eResource Lynda.com. S. Mercer hosted training webinars for member libraries and created training materials that are up on the PLS website. Lynda.com allows patrons to take online learning courses on a variety of subjects at their own pace.

The annual Rural Libraries Conference took place in Grande Prairie on September 21 and 22, 2017, with a pre-conference KAIROS Blanket Exercise on September 20. The conference itself had 138 registered delegates, 81% of which were public library trustees and staff. Keynote speakers Richard Van Camp and Monique Woroniak were very well received.

The *Excellence in Library Service* award for *Public Library Programs and Services* was awarded to the Beaverlodge Public Library for its Craft Beer Experience program from their “Loud at the Library” series. The award for *Public Library Promotions* was awarded to the Elmworth Community Library for the great deal of work it has done to increase its visibility and viability in the community.

7.6 THE ALBERTA LIBRARY (TAL)

The Director reported that TAL is working through a GST audit assessment with significant financial implications, and has obtained legal counsel. In the meantime, TAL remains fully operational and continues to function as usual. She assured the Board that TAL members are not liable for shortfalls resulting from the GST audit. TAL has put forward a balanced budget for 2018 with a 1.1 percent increase in membership fees. A search for a new CEO will take place in 2018.

7.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

The Director highlighted the report received from ALTA. She reported that Brenda Kerr, the Peace Area 1 alternate, attended the last teleconference meeting and found it very interesting. She plans to attend all the meetings. R. Johnson reported that he will advise the ALTA Board of his resignation as the Peace Area

1 representative. He is finding it hard to attend the meetings due to conflicts with his work. B. Kerr will continue to attend as the alternate.

7.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The Director reported that TRAC is a partnership of four library systems that share a library automation system and eResources including eBooks. She indicated that the partnership provides PLS with very good value for the dollars spent.

MOTION: B17-067 To receive items 7.1 – 7.8 for information.

Moved by: C. Novak CARRIED

The Vice-Chair adjourned the meeting for lunch at 12:15 p.m.
The Director offered a tour of Peace Library System for new Trustees.
The Vice-Chair re-convened the meeting at 12:50 p.m.

8. EXECUTIVE/FINANCE COMMITTEE

8.1 MINUTES OF THE SEPTEMBER 30, 2017 MEETING

MOTION: B17-068 To receive the minutes of the September 30, 2017 Executive Committee meeting for information.

Moved by: A. Underwood CARRIED

8.2 FINANCIAL STATEMENT– AUGUST, 2017

The Director reported that the August Financial Statement is the last statement that has been reviewed by the Executive Committee. She reported that revenue and expenditures are on track for this time of year. She indicated that a fuller financial picture for 2017 would be provided in Item 8.14.

MOTION: B17-069 To accept the August, 2017 Financial Statement for information.

Moved by: R. Johnson CARRIED

8.3 REVISED INTERNET AND ELECTRONIC MAIL ACCEPTABLE USE POLICY

The Director reported this policy only required a few housekeeping changes.

MOTION: B17-070 To approve the revised Internet and Electronic Mail Acceptable Use Policy.

Moved by: R. Skrepnek CARRIED

8.4 REVISED DATA SECURITY POLICY

J. Ayles reported that administration of member library and staff e-mail is being managed by the IT Services Department and this clause needed to be included in the policy.

MOTION: B17-071 To approve the revised Data Security Policy.

Moved by: C. Novak CARRIED

8.5 REVISED AUTOMATION AND INFORMATION TECHNOLOGY (IT) SERVICES FOR MEMBER LIBRARIES POLICY

J. Ayles reviewed the changes to the policy. She reported that some changes were housekeeping but other changes filled in gaps and added clarity.

She reported that an updated Automation and Information Technology (IT) Services Agreement will be sent to library boards.

MOTION: B17-072 To approve the revised Automation and Information Technology (IT) Services for Member Libraries Policy.

Moved by: B. Pearson CARRIED

8.6 REVISED HEALTH AND SAFETY POLICY

The Director reported that this policy is part of a scheduled policy review and requires some updating to reference other policies.

