

**PEACE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
GRANDE PRAIRIE
MAY 26, 2018**

Present:	Veronica Bliska (Chair)	MD of Peace No. 135
	Gena Jones	Town of Beaverlodge
	Lorrie Shelp	Big Lakes County
	Ginette Paradis	Birch Hills County
	Peter Frixel	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Dianne Golob	Town of Fairview
	Lindsay Brown	Town of Falher
	Brenda Burrige	Town of Fox Creek
	Linda Waddy	County of Grande Prairie No. 1
	Dennis Sukeroff	Town of Grimshaw
	Beth Gillis	Town of High Level
	Camille Zavisha	Village of Hines Creek
	April Doll	Town of Manning
	Philippa O'Mahony	Town of McLennan
	Cheryl Novak	Village of Nampa
	Terry Ungarian	County of Northern Lights
	Carolyn Kolebaba	Northern Sunrise County
	Reta Nooskey	Paddle Prairie Métis Settlement
	Elaine Manzer	Town of Peace River
	Christopher Mitchell	Town of Rainbow Lake
	Roxann Dreger	Village of Rycroft
	Clinton Froehlick	Town of Sexsmith
	Raoul Johnson	MD of Smoky River No. 130
	Harry Ezio	Town of Spirit River
Elaine Garrow	MD of Spirit River No. 133	
Tanya Boman	Town of Valleyview	
Regrets:	Chris Thiessen	City of Grande Prairie
	Tammy Brown	Grande Prairie Public Library
	Brad Pearson	MD of Lesser Slave River No. 124
	Joy McGregor	Town of Slave Lake
	Vacant	Village of Berwyn
	Vacant	Village of Donnelly
Vacant	Village of Girouxville	
Absent:	Roxie Rutt	MD of Greenview No. 16
	Donna Deynaka	Town of High Prairie
	Lyle Sipe	Village of Hythe
	Brendan Powell	MD of Opportunity No. 17
	John Moen	Saddle Hills County
	Anna Underwood	Town of Wembley
Guests:	Cory Lefebvre	Fulcrum Group
	Colette Poitras	Manager, Indigenous Public Library Outreach (PLSB)
Staff:	Linda Duplessis, Director	
	Alrene Dempster, Executive Assistant (minutes)	
	Janet Ayles, IT Services Manager	
	Katherine Wiebe, Consulting Services Manager/Assistant Director	

1. CALL TO ORDER AND INTRODUCTIONS

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

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Wording changed: 8.1 Indigenous Grant Update
An addendum to 9.2.3 was handed out.

MOTION: B18-015 To approve the agenda as amended.

Moved by: R. Johnson CARRIED

3. MINUTES OF MARCH 24, 2018 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B18-016 To accept the minutes of the March 24, 2018 meeting as presented.

Moved by: E. Garrow CARRIED

4. BUSINESS ARISING FROM MINUTES

No business arose from the March 24 meeting.

5. 2017 YEAR IN REVIEW

5.1 CHAIR'S REPORT

The Chair reported that in 2017 Peace Library System continued to support its member libraries strategically. Digital literacy training and marketing assistance were high priorities. Library service was strengthened through library visits, training sessions and program support, and behind the scenes work on the IT network and library websites.

A special provincial grant made it possible for PLS and its member libraries to implement new programs and services and update library collections to attract Indigenous patrons and raise awareness of Indigenous culture. A new provincial grant for infrastructure improvements funded a partial roof replacement and allowed PLS to strategically plan facility upgrades for 2018 and beyond.

The Chair reflected on the strong municipal and provincial support for PLS and the power of regional collaboration and cooperation.

MOTION: B18-017 To receive the Chair's report for information.

Moved by: R. Skrepnek CARRIED

5.2 2017 ANNUAL REPORT

The Director highlighted events and activities in 2017 with a PowerPoint presentation. Copies of the 2017 Annual Report were distributed to the Board and copies will be sent to Councils and Library Boards following the meeting.

MOTION: B18-018 To approve the 2017 Annual Report for distribution.

