

**PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES, ST. ISIDORE
SEPTEMBER 15, 2018**

Present:	Veronica Bliska (Chair) Lorrie Shelp Denise Joudrey Amber Bean Ray Skrepnek Lindsay Brown Meesha Bainton Tammy Brown Chris Thiessen Linda Waddy Roxie Rutt Sandra Melzer April Doll Philippa O'Mahony Cheryl Novak Belinda Halabisky Carolyn Kolebaba Brendan Powell Reta Nooskey Elaine Manzer Diahann Potrebenko John Moen Raoul Johnson Harry Ezio Elaine Garrow Tanya Boman Anna Underwood	MD of Peace Big Lakes County Birch Hills County Clear Hills County MD of Fairview Town of Falher Town of Fox Creek Grande Prairie Public Library City of Grande Prairie County of Grande Prairie MD of Greenview MD of Lesser Slave River Town of Manning Town of McLennan Village of Nampa County of Northern Lights Northern Sunrise County MD of Opportunity Paddle Prairie Métis Settlement Town of Peace River Village of Rycroft Saddle Hills County MD of Smoky River Town of Spirit River MD of Spirit River Town of Valleyview Town of Wembley
Regrets:	Gena Jones Dennis Sukeroff Beth Gillis Clinton Froehlick Joy McGregor Vacant Vacant Vacant	Town of Beaverlodge Town of Grimshaw Town of High Level Town of Sexsmith Town of Slave Lake Village of Berwyn Village of Donnelly Village of Girouxville
Absent:	Nicole Halvorson Camille Zavisha Donna Deynaka Lyle Sipe Christopher Mitchell	Town of Fairview Village of Hines Creek Town of High Prairie Village of Hythe Town of Rainbow Lake
Staff:	Linda Duplessis, Director Alrene Dempster, Executive Assistant (minutes) Katherine Wiebe, Consulting Services Manager Janet Ayles, IT Services Manager	

1. CALL TO ORDER

The Chair called the meeting to order at 10:40 a.m. Introductions were made around the table.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Add: 7.6 8760 Electricity and Natural Gas Contracts

MOTION: B18-041 To approve the agenda as amended.

Moved by: R. Johnson CARRIED

3. MINUTES OF MAY 26, 2018 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B18-042 To accept the minutes of the May 26, 2018 meeting as amended.

Moved by: E. Garrow CARRIED

4. BUSINESS ARISING FROM MINUTES

There was no business arising.

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She has completed 19 visits to member councils to provide a Peace Library System update and has 6 remaining.

She reported that a new marketing campaign has been launched across the region, and will run from September 4 to October 29. *Explore Your Library* will feature Facebook ads, radio spots and an in-library contest/draw. Campaign tools are available on the PLS website for member libraries to do their own local promotions.

The Director reported that the Town of Grande Cache has undergone a viability review and a vote to determine if the town will dissolve into the MD of Greenview will take place on September 24 & 25. She reported that if they vote to dissolve, the Peace Library System would become the Library Board of Record for the

Grande Cache Library. Due to the size of the Grande Cache Library, the Director would recommend that the MD of Greenview form its own library board to govern the Grande Cache and DeBolt libraries.

5.2 CHAIR'S

The Chair did not have a report at this time.

5.3 TECHNICAL SERVICES

J. Ayles provided highlights from her written report.

She reported that there is a small backlog in cataloguing due to staff leaves and summer vacations. One of the temporary positions was posted and filled by the French Language Resource Centre liaison who had been hired to catalogue French materials for the summer.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that Bell won the contract to manage SuperNet, and then entered into an agreement to acquire Axia. The changeover caused a small delay in reconnecting SuperNet in one location.

She reported that staff from Marigold and Peace have approved the website design and the development on the new websites for PLS and forty-two member libraries has begun. She reported that Valleyview and Peace River are the pilot libraries for the testing phase of the new websites. Once everything has been built, PLS staff will work to move the content from the old websites to the new ones on a library-by-library basis to ensure all information is migrated successfully.

The IT Department has started the network reconfiguration through a contract with ACSI in Calgary. The new hardware has been delivered to PLS and is being delivered to the libraries. ACSI has worked with Bell/Axia to make the necessary changes to the network. They have scheduled on-site library visits by their consultant to configure and install new hardware. Site visits to the libraries began on August 15 and are expected to wrap up by mid-September.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that 24 libraries in Peace Library System participated in the TD summer reading club and another 12 libraries ran independent summer reading programs.