MOTION: B17-073 To approve the revised Health and Safety Policy.

Moved by: B. Halabisky CARRIED

8.7 REVISED WORKING ALONE POLICY

The Director reported that this policy is part of a scheduled policy review and requires minor updating to remove wording included in another policy.

MOTION: B17-074 To approve the revised Working Alone Policy.

Moved by: R. Nooskey CARRIED

8.8 REVISED ORIENTATION AND CONTINUING EDUCATION OF LOCAL SOCIETY AND STAFF POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this policy was flagged by the Public Library Services Branch because it did not contain a reference to memberships in professional associations and it did not address expense reimbursement to attend continuing education events.

She reported that the Executive Committee believes that it is the responsibility of the municipalities to pay for association memberships and continuing education costs for staff and local society members in the eight libraries where PLS is the Board of Record. PLS does not budget for these expenses, and they are not covered by the library board service fees paid to PLS by the municipality.

MOTION: B17-075 To approve the revised Orientation and Continuing Education of Local Society and Staff Policy for Library Service Points.

Moved by: A. Doll CARRIED

8.9 REVISED FINANCE POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this policy now references municipal reimbursement for Local Society members or library staff to attend continuing education events or travel to library meetings.

MOTION: B17-076 To approve the revised Finance Policy for Library Service Points.

Moved by: E. Garrow CARRIED

8.10 LOAN OF RESOURCES POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this was a new policy that was recommended by the Public Library Services Branch.

MOTION: B17-077 To approve the Loan of Resources Policy for Library Service Points.

Moved by: H. Ezio CARRIED

8.11 PROVISION OF LIBRARY SERVICES TO PERSONS UNABLE TO USE CONVENTIONAL PRINT MATERIALS POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this was a new policy that was recommended by the Public Library Services Branch.

MOTION: B17-078 To approve the Provision of Library Services to Persons Unable to Use Conventional Print Materials Policy for Library Service Points.

Moved by: D. Joudrey CARRIED

8.12 WEBSITE PROJECT

J. Ayles reported that Peace Library System's current website platform has reached the end of expected life and requires updating or replacement. PLS purchased a Dell server in November 2012 to host the websites for PLS and member public libraries. The webserver was purchased with a 5-year warranty, which expires in November, 2017. The limited contract with the vendor has also expired.

She reported that PLS does not maintain a web developer on staff, and therefore has no one “in-house” to program any type of changes into the system. The current infrastructure barely supports the platform, and PLS IT staff are not certified on the equipment nor software. A new off-site solution is needed.

PLS will be partnering with Marigold Library System (MLS) on a new website project. MLS staff researched companies that can provide a modern Content Management System (CMS) which can support a multi-domain environment. MLS and PLS will seek a web design/implementation company to provide a new responsive theme and layout for both websites.

J. Ayles reviewed the companies that could provide the level of service both PLS and MLS require. She recommended the EZ Content Management System which would be able to provide the level of service required to maintain the PLS website as well as member library websites. It is also the most affordable option, with a shared cost of up to \$200,000 for the first year. This amount would cover the CMS license and estimated costs for development and implementation, allowing for variation depending on the development partner.

MOTION: B17-079 To partner with Marigold Library System on website development and to commit up to \$100,000 for the EZ CMS license and the cost of development and implementation.

Moved by: B. Powell CARRIED

8.13 AUDITOR FOR 2017

The Director reported that BDO Canada has been Peace Library System’s auditor for since 2014 but BDO fees for the 2017 audit were higher than anticipated. A request for proposal for audit services was sent out to six firms in and around Grande Prairie. PLS received two responses by the October 20th deadline.

Based on cost and good references, she recommended that Peace Library System engage the Fulcrum Group for the 2017 audit.

MOTION: B17-080 To appoint the Fulcrum Group for the 2017 audit.

