

**PEACE LIBRARY SYSTEM
BOARD MINUTES
GRANDE PRAIRIE, ALBERTA, MAY 13, 2017**

Present:	Veronica Bliska, Chair	MD of Peace
	Wendy Olson-Lepchuk	Town of Beaverlodge
	Cindy Hockley	Village of Berwyn
	Lorrie Shelp	Big Lakes County
	Kathrin Langlois	Birch Hills County
	Peter Frixel	Clear Hills County
	Ray Skrepnek	MD of Fairview
	Owen Stanford	Town of Fairview
	Lindsay Brown	Town of Falher
	Chris Thiessen	City of Grande Prairie
	Brock Smith	County of Grande Prairie
	Tammy Brown	Grande Prairie Public Library
	Roxie Rutt	MD of Greenview
	Dirk Thompson	Town of Grimshaw
	Jacy Rapke	Town of High Level
	Brad Pearson	MD of Lesser Slave River
	Brenda Kerr	Town of Manning
	Philippa O'Mahony	Town of McLennan
	Cheryl Novak	Village of Nampa
	Belinda Halabisky	County of Northern Lights
	Carolyn Kolebaba	Northern Sunrise County
	Dollie Anderson	MD of Opportunity
	Reta Nooskey	Paddle Prairie Métis Settlement
Regrets:	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
	Vacant	Village of Hines Creek
	Joy McGregor	Town of Slave Lake
	Brenda Stanich	Town of Spirit River
Absent:	Donna Deynaka	Town of High Prairie
	Carol Frost	Village of Hythe
	Brenda BurrIDGE	Town of Fox Creek
	Michelle Farris	Town of Rainbow Lake
	Clinton Froehlick	Town of Sexsmith
Staff:	Linda Duplessis, 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 11:20 a.m.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Add: 8.2 Alberta Municipal Affairs – Indigenous Population Grant 2017-2018

MOTION: B17-018 To approve the agenda as amended.

Moved by: L. Brown CARRIED

3. MINUTES OF MARCH 25, 2017 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B17-019 To accept the minutes of the March 25, 2017 meeting as presented.

Moved by: E. Manzer CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 DRAFT FIVE-YEAR CAPITAL PLAN (2016-2020)

The Director reported that the projections in the Five-Year Capital Plan will be directly affected by the Government's announcement of infrastructure funding for Alberta Library Systems. She asked that this item be tabled until the September Board meeting at which time she anticipates having more details on planned capital projects.

MOTION: B17-020 To table the Five-Year Capital Plan until the September Board meeting.

Moved by: C. Clarke CARRIED

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that one of the strategies in the 2016-2018 Plan of Service is to implement a regional promotional campaign “to raise awareness of public library locations and services in northwestern Alberta, as well as the value of libraries in individual communities.” PLS set aside \$20,000 in 2017 to develop a campaign in conjunction with a local marketing firm.

She reported that several staff members attended an Alberta Motor Association workshop on safe winter driving, and four of these received additional hands-on winter driving instruction. Driver training is offered periodically for staff members who drive frequently on library system business.

5.2 CHAIR’S

The Chair had nothing to report at this time.

5.3 TECHNICAL SERVICES

J. Ayles provided highlights from her written report.

She reported that Carol Downing remains away on medical leave and she has been appointed Technical Services Manager on a temporary basis from April 25 to July 31, 2017. The situation will be re-evaluated at that point to determine next steps.

She reported that a final Technical Services floor plan has been developed that will optimize space and staff work flow for ordering, cataloguing and delivery activities. With the announcement of Infrastructure grant funding, the reconfiguration will now be scheduled in conjunction with carpet replacement.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that Deep Freeze has been installed on all the public computers. The new setup is already working well for the public computers. The new hard drives for the PLS backup server have arrived and will be installed in the near future.

TRAC will be upgrading to Polaris 5.2 on June 26, 2017. The new version will come with additional features in the areas of Acquisitions and Leap.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that twenty-nine member public libraries will participate in this year’s Summer Reading Club. The promotional and prize materials are

expected to arrive in May and will be sorted and counted, and sent out to the libraries.

PLS is creating 20 themed storytime kits to assist libraries with programming for 2-3 year olds. All of the books have been ordered, and a Canada Summer Jobs grant has made it possible to hire a summer student to develop resources and assemble the kits.

Most of the sessions are now confirmed for the Rural Libraries Conference 2017 – *Celebrating the Canadian Spirit: Diversity in Our Libraries*. It will take place on September 21 and 22, 2017 at the Pomeroy Hotel and Conference Centre in Grande Prairie, with the pre-conference taking place at Peace Library System headquarters. Opening the conference on Thursday will be Indigenous storyteller and author Richard Van Camp. The Friday keynote speaker will be Monique Woroniak, a librarian with Winnipeg Public Library who will be speaking about how libraries can better serve Indigenous communities.

