

**PEACE LIBRARY SYSTEM  
BOARD MEETING MINUTES, VIA ZOOM  
NOVEMBER 28, 2020**

Present:	Carolyn Kolebaba, Chair Gena Jones Cindy Hockley Lorrie Shelp Denise Joudrey Peter Frixel Stan Golob Ray Skrepnek Meesha Bainton Chris Thiessen Linda Waddy Roxie Rutt Dennis Sukeroff Brent Anderson Brian Gilroy Camille Zavisha Brad Pearson Sunni-Jeanne Walker Philippa O'Mahony Cheryl Novak Belinda Halabisky Brendan Powell Elaine Manzer Sandra Eastman Michelle Farris Roxann Dreger John Moen Clint Froehlick Harry Ezio Elaine Garrow Raoul Johnson Tanya Boman Anna Underwood	Northern Sunrise County Town of Beaverlodge Village of Berwyn Big Lakes County Birch Hills County Clear Hills County Town of Fairview MD of Fairview No. 136 Town of Fox Creek City of Grande Prairie County of Grande Prairie No. 1 MD of Greenview No. 16 Town of Grimshaw Town of High Level Town of High Prairie Village of Hines Creek MD of Lesser Slave River No. 124 Town of Manning Town of McLennan Village of Nampa County of Northern Lights MD of Opportunity No. 17 Town of Peace River MD of Peace No. 135 Town of Rainbow Lake Village of Rycroft Saddle Hills County Town of Sexsmith Town of Spirit River MD of Spirit River No. 133 MD of Smoky River No. 130 Town of Valleyview Town of Wembley
Regrets:	Sandra Miller Reta Nooskey Joy McGregor Vacant Vacant	Village of Hythe Paddle Prairie Métis Settlement Town of Slave Lake Village of Donnelly Village of Girouxville
Absent:	Lindsay Brown	Town of Falher
Staff:	Louisa Robison, CEO Alrene Dempster, Executive Assistant (minutes) Katherine Wiebe, Deputy CEO, Consulting Services Manager Janet Ayles, IT & Technical Services Manager	

1. CALL TO ORDER & ROLL CALL

The Chair called the meeting to order at 10:31 a.m. and did roll call.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Additions: 11.5 Letter-Alberta Municipal Affairs Minister, Tracy Allard

**MOTION: B20-060 To approve the agenda as amended.**

Moved by: B. Halabisky CARRIED

C. Kolebaba thanked P. O'Mahony for her 34 years of dedicated service with the Peace Library Board.

3. ELECTION OF COMMITTEE MEMBERS AND OFFICERS

3.1 BOARD AND COMMITTEE STRUCTURE

The Chair turned the meeting over to the Nomination Committee, Elaine Garrow and Lorrie Shelp, to proceed with the election process.

3.2 ELECTION OF EXECUTIVE COMMITTEE

E. Garrow explained that the Executive Committee consists of ten members, two of which are automatic appointees as per Peace Library System bylaws: County of Grande Prairie and City of Grande Prairie. The names of members willing to serve on the Executive Committee were reviewed: Elaine Garrow (MD of Spirit River); Stan Golob (Town of Fairview); Belinda Halabisky (County of Northern Lights); 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).

There were three calls for nominations from the floor.

**MOTION: B20-061 That nominations for the Executive Committee cease.**

Moved by: J. Moen CARRIED

**MOTION: B20-062 That the Executive Committee for 2020-2021 will consist of: Elaine Garrow (MD of Spirit River); Stan Golob (Town of Fairview); Belinda Halabisky (County of Northern Lights); 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: M. Farris CARRIED