Moved by: T. Brown CARRIED

8.14 FINANCIAL FORECAST TO DECEMBER 31, 2017

The Director reported that a surplus of about \$113,000 is expected for the end of 2017. This includes a budgeted surplus of \$98,500 plus an additional \$14,500. There will also be an additional \$50,000 carried over for website work that was planned for 2017, but won’t take place until 2018. She indicated that major staffing changes resulted in decreased expenses. However, member library expenses for Indigenous Grant activities far exceeded what was expected, which was a very good thing for the libraries and for the region, but it reduced the total revenue. She also reported that grants were less due to population decreases in some areas.

MOTION: B17-081 To receive for information the financial forecast to December 31, 2017.

Moved by: A. Bean CARRIED

8.15 DRAFT 2018 OPERATING BUDGET

The Director reported that the proposed 2018 Operating Budget is a balanced budget that will allow Peace Library System to maintain key library system services, meet 2018 Plan of Service goals and set aside funds for future capital purchases.

The Director reported that the 2017 Official Population figures have not yet been posted on the Municipal Affairs website. In the meantime, 2016 populations have been used to calculate the fees and adjustments will be made mid-2018 where necessary. She reported that 2018 is the third year of the three-year increase to municipal fees, and the local appropriation for 2018 is set at \$6.37 per capita.

She reported that the \$50,000 shown in the 2017 forecast for the Website/Web Hosting for Libraries will be moved into 2018 Budget based on the Website Project report provided by J. Ayles. As well, \$100,000 has been allocated to capital reserves.

MOTION: B17-082 To approve the 2018 Operating Budget as amended.

Moved by: L. Brown CARRIED

8.16 TRANSFERS FROM RESERVES FOR 2017

The Director reported that several capital expenditures, which are paid from capital reserves, were approved for 2017. Some operating expenditures such as leases, software expenses and building improvements are also paid from reserves. The exact amounts to be deducted from each reserve must be ratified prior to year-end through a Board motion. The one unknown is whether contingency funds will be needed for the roofing project taking place before Christmas.

MOTION: B17-083 That the following transfers from Capital Reserves be ratified for 2017 purchases:

- **\$23,434 from the Technology Reserve;**
- **Up to \$25,233 from the Building Reserve; and**
- **\$13,176 from the Furnishings/Equipment Reserve.**

Moved by: S. Eastman CARRIED

8.17 DRAFT 2018 CAPITAL BUDGET

The Director reviewed the capital expenditures planned for 2018 and reported that they have been incorporated into the Five-Year Capital Plan. Planned expenditures include computer workstations, core switches and staff room furniture.

MOTION: B17-084 To approve the 2018 Capital Budget as presented.

Moved by: L. Brown CARRIED

9. PERSONNEL COMMITTEE

9.1 MINUTES OF THE AUGUST 19, 2017 MEETING

MOTION: B17-085 To receive the Personnel Committee minutes from August 19, 2017 for information.

Moved by: R. Nooskey CARRIED

10. PLAN OF SERVICE COMMITTEE

10.1 MINUTES OF THE SEPTEMBER 16, 2017 MEETING

MOTION: B17-086 To receive the Plan of Service Committee minutes from September 16, 2017 for information.

Moved by: E. Garrow CARRIED

11. ADVISORY COMMITTEE MEETINGS MINUTES

- 11.1 COUNTY OF NORTHERN LIGHTS - SEPTEMBER 25, 2017
- 11.2 MUNICIPAL DISTRICT OF SPIRIT RIVER - OCTOBER 2, 2017
- 11.3 CLEAR HILLS COUNTY - OCTOBER 11, 2017
- 11.4 MUNICIPAL DISTRICT OF GREENVIEW - OCTOBER 12, 2017
- 11.5 NORTHERN SUNRISE COUNTY - OCTOBER 30, 2017

MOTION: B17-087 To receive for information items 11.1 – 11.5.

Moved by: B. Halabisky CARRIED

12. NEW BUSINESS

12.1 INFRASTRUCTURE GRANT REPORT

The Director reported that in June, Peace Library System received a \$1.01 million grant from Alberta Municipal Affairs for infrastructure improvements. System administration has been working with local experts to complete an updated building assessment and a new roofing assessment. A planned Technical Services Department space reconfiguration has been rescheduled to incorporate other improvements such as new carpeting and lighting.