Moved by: R. Dreger CARRIED

5.3 PERSONNEL COMMITTEE REPORT

Carolyn Kolebaba, Chair, reported that the Personnel held one meeting on August 19.

The Committee conducted a review of all senior management positions, reviewed personnel needs and expenditures for 2018, and worked in tandem with the Executive Committee to conduct the Director's annual performance review.

The Committee also reviewed the upcoming changes to the Alberta Employment Standards and directed administration to update policies and procedures accordingly.

MOTION: B18-019 To receive the Personnel Committee report for information.

Moved by: E. Manzer CARRIED

5.4 PLAN OF SERVICE COMMITTEE REPORT

Lorrie Shelp, Chair, reported that the Plan of Service Committee held one meeting on September 16.

The Committee focused on policy review and began initial planning for the 2019-2021 Plan of Service. The policy review included five PLS policies and four policies for library service points.

MOTION: B18-020 To receive the Plan of Service Committee report for information.

Moved by: P. O'Mahony CARRIED

5.5 2017 AUDIT LETTER AND AUDITED FINANCIAL STATEMENTS

Cory Lefebvre from Fulcrum Group thoroughly reviewed the statement of financial position, changes in net assets, 2017 revenue and expenditures and related notes, answering questions along the way. He reported that the financial statements present Peace Library System's financial position fairly and that it was

a clean audit. He thanked the Director and PLS staff for all their assistance during the audit.

MOTION: B18-021 To approve the 2017 Audited Financial Statements for distribution.

Moved by: C. Kolebaba CARRIED

6 APPOINTMENT OF AUDITOR FOR 2018

The Director reported that the audit went very well with Fulcrum Group. They have provided a three-year quote for audit services: 2018 - \$14,500, 2019 - \$16,000 and 2020 - \$17,500. The Director recommended that the accounting firm of Fulcrum Group be retained for the three-year term.

MOTION: B18-022 To appoint the accounting firm of Fulcrum Group as auditors for 2018, 2019 and 2020.

Moved by: E. Garrow CARRIED

7. REPORTS

7.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She provided an update on preparations to develop the 2019-2021 Plan of Service. The Plan of Service Committee reviewed the current 2016-2018 Plan in September, 2017 and determined that the service areas and goals were still relevant. PLS staff reviewed the goals and strategies on April 5. Input was received from library managers and some board members at the Library Managers' Council meeting and the Public Library meeting. Further input will be sought from library boards via an online survey. All of this information will be taken to the May 26 Plan of Service Committee meeting and incorporated into a draft Plan of Service to be reviewed by the Committee in the fall.

The Director reported that she has twenty-four Council presentations scheduled between May and October.

PLS staff worked with nine10 Inc. in Grande Prairie to design a regional marketing campaign in the fall of 2017 and another in early 2018. In April a survey was sent out to public libraries requesting feedback to evaluate the success of the regional marketing campaigns. The feedback was largely positive and a new marketing campaign will be launched in the fall.

7.2 CHAIR'S

The Chair had nothing to report at this time.

7.3 TECHNICAL SERVICES

J. Ayles provided highlights from the Technical Services report.

She reported that orders have been coming in steadily and cataloguing is caught up with no backlog. She reported that phases 2 and 3 of the renovations have been difficult on Technical Services staff with allergies, but the worst is over.

7.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from the IT Services report.

Troubleshooting for the ongoing Polaris problems continued throughout March. A second patch was applied to the production server on March 19, and that seems to have fixed the problems. The new Polaris telephony server went live on April 10 with no problems. She reported that Polaris is not set up to send patrons notices for expired memberships.

Work on the new websites is continuing. J. Ayles and E. Stewart have traveled to Marigold Library System to meet the representatives from the website development partner. This meeting included discussion on the design elements and priorities for the new websites. Progress has also been made on layout decisions and functional elements.

