

PEACE LIBRARY SYSTEM  
GENERAL BOARD MEETING MINUTES  
TELECONFERENCE  
MARCH 16, 2013

Present:	Mary Hermans	Town of Beaverlodge
	Valerie Forsythe	Village of Berwyn
	Lorrie Shelp	MD of Big Lakes
	Bonnie Bigam	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Anton Prybysh	Town of Fairview
	Jackie Hockey	Town of Falher
	Lynne Coulter	Grande Prairie Public Library
	John Croken	City of Grande Prairie
	Brock Smith	County of Grande Prairie No. 1
	Tom Burton	MD of Greenview No. 16
	Chris MacLeod	Town of High Level
	Darcie Acton	MD of Lesser Slave River No. 124
	Philippa O'Mahony	Town of McLennan
	Carolyn Kolebaba	Northern Sunrise County
	Veronica Bliska (Chair)	MD of Peace No. 135
	Colin Needham	Town of Peace River
	Elaine Garrow	MD of Spirit River No. 133
	Denise Skoworodko	Town of Spirit River
	Raoul Johnson	MD of Smoky River No. 130
	Warren Stewart	Town of Valleyview
Regrets:	Dale Janzen	Birch Hills County
	Vacant	Village of Donnelly
	Bob Regal	Town of Grimshaw
	James Waikle	Town of High Prairie
	Don Seymour	Village of Hines Creek
	Brenda Kerr	Town of Manning
	Cheryl Novak	Village of Nampa
	Joan Harbaruk	County of Northern Lights
	Michelle Farris	Town of Rainbow Lake
	Claude Lagace	Town of Sexsmith
	Mark Missal	Town of Slave Lake
	Tara Jones	Town of Wembley
Absent:	Bernie Hornby	Town of Fox Creek
	Carol Descoteaux	Village of Hythe
	Dollie Anderson	MD of Opportunity No. 17
	Reta Nooskey	Paddle Prairie Metis Settlement
	Whitney Burbach	Village of Rycroft
	Cindy Clarke	Saddle Hills County
Staff:	Linda Duplessis, Director	
	Carol Downing, Assistant Director	
	Alrene Dempster (minutes)	
	Katherine Wiebe, Consulting Services Manager	

1. CALL TO ORDER

The Chair called the meeting to order at 10:33 a.m. She confirmed those attending and reminded everyone about teleconference etiquette.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

The location was changed from Sawridge Inn and Conference Centre to teleconference.

**MOTION: B13-001 To approve the agenda as amended.**

Moved by: C. Kolebaba CARRIED

3. MINUTES OF DECEMBER 1, 2012 MEETING

The Chair called for errors or omissions to the minutes.

Item 3 should read Community Planning Association of Alberta.

**MOTION: B13-002 To accept the minutes of the December 1, 2012 meeting as amended.**

Moved by: T. Burton CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 CONTRACT WITH MACKENZIE COUNTY LIBRARY BOARD

L. Duplessis reported that the Public Library Network Policy received provincial approval in December, 2012. Peace Library System (PLS) is a designated node and its member libraries are considered full network participants. The Mackenzie County Library Board is the only non-participating board in the region and its three library service points – LaCrete, Zama City and Fort Vermilion – are not considered network participants under the new policy. The pre-existing agreement PLS has with the Mackenzie County Library Board for Polaris services in Fort Vermilion is now problematic in light of the new Public Library Network Policy. L. Duplessis, Veronica Bliska and Ken Feser (Public Library Services Branch) will attend at the Mackenzie County Council meeting on March 27 to discuss System membership and what the new Policy will mean for Mackenzie County residents.

**MOTION: B13-003 To receive the Contract with Mackenzie County Library Board report for information.**

Moved by: V. Forsythe CARRIED

#### 4.2 LETTER TO NDP OFFICIALS REGARDING BILL C-321

The Director reported that the letter to the NDP was not sent due to new information being received after Motion B12-75 was made at the December, 2012 Board meeting. She reported that Bill C-321 has reached the Senate and is now in 2<sup>nd</sup> reading.

#### **MOTION: B13-004 To receive the update on Bill C-321 for information.**

Moved by: J. Croken

CARRIED

### 5. REPORTS

#### 5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report. She reported that since September, 2012, the RISE videoconferencing pilot project has bridged 91 separate videoconferences at multiple sites. Funding was received from Alberta Municipal Affairs so patrons can access Press Display through their public library. Press Display is an electronic resource that provides up-to-date news and information from 94 countries in 54 languages.

The Director reported that she has received a copy of the Facility Assessment report that was completed by Alberta Infrastructure in 2012. The report identifies repairs that need to be addressed immediately and some that will have to be addressed within the next 8-10 years. Provincial funding is being sought to cover the cost of the repairs.