3.3 ELECTION OF CHAIR AND VICE-CHAIR

E. Garrow explained that the Chair must be chosen from the Executive Committee.

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

**MOTION: B20-063 To nominate Carolyn Kolebaba (Northern Sunrise County) as Chair.**

Moved by: R. Rutt CARRIED

**MOTION: B20-064 To nominate Dennis Sukeroff (Town of Grimshaw) as Chair.**

Moved by: S. Walker CARRIED

**MOTION: B20-065 That nominations for position of Chair cease.**

Moved by: E. Manzer CARRIED

J. Ayles collected the voting ballots via email.

**MOTION: B20-066 That the Chair for 2020-2021 will be Carolyn Kolebaba (Northern Sunrise County).**

Moved by: B. Powell CARRIED

E. Garrow explained that the Vice-Chair must be chosen from the Executive Committee.

**MOTION: B20-067 To nominate Belinda Halabisky (County of Northern Lights) as Vice-Chair.**

Moved by: E. Garrow CARRIED

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

**MOTION: B20-068 That nominations for Vice-Chair cease.**

Moved by: J. Moen CARRIED

**MOTION: B20-069 That the Vice-Chair for 2020-2021 will be Belinda Halabisky (County of Northern Lights).**

Moved by: B. Pearson CARRIED

3.4 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); Denise Joudrey (Birch Hills County); Elaine Manzer (Town of Peace River) and Roxie Rutt (MD of Greenview).

There were three calls for nominations from the floor.

**MOTION: B20-070 That nominations for the Personnel Committee cease.**

Moved by: L. Shelp CARRIED

**MOTION: B20-071 That the Personnel Committee for 2020-2021 will consist of: Elaine Garrow (MD of Spirit River); Belinda Halabisky (County of Northern Lights); Denise Joudrey (Birch Hills County); Elaine Manzer (Town of Peace River) and Roxie Rutt (MD of Greenview).**

Moved by: S. Walker CARRIED

3.5 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: Tanya Boman (Town of Valleyview); Roxann Dreger (Village of Rycroft); Brendan Powell (MD of Opportunity); Lorrie Shelp (Big Lakes County) and Ray Skrepnek (MD of Fairview).

There were three calls for nominations from the floor.

**MOTION: B20-072 That nominations for the Plan of Service Committee cease.**

Moved by: E. Manzer CARRIED

**MOTION: B20-073 That the Plan of Service Committee for 2020-2021 will consist of: Tanya Boman (Town of Valleyview); Roxann Dreger (Village of Rycroft); Brendan Powell (MD of Opportunity); Lorrie Shelp (Big Lakes County) and Ray Skrepnek (MD of Fairview).**

Moved by: C. Thiessen CARRIED

The Nominations Committee turned the meeting over to the Chair, Carolyn Kolebaba.

4. MINUTES OF SEPTEMBER 12, 2020 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B20-074 To accept the minutes of the September 12, 2020 meeting as presented.**

Moved by: S. Golob

CARRIED

5. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

6. REPORTS

6.1 CEO'S

Louisa Robison provided highlights from her written report.

The CEO reported that the vacancies in the delivery and technical areas have been filled. She also reported that the office will be closing at noon on December 24 and remain closed until 8 am on Monday, January 4, 2021.

The Fox Creek Municipal Library opened as scheduled on September 23. A date for an official grand opening has not been announced.

She updated the Board on building issues; the two-car garage is expected to be completed before Christmas; the hot water tank was replaced; once the engineering preliminary work on the air curtain for the loading dock area is done, the costs will be evaluated and if they decide to go ahead, the project will be submitted for quotes.

Discussions are happening between the County of Grande Prairie Library Services Team Lead, GPPL Director and Peace Library System to set up and stock a set of remote book lockers in Clairmont. She said this joint project will be a trial to see how well the lockers work and how well used they would be in places that do not yet have their own libraries and could provide data and justification for starting one. They are looking for a January-February launch.

PLS has reviewed and implemented an HR management system for small-medium sized organizations called BambooHR. This is an online tracking system for time reporting, sick/vacation/etc time tracking, performance management and employee on-/off-boarding. The system is a month to month subscription, so no software purchase is required.

6.2 CHAIR'S

The Chair reported she attended anti-racism and inclusion webinars with Inclusifyy. She said libraries have done an exceptional job dealing with all the restrictions regarding COVID-19. She said few libraries are still doing curbside pick-up, but more libraries are open with regular hours.

### 6.3 TECHNICAL SERVICES

J. Ayles provided highlights from her written report.

She reported that with schools back in session and libraries open again, orders are picking up and cataloguing is very busy.