PLS was successful in obtaining a CIP Grant to defray the cost of SuperNet customer edge devices (CEDs) for member libraries on the PLS network. The grant of \$11,948 will cover half the cost of the hardware. Libraries will be responsible for the other half of the hardware cost and the maintenance costs.

PLS will work with ACSI for the network infrastructure project. The major goal of the project is to separate the staff and public networks ensuring the security and integrity of the PLS network. Technicians from ACSI will visit each of the libraries connected to our network to implement the configuration changes and install the new hardware.

7.5 CONSULTING SERVICES

K. Wiebe provided highlights from the Consulting Services report.

She reported that twenty-four member public libraries are participating in the Summer Reading Club.

The 2018 Rural Libraries Conference will take place on September 27 and 28, 2018. The theme this year is “The Future-Focused Library”. The conference will be held at the Pomeroy Hotel and Conference Centre in Grande Prairie.

Spring/summer consulting visits to the libraries are underway with others to be completed in the fall. The Digital Learning and Outreach Librarian is making trips upon request to libraries this year. She is providing in-person training on

eResources, devices, and databases, as well as discussing library outreach to Indigenous communities.

The Public Library Services Branch replaced Mango Language learning software with **Pronunciator**.

7.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that TAL had a clean audit and was deemed a viable operation for the next year. The Canada Revenue Agency GST reassessment has been appealed by TAL, but it will take several months for the appeal to be heard.

TAL will be hosting the Netspeed Conference on October 11-12, 2018 at the Strathcona County Community Centre in Sherwood Park. An email will be sent to Trustees to see if there is any interest in attending. (PLS has budgeted for two Trustees to attend.)

TAL is in the process of evaluating the package of eResources offered to public libraries in Alberta. TAL partners will vote on the final package options.

7.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

L. Duplessis reported that Tanya Pollard was appointed President at the AGM at the Alberta Library Conference. ALTA will not be meeting until June 1 and 2 and Brenda Kerr, Area 1 representative, will provide a report for the September board meeting.

7.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that TRAC is a partnership of four systems; Yellowhead, Marigold, Northern Lights and Peace. TRAC maintains Polaris (the library automation system), and provides eResources including eBooks and audiobooks.

The TRAC Directors meet monthly, as do sub-committees dealing with TRAC functions. TRAC reviewed recent survey results and determined that overall libraries were happy with the TRAC experience but were in agreement that a new TRAC App was needed.

7.9 ALBERTA LIBRARY CONFERENCE FEEDBACK

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

MOTION: B18-023 To receive items 7.1 – 7.9 for information.

Moved by: A. Doll

CARRIED

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

The Chair reconvened the meeting at 12:40 p.m.

8. PUBLIC LIBRARY SERVICES BRANCH & PROVINCIAL INDIGENOUS PUBLIC LIBRARY OUTREACH

Colette Poitras provided an update from PLSB. She reported that provincial library consultant Ken Feser has resigned. With his resignation only two board basics workshops have been booked this year, one in Cochrane in June and one in central-north Alberta in the fall. There is a Resource Sharing meeting on May 28 to discuss delivery of interlibrary loans as well as Government Courier. The PLSB will be sending out an RFP to replace Hoopla. Hoopla allows patrons to borrow movies, music, audiobooks, ebooks, comics and TV shows.

Ms Poitras also provided an update on the Provincial Indigenous Public Library Outreach initiatives. She acknowledged that we are located on the Treaty 8 territory of the Cree, Beaver, and Dene people and that we respect the histories, languages and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

She reported that PLS will receive a \$215,000 Indigenous Populations Grant. The focus for this grant will be outreach to Indigenous communities. Ms Poitras has offered to attend meetings or powwows with any libraries requesting her services. She reported the *Standards and Best Practices for Public Libraries in Alberta* document is being updated in June and will include a section on serving Indigenous peoples. It will encourage libraries to seek Indigenous board members and volunteers as well as encouraging libraries to employ Indigenous staff.

The Chair thanked Ms Poitras for her informative presentation.