As part of last year's 30th anniversary celebration, PLS honoured all public and school libraries for excellent service. In 2017, PLS will be instituting new Excellence awards: Excellence in Public Library Programs & Services; Excellence in Public Library Space; Excellence in Public Library Promotions; and Excellence in School Library Service. Information packages have been sent out and nominations will be received until June 30, 2017.

E. Stewart and K. Wiebe have consulting visits to the libraries underway in April, May and June, with some to be completed in the fall. Samm Mercer, the Digital Learning and Outreach Librarian, is making a trip out to each library to provide in-person training on eResources, devices, and databases, as well as to discuss library outreach to Indigenous communities.

In April PLS added Transparent Language Online to the eResources. This is language learning software that provides 120 languages, including Indigenous languages such as Cree, Denesuline, and Ojibwe. Gale Primary Sources was purchased for the province and will provide all Albertans with perpetual access to 69 unique primary source collections, monographs, newspapers, poetry and more. TRAC has set up an Overdrive Kids eReading Room, which is a bright and attractive interface of children's downloadable titles in Overdrive.

5.6 THE ALBERTA LIBRARY (TAL)

The Director reported that TAL had a clean audit. Membership fees will be increasing by 1.1% for next year. TAL will be changing its governance model by moving to a smaller elected board that meets each month, with the full board meeting twice a year. They are also working through a GST compliance audit and have sought legal advice.

5.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

R. Johnson reported that his appointment to the ALTA Board was ratified at its AGM in Jasper. He reported that they have two face to face meeting a year with the next one in June at Red Deer. He reported that advocacy is ALTA's main focus.

B. Smith asked that the minutes from the ALTA meetings be made available for the PLS board.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that TRAC is a consortium of four library systems and the partnership benefits PLS member libraries. TRAC had a clean audit for 2016, showing a surplus of \$950.

MOTION: B17-021 To receive items 5.1 – 5.8 for information.

Moved by: D. Anderson CARRIED

5.9 ALBERTA LIBRARY CONFERENCE FEEDBACK

The Chair asked for feedback from those attending the conference. Those attending were very grateful for the opportunity to attend and found most of the sessions very informative.

MOTION: B17-022 To receive item 5.9 for information.

Moved by: R. Rutt CARRIED

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

The Chair re-convened the meeting at 12:37 pm.

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF APRIL 22, 2017 MEETING

MOTION: B17-023 To receive the minutes of the April 22, 2017 Executive Committee meeting for information.

Moved by: R. Johnson CARRIED

6.1.2 FINANCIAL STATEMENT– FEBRUARY, 2017

The Director reviewed the February statement reporting that revenue and expenditures are on track for this time of year. She reported that revenue received is at 29 percent, with the Operating Grant not expected until June. She reviewed expenditures in each department.

MOTION: B17-024 To receive the February, 2017 Financial Statement for information.

Moved by: D. Anderson CARRIED

7. NEW BUSINESS

7.1 INDIGENOUS POPULATIONS GRANT

The Director reported that member libraries were unable to expend the 2016-2017 Indigenous Grant funds as planned prior to the end of March. There was a carry-over of \$49,398, which will be expended on the storytime kits and one vehicle for library visits.

She reported the 2017-2018 Indigenous Grant has been calculated using the 2016 Official Populations List, which will increase the grant by about \$7,000.

MOTION: B17-025 To receive the Indigenous Populations Grant report for information.

Moved by: B. Pearson CARRIED

7.2 INFRASTRUCTURE GRANT FOR PLS HEADQUARTERS BUILDING

The Director reported that Peace Library System (PLS) is eligible for an Infrastructure Grant of \$1,010,000, payable once the Minister of Municipal Affairs signs off on the agreement. She reported that the funding is based on the 2012 Alberta Infrastructure assessment of the PLS headquarters building plus the cost of inflation for upgrades up to the end of 2020.

She reviewed the chart developed by the Public Library Services Branch identifying the recommended upgrades from the infrastructure assessment. She reported that some of the activities are no longer relevant and there are other things that require repair that were not on the list. The agreement makes it clear that PLS can ask for adjustments to the approved activities if circumstances have changed.

She reported that administration is working with local experts to develop a sequential plan for the upgrades from now to December 31, 2020.

MOTION: B17-026 To receive the Infrastructure Grant for PLS Headquarters Building report for information.

Moved by: R. Skrepnek CARRIED

8. FOR INFORMATION

8.1 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SUMMER 2017

8.2 ALBERTA MUNICIPAL AFFAIRS – INDIGENOUS POPULATIONS GRANT 2017-2018

MOTION: B17-027 To receive item 8.1 and 8.2 for information.

Moved by: C. Novak CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

Executive: August 19, 2017 (Grimshaw)

Personnel: August 19, 2017 (following Executive meeting)

Board: September 16, 2017 (Peace River)

Plan of Service: September 16, 2017 (following Board meeting)

Executive: September 30, 2017 (TBA)

Board/Christmas Party: November 25, 2017 (Grande Prairie)

11. ADJOURNMENT

The Chair adjourned the meeting at 1:30.

Original Signed
Chair

Original Signed
Director

September 16, 2017
Date