With public libraries reopening around Alberta and beyond, they have been getting ILL requests in Relais. Although agreements have not been reached with all academic libraries, borrowing and lending have opened with some within Alberta.

### 6.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that the TRACpac App has launched. The app became available in the Apple and Google Play stores on Monday, November 16. This was a soft launch and promotion to libraries and patrons began on November 23.

She reported that there were a few hardware problems as the server replacement project got off the ground. The file and print servers have been migrated to the platform with minimal problems. She said the remaining servers will be migrated by mid-November and the old servers will be decommissioned after migration is complete.

### 6.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that due to COVID-19, in-person traditional summer reading clubs were a challenge for libraries this summer. Some libraries offered curbside activities that were handed out in bags/kits for parents to pick up and children were given prizes when they brought in their reading logs; several libraries attempted virtual summer reading programs with varying degrees of success. In-Library and In-Community attendance (grab and go bags) totaled 143 participants. Online programming included 165 virtual programs offered with 343 live online attendances and 5,328 online views of recorded programs.

The Consulting Department provided virtual consulting visits to libraries that requested them during November and December. Throughout COVID, PLS has been hosting virtual group Coffee Chats with the libraries to keep in touch with them, share what they are doing, and to see how they can help. All the libraries have had regular email and/or phone contact throughout the year in lieu of in-person consulting visits. The Member Services Assistant has been diligently working to implement the new Relais system, which replaces TAL Online for patron interlibrary loan requests across Alberta (outside of TRAC). PLS coordinates the Alberta lending and borrowing from headquarters for most of our libraries.

An Indigenous Liaison worker has been secured to fill the maternity leave starting in January at the High Prairie Municipal Library. Until January, existing staff will offer outreach services as requested. The High Level Municipal Library has recently accessed the Indigenous Services Grant to create literacy kits for distribution as there is not stable widespread internet access and residents are not travelling off reserve due to COVID restrictions. The Grimshaw Municipal Library also hopes to create literacy kits in the new year. S. Mercer organized anti-racism professional development webinars for libraries in November (with Inclusify) and anti-Indigenous racism webinars in January (with Eleven Eleven). She is also researching links to create the next Inclusive Services webpage on the PLS website, which will focus on resources to help libraries serve people with ADHD and autism.

#### 6.6 THE ALBERTA LIBRARY (TAL)

The CEO reported that TAL is licensing its services to non-subscribing institutions and outside of Alberta in an effort to diversify its revenue sources. TAL currently offers its services to subscribing Alberta institutions either for free or on a cost recovery basis like online conference facilitation, which is how the Stronger Together conference happened. She reported it's looking at offering those services at a profit to non-subscribers and outside of Alberta. She said in doing this they will reduce its dependency on the grants it gets from the Government of Alberta, but not eliminate them completely.

#### 6.7 THE ALBERTA LIBRARY TRUSTEES' ASSOCIATION (ALTA)

D. Joudrey reported that ALTA met face-to-face in October. She said the April 2020 edition of the Trustee Handbook has been distributed to Library Systems and is also available on ALTA's website. She reported ALTA is having an organizational review done which will assist them to regroup and move forward.

##### 6.7a ALTA FEE INCREASE

The CEO reported that up to 2020, Peace Library System has paid the ALTA \$630/year for membership. The proposed fee stating in 2021 was to be \$2,500 for library systems, but ALTA has since revised that to be \$800 for any library or system serving more than 5000 people. This fee has now been ratified by their Board. It should be noted that ALTA has not increased its fees since 2011. The proposed fee increase is now based on population size served by the boards of individual libraries, and all seven systems will have the same fee. She reported that there are a few libraries that are choosing not to continue their membership and want to wait and see where the organizational review takes the Alberta Library Trustees' Association.

#### 6.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The CEO reported that TRAC is exploring the feasibility of offloading some of the eBook subscriptions to TAL to manage. She said in doing this TRAC will enter into the larger pool of subscribers and would hopefully get a better rate on the databases. The cost comparisons are being done and a decision will be made before

the next renewal date. If TAL assumes management of the subscriptions, they would also take care of the technical issues associated with the subscriptions.