8.1 INDIGENOUS GRANT UPDATE

The Director reported that many member libraries received funding through the 2017-2018 Indigenous Grant to update their collections with Indigenous materials and offer new programs and services. She highlighted some of the outreach activities in the region: Elmsworth Library provided programming to the Horse Lake Day Care; High Level sent books to Fox Lake; Calling Lake recorded Elder stories; and Grimshaw has made connections with the Duncan First Nations.

She reported that once the 2018-2019 Indigenous Grant is received PLS will be developing a plan to implement a Memorandum of Understanding (MOU) with each library board that wants to provide outreach services to reserves and settlements.

MOTION: B18-024 To receive the Indigenous Grant update for information.

Moved by: L. Brown

CARRIED

9. COMMITTEES

9.1 PERSONNEL

9.1.1 MINUTES OF THE APRIL 21, 2018 MEETING

MOTION: B18-025 To receive the minutes of the April 21, 2018 Personnel Committee meeting for information.

Moved by: R. Skrepnek CARRIED

9.2 EXECUTIVE/FINANCE

9.2.1 MINUTES OF THE APRIL 21, 2018 MEETING

MOTION: B18-026 To receive the minutes of the April 21, 2018 Executive Committee meeting for information.

Moved by: C. Zavisha CARRIED

9.2.2 FINANCIAL STATEMENT– MARCH, 2018

The Director reviewed the balance sheet, pointing out that the Infrastructure Grant is a separate line item. She reported that revenue is sitting where it should be for this time of the year. The Provincial Operating Grant is not expected until June. She reviewed expenditures in each department. She pointed out that with renovations at headquarters, more meetings have been held off site and meeting expenses will come in over budget.

MOTION: B18-027 To receive the March, 2018 Financial Statement for information.

Moved by: G. Paradis CARRIED

9.2.3 UPDATED FIVE-YEAR CAPITAL PLAN

The Director highlighted the Five-Year Capital Plan addendum that was distributed at the meeting. She reported that All Peace Roof Inspections has submitted a final report on the replacement of the east section of the roof and has approved the work. Now that the roof is dry, he has examined the west side. Based on the leak which happened earlier in the year, he has recommended that the west section of the roof be replaced as soon as possible.

At the Director's request, All Peace Roof Inspections asked Standard Roofing for a quote to replace the west side of the roof, which is a larger area. The quote is \$174,800 for the roofing plus \$17,480 for the inspection company.

She recommended that PLS allocate up to \$195,000 from the Building Reserve to replace the west section of the roof in 2018. She recommended that Standard Roofing complete the project because of their knowledge of the roof, their good workmanship to date, and fair pricing relative to the size of the roof area.

MOTION: B18-028 To approve up to \$195,000 from the Building Reserve for the west side roof replacement in 2018.

Moved by: C. Kolebaba CARRIED

The Director reviewed the Five-Year Capital Plan pointing out expected expenditures for each year. It included a 2018 purchase of Network Upgrade hardware from the Technology Reserve that was approved by the Executive Committee on April 21. She reported that the closing balance in the Building Reserve at the end of 2021 will be around \$83,786 after the west side roof replacement in 2018.

MOTION: B18-029 To approve the Five-Year Capital Plan as amended.

Moved by: B. Gillis CARRIED

9.2.4 WEBSITE MEMORANDUM OF UNDERSTANDING (MOU)

The Director reported that the Memorandum of Understanding (MOU) sets forth the terms and conditions between the Marigold Library System and Peace Library System to develop and support a website platform and website services.

She reviewed the MOU and indicated that Marigold and Peace collaborate well together. The costs of start-up and annual fees for the platform and for the website developers will be shared equally by both Systems.

MOTION: B18-030 To approve the Memorandum of Understanding with Marigold Library System for joint website development.

Moved by: P. Frixel CARRIED

9.2.5 REVISED HIRING AND PROBATIONARY PERIOD POLICY

The Director reported that the revisions were to bring the policy in line with the new Alberta Employment Standards.

MOTION: B18-031 To approve the revised Hiring and Probationary Policy.