Libraries now have a new comprehensive online resource to assist patrons in preparing for the Canadian Citizenship Test. The language-learning eResources

called Pronunciator recently launched its *ProCitizen: Canada!* modules containing over 100 instructional videos and 500 practice questions.

S. Mercer has been busy attending meetings and events to build relationships that will pave the way for some of the libraries to develop library outreach services in Indigenous communities near them. She is also laying the groundwork to create Memorandums of Understanding (MOUs) with library boards to take library services to nearby Indigenous communities.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that The Alberta Library is a consortium of public, college and university libraries. Their next meeting is in October.

5.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

L. Duplessis highlighted the ALTA report provided by Brenda Kerr, the Peace Area 1 representative. She reported that the ALTA Board has scheduled its 2018 retreat on October 12-14 in Nisku. The theme for the 2019 Alberta Library Conference (ALC) is *Find A Way*. ALTA is looking for session ideas for Trustees at ALC. She reported that ALTA has sent a letter to the Minister of Municipal Affairs requesting that the per capita funding be based on current year population figures. The Director reported that Peace Area 1 elections will take place at the ALC in 2019. This is a two-year term and nominations have to be into ALTA by January 1, 2019.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that TRAC is a partnership of four library systems, Yellowhead, Marigold, Northern Lights and Peace. TRAC maintains Polaris (the library automation system) and provides eResources including eBooks and audiobooks. TRAC is investigating a new app for TRACpac. In August, the four partners had a very good meeting with Innovative (which owns Polaris).

MOTION: B18-043 To receive items 5.1 – 5.8 for information.

Moved by: C. Kolebaba CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE AUGUST 18, 2018 MEETING

MOTION: B18-044 To receive for information the minutes of the August 18, 2018 Executive Committee meeting.

Moved by: T. Brown CARRIED

6.1.2 FINANCIAL STATEMENT– JULY, 2018

The Director reviewed the balance sheet, pointing out the provincial operating grant was just received in July. She reported that most of the municipal revenue had been received. The focus for the 2018-2019 Indigenous Grant is to provide outreach to on-reserve and on-settlement Indigenous people. This grant is only 10% expended but the Director reported that PLS has been working with library boards to hire people to go to the reserves or settlements and provide library services on site.

She reviewed the disbursements in each department and reported that they are generally where they should be for this time of the year. She reviewed some items with budget variances.

MOTION: B18-045 To accept the July, 2018 Financial Statement for information.

Moved by: R. Skrepnek CARRIED

6.1.3 PLS FORMAL INDIGENOUS ENDORSEMENTS AND STATEMENT

The Chair reported that the Executive Committee has reviewed the following documents: *United Nations Declaration on the Rights of Indigenous Peoples*, and the *Canadian Federation of Libraries Association Truth and Reconciliation Committee Report and Recommendations*. She also reported the Executive Committee is recommending a formal statement acknowledging the Treaty and land on which system headquarters and member libraries are located.

MOTION: B18-046 To endorse the *United Nations Declaration on the Rights of Indigenous Peoples*.

Moved by: R. Nooskey CARRIED

MOTION: B18-047 To endorse the *Canadian Federation of Libraries Association Truth and Reconciliation Committee Report and Recommendations*.

Moved by: B. Halabisky CARRIED

MOTION: B18-048 To adopt the following formal statement: *Peace Library System acknowledges Treaty 8 territory as well as the Métis Nation of Alberta. Peace Library System libraries are located on territory that provided a travelling route and home to many Indigenous peoples.*

Moved by: C. Thiessen CARRIED

6.1.4 REVISED FINANCE POLICY

The Director reported that this policy was recently revised, but that a clause has been added to the Signing Authority section. It would permit e-mail

authorization to use the Chair's signature stamp for cheques over \$500 when there isn't a board signing authority available.

MOTION: B18-049 To approve the revised Finance Policy as presented.

Moved by: E. Manzer CARRIED

6.1.5 REVISED SCHOOL SERVICES POLICY

K. Wiebe reported that this policy has been revised to eliminate some services that are no longer relevant and to add more clarity to the wording.

MOTION: B18-050 To approve the revised School Services Policy as presented.