She reported that a one-time grant of \$25,000 for resource sharing has just been announced by the Public Library Services Branch. Information on the grant parameters has not yet been received, but it must be expended in 2013.

#### 5.2 CHAIR'S

V. Bliska reported she has been working with the Director on the Mackenzie County Council presentation.

#### 5.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report. She reported that Wendy Hodges (Shipper/Courier) returned to work February 20, 2013, on a modified work schedule. She had been on short term disability since November 2012 with a broken ankle.

She reviewed Peace Library System (PLS) Annual statistics for 2012. She reported that 31,687 items were ordered, 35,651 items received and 53,304 items catalogued, including 4,569 donated items for Slave Lake.

She reported that power point presentations for training library staff who add item records and volume information to Polaris have been created and posted on the

Peace Library System website. This training will ensure that material is entered correctly into the Polaris system thus making it more usable for the patrons.

C. Downing visited 19 schools and one public library in 2012, providing 13 orientations for new school librarians. She also attended the Peace River School Division meeting of library managers to provide an update on PLS services to schools.

#### 5.4 INFORMATION TECHNOLOGY (IT) SERVICES

L. Duplessis provided highlights from the IT Services Manager's written report. She reported that an issue with notification emails has been resolved.

The IT Department has migrated the content from the old TownLife public library websites to the new Hybrid Forge websites. The Peace Library System website has not been fully migrated yet and work continues to complete it.

Between March 8 and 13, R. Goff and J. Ayles attended SQL training and Polaris training.

#### 5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report. She reported that 102 on-site consulting visits to public libraries were carried out in 2012. Parkland Regional Library is coordinating the Summer Reading Club for the province in 2013. The theme is *Go!* with a travel focus. Thirty-seven member public libraries are participating this year. Spring Author Tours begin in April with Lee Edward Födi who will visit 12 libraries in the central area. In May, Cyndi Sand-Eveland will visit 8 libraries in the eastern part of the region.

Rural Libraries Conference 2013 – *Dare to Dream*, will be taking place on September 26 & 27, with a pre-conference session - *Dare to Program!* - on September 25. The conference will be held at the Pomeroy Hotel and Conference Centre in Grande Prairie, with the pre-conference taking place at Peace Library System.

#### 5.6 THE ALBERTA LIBRARY (TAL/APLEN)

L. Duplessis reported that the next meeting of the TAL/APLEN Board will be on April 19<sup>th</sup>. APLEN has a training computer lab that can be borrowed by any public library in Alberta. APLEN will ship the lab to any library and will also pay for the return shipping. TAL is looking for a new product to replace the current TAL Online software.

#### 5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

E. Garrow reported that the Library Association of Alberta (LAA) and ALTA have resolved their differences over the Co-Chairing of the Alberta Library Conference in Jasper. She feels the ALTA is working well together and credits their harmony to ALTA President, Dwight Nagel.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that four headquarters staff and three library managers from each region have been invited to a TRAC Strategic Planning meeting on April 12.

**MOTION: B13-005 To receive items 5.1 – 5.8 for information.**

Moved by: C. Needham CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE FEBRUARY 23, 2013 MEETING

**MOTION: B13-006 To receive the minutes of the February 23, 2013 Executive Committee meeting for information.**

Moved by: B. Smith CARRIED

6.1.2 FINANCIAL STATEMENT– DECEMBER, 2012 (UNAUDITED)

The Director reported the December statement showed less revenue than expected in 2012. This was mainly due to less French Language Project money being received and less interest, which was overstated in the budget.

She reported that the 2012 expenditures were also less than budgeted, resulting in a projected \$3,800 surplus prior to audit. This is much more positive than the budgeted \$16,000 deficit.

**MOTION: B13-007 To receive the unaudited December, 2012 Financial Statement for information.**

Moved by: A. Prybysh CARRIED

6.1.3 REVISED 2013 OPERATING BUDGET

The Director reported the 2013 Operating Budget was passed at the December 1, 2012 Board meeting. Since then, there have been a few developments that warrant a revision to the budget including an increase in municipal populations, updated grant projections and revised software maintenance figures. The new Resource Sharing and Network Grant will have to be factored in but it will not affect the bottom line.

**MOTION: B13-008 To approve the revised 2013 Operating Budget, with inclusion of the newly announced \$25,000 Resource Sharing and Network Grant.**

Moved by: R. Skrepnek CARRIED

#### 6.1.4 UPDATED FIVE-YEAR CAPITAL PLAN & CAPITAL RESERVES

The Director reported that the Peace Library Board establishes and maintains reserves so that when the purchase of a fixed asset is necessary there are funds to make the purchase without going to member municipalities for one-time contributions. With the budget as tight as it is, there isn't extra money at the end of the year to top up the reserves. She reviewed the reserves and indicated that additional provincial and/or municipal funding will be needed to meet the capital needs beyond 2016.