Moved by: R. Skrepnek CARRIED

9.2.6 REVISED LEAVE OF ABSENCE POLICY

The Director reported that a number of new job-protected leaves of absence are now included in the revised Alberta Employment Standards.

In some cases, PLS policy already met or exceeded the requirements. In other cases, the new leave requirements had to be added to the policy.

Concern was raised over the correct wording under *Leave Of Absence With Pay (a) Bereavement Leave*. Suggested wording will be forwarded to the Director and the policy will be taken to the Personnel Committee.

MOTION: B18-032 To approve the revised Leave of Absence Policy.

Moved by: L. Brown CARRIED

MOTION: B18-033 To refer the Leave of Absence Policy to the Personnel Committee to review Bereavement Leave wording.

Moved by: C. Kolebaba CARRIED

9.2.7 REVISED OVERTIME POLICY

The Director reported that small updates have been made to the policy and the Overtime Agreement has been revised to reflect Alberta Employment Standards wording.

MOTION: B18-034 To approve the revised Overtime Policy.

Moved by: G. Jones CARRIED

9.2.8 REVISED SICK LEAVE POLICY

The Director reported that the unpaid job-protected Long-Term Illness and Injury Leave has been incorporated into this policy, and other changes have been made for clarity. The order of some of the existing clauses has been changed to provide more continuity. She reported that the staff had reviewed this policy and made suggested revisions which the Executive Committee had not seen.

A discussion took place regarding the number of sick leave credits that an employee can use before initiating Short Term Disability coverage. The proposal to change it from 120 hours to 150 hours concerned some board members as it might be problematic if several employees were on sick leave at the same time.

MOTION: B18-035 To approve the revised Sick Leave Policy as amended.

Moved by: R. Dreger CARRIED

9.2.9 REVISED STATUTORY/GENERAL HOLIDAYS POLICY

The Director reported this policy just required some housekeeping changes.

MOTION: B18-036 To approve the revised Statutory/General Holiday Policy.

Moved by: L. Waddy CARRIED

9.2.10 REVISED TERMINATIONS POLICY

The Director reported minor revisions were made to bring the policy in line with the new Alberta Employment Standards.

MOTION: B18-037 To approve the revised Terminations Policy.

Moved by: T. Ungarian CARRIED

9.2.11 REVISED VACATIONS POLICY

The Director reported that this policy exceeds the minimum standards for vacation time set out in the Alberta Employment Standards. Some clauses have been rearranged to provide better continuity.

MOTION: B18-038 To approve the revised Vacations Policy.

Moved by: G. Paradis CARRIED

10. NEW BUSINESS

10.1 INFRASTRUCTURE PROJECT UPDATE

The Director reported that work with HWD Construction (general contractor) and Concetto Interior Design (prime consultant) has gone extremely smoothly. The project is on time and a little under budget.

Staff members have been very supportive and, for the most part, have coped well with the changes. Those with allergies have found the dust, paint and carpet glue hard to handle, despite the fact that the trades people used low odor paint, less toxic glue, and an air scrubber. Staff are appreciative of the Board's support, especially in the form of lunches at the end of each phase.

MOTION: B18-039 To receive the Infrastructure Project update report for information.

Moved by: L. Shelp CARRIED

11. FOR INFORMATION

- 11.1 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SUMMER, 2018
- 11.2 EXCELLENCE IN LIBRARY SERVICE AWARDS

MOTION: B18-040 To receive items 11.1 to 11.2 for information.

Moved by: C. Zavisha CARRIED

12. MEMBERS' BUSINESS/ROUND ROBIN

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

13. NEXT MEETINGS

Plan of Service: May 26, 2018 – following Board meeting (Grande Prairie)

Executive: August 18, 2018 (Spirit River)

Board: September 15, 2018 (St. Isidore)

Executive: October 27, 2018 (Hythe)

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

11. ADJOURNMENT

The Chair adjourned the meeting at 2:30 p.m.

Original Signed

Chair

Original Signed

Director

September 15, 2018

Date