Moved by: L. Shelp CARRIED

6.1.6 REVISED PUBLIC ACCESS TO THE INTERNET POLICY FOR LIBRARY SERVICE POINTS POLICY

After a robust discussion, the Board questioned what more could be done to limit patrons from seeing what other patrons are viewing on the public computers. There was concern about the legal rights and obligations of library staff when it comes to limiting what a patron watches or logs into on the public computers.

The Director pointed out that each library board would have its own policy to deal with this situation and that this policy only affects the libraries where Peace Library System is the Board of Record (Bear Point, DeBolt, Dixonville, Keg River, Menno Simons, Paddle Prairie, St. Isidore and Worsley).

MOTION: B18-051 To ask for legal advice regarding library staff rights and responsibilities in enforcing the Internet access for library service points.

Moved by: C. Kolebaba CARRIED

6.1.7 REVISED RESOURCE SHARING POLICY FOR LIBRARY SERVICE POINTS POLICY

K. Wiebe reported that in addition to some housekeeping changes, Schedule A has been updated to reflect the most recent provincial Resource Sharing Operational Policy.

MOTION: B18-052 To approve the revised Resource Sharing Policy for Library Service Points as presented.

Moved by: B. Halabisky CARRIED

6.1.8 REVISED VIOLENCE AND HARASSMENT POLICY FOR LIBRARY SERVICE POINTS POLICY

K. Wiebe reported that small housekeeping and grammatical changes as well as additional wording for clarity have been made to the policy.

MOTION: B18-053 To approve the revised Violence and Harassment Policy for Library Service Points as presented.

Moved by: R. Nooskey CARRIED

6.1.9 NETSPEED

The Chair reported that Netspeed 2018 will be held in Sherwood Park on October 11 and 12. Attending on behalf of the Peace Library Board will be Tanya Boman, Town of Valleyview, and Belinda Halabisky, County of Northern Lights.

6.2 PLAN OF SERVICE

6.2.1 MINUTES OF MAY 26, 2018 MEETING

MOTION: B18-054 To receive the minutes of the May 26, 2018 Plan of Service Committee meeting for information.

Moved by: E. Manzer CARRIED

6.3 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE

6.3.1 MINUTES OF THE MAY 14, 2018 MEETING

6.4 CLEAR HILLS COUNTY ADVISORY COMMITTEE

6.4.1 MINUTES OF THE MAY 16, 2018 MEETING

6.5 MD OF GREENVIEW ADVISORY COMMITTEE

6.5.1 MINUTES OF THE MAY 17, 2018 MEETING

6.6 PADDLE PRAIRIE MÉTIS SETTLEMENT ADVISORY COMMITTEE

6.6.1 MINUTES OF THE MAY 23, 2018 MEETING

6.7 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE

6.7.1 MINUTES OF THE MAY 28, 2018 MEETING

6.8 MD OF SPIRIT RIVER ADVISORY COMMITTEE

6.8.1 MINUTES OF THE JUNE 4, 2018 MEETING

6.9 MD OF SMOKY RIVER ADVISORY COMMITTEE

6.9.1 MINUTES OF THE JUNE 6, 2017 MEETING

MOTION: B18-055 To receive items 6.3.1 - 6.9.1 for information.

Moved by: R. Skrepnek

CARRIED

7. NEW BUSINESS

7.1 INFRASTRUCTURE PROJECT UPDATE

The Director highlighted the Infrastructure Project report. She reported that there is \$285,000 in grant funds remaining as of August 31 and the remaining expenses are \$156,000. She reported that in consultation with the engineers, it was determined that a boiler assessment is required. The boiler assessment is outside the infrastructure project and she will ask for authorization from Municipal Affairs to apply the left over funds to the replacement or repair of the boilers.

MOTION: B18-056 To receive the Infrastructure Project Update for information.

Moved by: B. Halabisky

CARRIED

The Chair recessed the meeting for lunch at 12:05 p.m.

The Chair reconvened the meeting at 12:35 p.m.

7.2 2017-2018 INDIGENOUS GRANT FINAL REPORT

The Director reported that the final written and financial report regarding the 2017-2018 on-reserve/on-settlement Indigenous grant has been submitted to Municipal Affairs. This grant has allowed PLS and its member libraries to continue to expand library services to 21 First Nations and Métis communities. She reported that many specialized programs have been offered to encourage cultural awareness and these have helped member libraries make connections with Indigenous trainers and services. Some libraries have focussed on literacy by offering after-school programs.

MOTION: B18-057 To receive the 2017-2018 Indigenous Grant Final Report for information.