**MOTION: B20-075 To receive items 6.1 – 6.8 for information.**

Moved by: C. Thiessen CARRIED

7. EXECUTIVE/FINANCE COMMITTEE

7.1 MINUTES OF THE OCTOBER 24, 2020 MEETING

**MOTION: B20-076 To receive the minutes of the October 24, 2020 Executive Committee meeting for information.**

Moved by: R. Rutt CARRIED

7.2 FINANCIAL STATEMENT– SEPTEMBER 2020

The CEO reported the cash on hand was higher than usual due to the second half of the Operating Grant and the Indigenous Grant just being received prior to this financial statement. She reported that expenditures in each department are where they should be for this time of year.

**MOTION: B20-077 To accept the September, 2020 Financial Statement for information.**

Moved by: B. Halabisky CARRIED

7.3 REVISED CONFIDENTIALITY POLICY

The CEO reviewed the wording update as well as the care required to protect patron's privacy during a public health order or pandemic.

**MOTION: B20-078 To approve the revised Confidentiality Policy as presented.**

Moved by: B. Powell CARRIED

7.4 REVISED HEALTH AND SAFETY POLICY

The CEO reviewed the wording updates. She said incidents were added to the list to be reported to supervisors as well as visitors were added to the list that are required to sign in when entering the building.

**MOTION: B20-079 To approve the revised Health and Safety Policy as presented.**

Moved by: C. Novak CARRIED



7.5 REVIEW ENVIRONMENTAL PRACTICES POLICY

The CEO reported that a statement needed to be added to this policy which states that when public health orders are in effect all products used must be on the Health Canada recommended website.

**MOTION: B20-080 To approve the reviewed Environmental Policy as presented.**

Moved by: C. Thiessen CARRIED

7.6 REVISED RECORDS MANAGEMENT POLICY

The CEO reported that this policy required word updating as well as spelling correction.

**MOTION: B20-081 To approve the revised Records Management Policy as presented.**

Moved by: S. Walker CARRIED

7.7 REVISED MATERIALS SELECTION & ACQUISITION POLICY

The CEO reported that this policy needed streamlining with block titles as well Grande Prairie Public Library needed to be removed since they no longer provide consulting for system collections. She said since the Canadian Library Association no longer exists, their statement has been removed and replaced on Appendix A with the Canadian Federation of Library Associations.

**MOTION: B20-082 To approve the revised Materials Selection & Acquisition Policy as presented.**

Moved by: A. Underwood CARRIED

7.8 REVISED RESOURCES LENT TO LIBRARIES POLICY

The CEO reported the policy required word updating.

**MOTION: B20-083 To approve the revised Resources Lent to Libraries as presented.**

Moved by: C. Froehlick CARRIED

7.9 REVISED LEGISLATIVE BYLAWS

The CEO reported that the Legislative Bylaws required extensive word updating. She said that Librarians are now commonly referred to as Library Managers due to the vast array of jobs they do. The Universal Borrowers card was discontinued when TRAC was formed and they started using the PLS/TRAC card.

**MOTION: B20-084 To approve the revised Legislative Bylaws Policy as presented.**

Moved by: S. Walker CARRIED

7.10 FINANCIAL FORECAST TO DECEMBER 31, 2020

The CEO reported that due to COVID-19, revenue was less in 2020 and so were the expenditures. She reported since the Settlements and Reserves were in lockdown, PLS was unable to provide outreach which will leave them with a carryover of the Indigenous Grant. She reported that an estimated surplus of about \$70,000 is expected for the end of 2020.

**MOTION: B20-085 To accept the Financial Forecast to December 31, 2020 for information.**

Moved by: E. Garrow CARRIED

7.11 DRAFT 2021 OPERATING BUDGET

The CEO reviewed the 2021 Operating Budget. She reported that the municipal appropriation billings are based on 2019 official population figures. She reported the TRAC fee will increase by \$5,000 which will allow funds to be put towards capital purchases. The CEO reported that memberships will increase due to the ALTA membership fee increasing to \$800.

**MOTION: B20-086 To approve the 2021 Operating Budget as presented.**

Moved by: J. Moen CARRIED

The Chair recessed the meeting at 12:15 pm.  
The Chair reconvened the meeting at 12:25 pm.