The Director is trying to coordinate a meeting with the Minister of Municipal Affairs to discuss the need for additional funding.

**MOTION: B13-009 To approve the Updated Five-Year Capital Plan and Capital Reserves report.**

Moved by: E. Garrow CARRIED

#### 6.1.5 REVISED STAFF TRAVEL POLICY

The Chair reported that this policy was tabled at the last Board meeting and Administration was requested to look at the cost and feasibility of obtaining drivers abstracts. The Director recommended that annual driver's abstracts be required for delivery van drivers and abstracts for other drivers be obtained if needed.

**MOTION: B13-010 To approve the Staff Travel Policy as presented.**

Moved by: W. Stewart CARRIED

#### 6.1.6 REVISED VIOLENCE AND HARASSMENT POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this policy has been reviewed at all the Advisory Committee meetings.

The Board requested the following be added to the policy:  
vi. All complaints will be dealt with in a timely matter.

**MOTION: B13-011 To approve the Violence and Harassment Policy for Library Service Points as amended.**

Moved by: V. Forsythe CARRIED

#### 6.1.7 2013 ANNUAL SURVEY AND 2012 ANNUAL REPORT OF PUBLIC LIBRARY SYSTEMS IN ALBERTA

The Director reported that the *2013 Annual Survey and 2012 Annual Report* for Peace Library System was approved by the Executive Committee in order to meet the February 28 deadline. The report

highlights the activities of 2012 and is a legislative requirement in order to receive the annual operating grant from Municipal Affairs.

**MOTION: B13-012 To receive for information the 2013 Annual Survey and 2012 Annual Report of Public Library Systems in Alberta.**

Moved by: J. Croken CARRIED

7.1 MD OF SPIRIT RIVER ADVISORY COMMITTEE

7.1.1 MINUTES OF THE MARCH 6, 2013, MEETING

**MOTION: B13-013 To receive the minutes of the March 6, 2013, MD of Spirit River Advisory Committee meeting for information.**

Moved by: L. Coulter CARRIED

8. NEW BUSINESS

8.1 RISE PILOT PROJECT – VIDEOCONFERENCING FACILITIES IN NORTHWESTERN ALBERTA

The Director reported that J. Ayles did a lot of research to come up with a listing of videoconferencing sites in northwestern Alberta. Staff members helped her confirm if these sites were available to the public and what the cost would be. Sites in Grande Prairie, Peace River and Falher were not included in the list since libraries in those communities are already on the RISE Network.

8.2 BRIEF TO THE MINISTER OF MUNICIPAL AFFAIRS

The Director reviewed the brief to the Minister. She reported that a date has not yet been confirmed for the meeting. The Board thought the Director had explained Peace Library System's financial situation very well. The only question raised was if PLS was asking for enough additional funding.

**MOTION: B13-014 To receive the Brief to the Minister of Municipal Affairs for information.**

Moved by: B. Bigam CARRIED

8.3 NOMINATION COMMITTEE FOR AGM

The Chair reported that a Nomination Committee needs to be appointed at the Board meeting prior to the Annual General Meeting. The Committee consists of two members and is responsible for seeking out nominees for each vacant position on the Executive, Personnel and Plan of Service committees. She asked for volunteers to the Nomination Committee. E. Garrow and R. Johnson volunteered.

**MOTION: B13-015 To appoint Elaine Garrow and Raoul Johnson to the Nomination Committee.**

Moved by: C. Kolebaba CARRIED

9. FOR INFORMATION

9.1 NEWS & NOTES (PEACE LIBRARY SYSTEM NEWSLETTER) – SPRING, 2013

A. Dempster reported that the New & Notes – Spring 2013 edition, Excellence in Librarianship Awards nomination form and Board highlights would be mailed to all Board members.

10. MEMBERS' BUSINESS/ROUND ROBIN

Information on upcoming events and activities was shared.

11. NEXT MEETINGS

Executive: April 20, 2013 (Fairview)  
Board/AGM: May 11, 2013 (Grande Prairie)  
Plan of Service: May 11, 2013 (Grande Prairie, following the Board/AGM)  
Executive: August 24, 2013 (Hythe)  
Board: September 14, 2013 (High Prairie)  
Executive: October 19, 2013 (TBA)  
Board: November 30, 2013 (Grande Prairie)

12. ADJOURNMENT

**MOTION: B13-016 To adjourn the meeting.**

Moved by: V. Bliska CARRIED

The meeting was adjourned at 12:30 p.m.

ORIGINAL SIGNED

\_\_\_\_\_  
Chair

ORIGINAL SIGNED

\_\_\_\_\_  
Director

May 11, 2013

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Date