She reported that Concetto Interior Design has been hired as the prime consultant for the project. The roof replacement (the half most in need of repair) has started and has a completion date of December 15, 2017. Other work related to the project includes replacing lighting and flooring, a complete mechanical upgrade, and painting the interior of the building. The work will be sent out to tender at the end of November, with a closing date before Christmas. They will look for a general contractor who has experience with interior renovations in occupied buildings.

Work will commence in January, with an expected end date of April 30. The work will be completed in phases across the building to take into account staff work flow, contractor/ tradesman access, and weather.

MOTION: B17-088 To receive the Infrastructure Grant Report for information.

Moved by: C. Zavisha CARRIED

MOTION: B17-089 To authorize the Director, in consultation with the Chair, to award the contract and negotiate with the preferred contractor.

Moved by: C. Novak CARRIED

12.2 INDIGENOUS POPULATIONS GRANT REPORT TO NOVEMBER, 2017

The Director reported that a 2017-2018 Indigenous Populations Grant of \$215,445 from Alberta Municipal Affairs was received in June. While the focus of the previous grant was on general awareness, education, and regional-wide initiatives, the focus of the 2017-2018 grant has been on building collections and supporting library-specific initiatives to reach out to and attract Indigenous patrons.

She reported that an extensive bibliography of books, CDs and DVDs was developed and the libraries have spent about \$70,000 on excellent materials for their collections.

Seventeen libraries applied for funding for special projects or programs from the 2017-2018 Grant. She highlighted some of the projects libraries had undertaken. Each library was asked to identify how their project would reach out to Indigenous communities or make others aware of Indigenous culture. At the end of the project, each library must submit a final written report to PLS, along with photographs or promotional items. These will be included in a special edition of the New N Notes newsletter and will also be used to complete a final report to the Public Library Services Branch.

MOTION: B17-090 To receive the Indigenous Grant report for information.

Moved by: C. Froehlick CARRIED

12.3 *PUBLIC LIBRARIES: WE'RE ONLY HUMAN* SYMPOSIUM – FEBRUARY 23-24, 2018

The Director reported that the Public Library Services Branch (PLSB), in partnership with the Alberta Library Trustees' Association, is hosting its fourth annual symposium. The symposium will focus on HR topics and legislative requirements. It will be held on Friday, February 23 and Saturday, February 24, 2018 at the Radisson Hotel Edmonton South.

The registration for this symposium is free. The 2018 Budget includes funding to cover travel and accommodation to send two Peace Library Board Trustees to this symposium. A. Dempster will send an email asking for interested persons to let her know.

MOTION: B17-091 To receive the *Public Libraries: We're Only Human Symposium* report for information.

Moved by: G. Jones CARRIED

13. CORRESPONDENCE

13.1 MINISTER OF MUNICIPAL AFFAIRS – MINISTER'S AWARDS FOR EXCELLENCE IN PUBLIC LIBRARY SERVICE

13.2 TOWN OF MANNING – ALTA ALTERNATE

13.3 PEACE LIBRARY SYSTEM NEWS & NOTES, WINTER 2017

MOTION: B17-092 To receive items 13.1 – 13.3 for information.

Moved by: C. Froehlick CARRIED

14. MEMBERS' BUSINESS/ROUND ROBIN

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

15. NEXT MEETINGS

Executive: February 24, 2018 (TBA)

Board: March 24, 2018 (Grande Prairie)

Executive: April 21, 2018 (TBA)

Board: May 26, 2018 (Grande Prairie)

Executive: August 18, 2018 (TBA)

Board: September 15, 2018 (TBA)

Executive: October 27, 2018 (TBA)

Board/Christmas Party: November 24, 2018 (Grande Prairie)

16. ADJOURNMENT

The Vice-Chair adjourned the meeting at 2:05 p.m.

Vice-Chair

Director

Date