7.12 TRANSFERS FROM RESERVES FOR 2020

The CEO reported that several capital expenditures were approved for 2020, and most are now complete.

**MOTION: B20-087 That the following transfers from Capital Reserves be ratified for 2020 purchases:**

- **up to \$60,000 from the Technology Reserve;**
- **\$12,175 from the Furnishings/Equipment Reserve;**
- **\$5,000 from the Building Reserve;**
- **up to \$39,000 from the Vehicle Reserve.**

Moved by: L. Shelp CARRIED

7.13 DRAFT 2021 CAPITAL BUDGET

The CEO reviewed the capital expenditures planned for 2021 and noted that they will be incorporated into the Five-Year Capital Plan.

**MOTION: B20-088 To approve the 2021 Capital Budget as presented.**

Moved by: H. Ezio CARRIED

8. PLAN OF SERVICE COMMITTEE

8.1 DRAFT MINUTES OF THE SEPTEMBER 12, 2020 MEETING

**MOTION: B20-089 To receive the Plan of Service Committee minutes from September 12, 2020 for information.**

Moved by: B. Halabisky CARRIED

8.2 PLAN OF SERVICE 2019-2021, 2019 PROGRESS & TIMELINE REVISIONS

K. Wiebe reported that once planning starts for the next Plan of Service, feedback from member libraries and municipalities will be gathered through online surveys and Zoom meetings.

**MOTION: B20-090 To receive the Plan of Service 2019-2021, 2019 Progress & timeline Revisions for information.**

Moved by: D. Joudrey CARRIED

9. PERSONNEL COMMITTEE

9.1 DRAFT MINUTES OF THE OCTOBER 24, 2020 MEETING

**MOTION: B20-091 To receive the draft Personnel Committee minutes from October 24, 2020 for information.**

Moved by: E. Manzer CARRIED

10. NEW BUSINESS

10.1 PUBLIC LIBRARY SERVICES BRANCH UPDATE

**MOTION: B20-092 To receive the Public Library Services Branch Update for information.**

Moved by: C. Novak CARRIED

10.2 Stronger Together Virtual Conference Wrap Up Report

**MOTION: B20-093 To receive the Stronger Together Virtual Conference Wrap Up Report for information.**

Moved by: G. Jones

CARRIED

11. CORRESPONDENCE

11.1 ALBERTA PUBLIC LIBRARY SERVICES BRANCH – SYSTEM OPERATING GRANT

11.2 ALBERTA PUBLIC LIBRARY SERVICES BRANCH – 2019-2020 INDIGENOUS POPULATIONS GRANT

11.3 LETTER – PHILIPPA O'MAHONY, TOWN OF MCLENNAN REPRESENTATIVE

11.4 PLS NEWS & NOTES – WINTER 2020

11.5 LETTER – ALBERTA MUNICIPAL AFFAIRS MINISTER, TRACY ALLARD

**MOTION: B20-94 To receive items 11.1 – 11.5 for information.**

Moved by: M. Farris

CARRIED

12. MEMBERS' BUSINESS/ROUND ROBIN

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

13. NEXT MEETINGS

Executive: January 23, 2021 (TBA)

Board: February 27, 2021 (TBA)

Executive: April 17, 2021 (TBA)

Board: May 29, 2021 (Grande Prairie)

Executive: July 24, 2021 (TBA)

Board: September 18, 2021 (TBA)

Executive: October 23, 2021 (TBA)

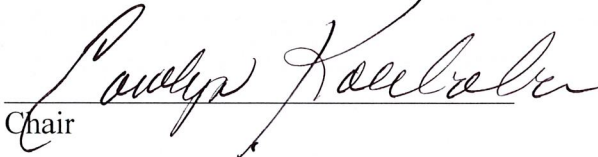
Board/Christmas Party: November 27, 2021 (Grande Prairie)

14. ADJOURNMENT

**MOTION: B20-95 To adjourn the meeting at 1:13 p.m.**

Moved by: B. Gilroy

CARRIED

  
Chair

  
CEO

February 27, 2021  
Date