Moved by: R. Skrepnek

CARRIED

7.3 2018-2019 INDIGENOUS GRANT REPORT

The Director reported that PLS will receive \$215,445 for the 2018-2019 Indigenous Grant. The regional focus is outreach to specific Indigenous communities.

The PLS Digital Learning and Outreach Librarian has kept in contact with member libraries that would like to take services to Indigenous communities. She has also attended various powwows and interagency meetings, often with a local library representative. PLS has drafted a Memorandum of Understanding (MOU)

document for library boards that take services to Indigenous communities. This will be the mechanism to release funding to the library boards.

L. Brown said that September 30 is designated Orange Shirt Day and she explained the meaning behind the day.

MOTION: B18-058 To receive the 2018-2019 Indigenous Grant report for information.

Moved by: C. Novak CARRIED

7.4 RESOURCE SHARING AGREEMENT WITH GRANDE PRAIRIE PUBLIC LIBRARY

The Director reported that Peace Library System's Resource Sharing Agreement with Grande Prairie Public Library (GPPL) ends on December 31, 2018. Any changes to the agreement must be identified and agreed to by both the Peace Library Board and the GPPL Board. She reported that the GPPL Board reviewed the draft Memorandum of Agreement and approved it at its September 11, 2018 meeting.

She reported that through this Agreement, GPPL acts as the resource sharing hub for the region. This includes interlibrary loan (ILL) service and information service, which are both regional library system responsibilities but have been contracted to GPPL since 1986 when Peace Library System was established.

The Director highlighted the benefits of having GPPL continue as the Resource Library for the region and recommended that the Agreement be extended for 2019 and 2020.

MOTION: B18-059 That the Resource Sharing Memorandum of Agreement with Grande Prairie Public Library be renewed for two years at a fee of \$48,500 for 2019 and \$50,500 for 2020.

Moved by: C. Thiessen CARRIED

7.5 NOMINATION COMMITTEE FOR NOVEMBER 24 ELECTIONS

The Chair reported that a Nomination Committee needs to be appointed to confirm those interested in serving on PLS committees. Elections for the Executive, Personnel and Plan of Service Committees will take place at the November 24 Board meeting. A complete list of Board members will be forwarded to the nominating committee following notification from municipalities on their appointees to the Peace Library Board.

MOTION: B18-060 To appoint E. Garrow and L. Shelp to the Nomination Committee.

Moved by: C. Kolebaba CARRIED

7.6 8760 ELECTRICITY AND NATURAL GAS CONTRACTS

The Director reported that she has been contacted by a representative from 8760 to discuss renewing and extending the electricity and natural gas contracts. There is a two-year extension and the option of a further five-year extension. She said the rates for power and natural gas decreased after PLS has signed on with 8760 through RMA.

MOTION: B18-061 To extend the contract with 8760 for electricity and natural gas service to December 31, 2022.

Moved by: C. Kolebaba CARRIED

8. LONG SERVICE AWARDS

The Director spoke on the accomplishments of Peter Frixel, Roxie Rutt and Elaine Manzer. Elaine Manzer and Roxie Rutt were presented with a certificate for five years of service. Peter Frixel will receive his award at a later meeting.

9. FOR INFORMATION

- 9.1 PUBLIC LIBRARY SERVICES BRANCH – OPERATING GRANT
- 9.2 PUBLIC LIBRARY SERVICES BRANCH – INDIGENOUS POPULATIONS GRANT
- 9.3 ALBERTA EDUCATION – RESPONSE TO ANNUAL REPORT
- 9.4 PEACE LIBRARY SYSTEM NEWS & NOTES, FALL 2018

MOTION: B18-062 To receive items 9.1 – 9.4 for information.

Moved by: P. O'Mahony CARRIED

10. MEMBERS' BUSINESS/ROUND ROBIN

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

C. Kolebaba thanked Veronica Bliska for her work on the Peace Library System Board and sub-committees over the years. This was Veronica's last Board meeting and the Board wished her well.

11. NEXT MEETINGS

Plan of Service: September 15, 2018 (following the Board meeting)
Personnel: October 13, 2018 (TBA)
Executive: October 27, 2018 (Beaverlodge)
Board/Christmas Party: November 24, 2018 (Grande Prairie)

12. ADJOURNMENT

The Chair adjourned the meeting at 1:35 p.m.

Original signed

Chair

Original signed

Director

November 24, 2018

Date