

PEACE LIBRARY SYSTEM
BOARD MEETING
GRANDE PRAIRIE
MARCH 22, 2014

Present:	Veronica Bliska (Chair)	MD of Peace No. 135
	Mary Hermans	Town of Beaverlodge
	Lorrie Shelp	MD of Big Lakes
	Terry Carbone	Birch Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Larry Chorney	Town of Fairview
	Lynn Farrell	Town of Falher
	Chris Stadnyk	Town of Fox Creek
	Brock Smith	County of Grande Prairie No. 1
	Tom Burton	MD of Greenview No. 16
	Michael Morgan	Town of High Level (via teleconference)
	Murray Kerik	MD of Lesser Slave River No. 124
	Philippa O'Mahony	Town of McLennan
	Cheryl Novak	Village of Nampa
	Carolyn Kolebaba	Northern Sunrise County
	Elaine Manzer	Town of Peace River
	Claude Lagace	Town of Sexsmith
	Philip Lokken	Town of Slave Lake
	Raoul Johnson	MD of Smoky River No. 130
	Elaine Garrow	MD of Spirit River No. 133
	Warren Stewart	Town of Valleyview
	Tara Jones	Town of Wembley
Regrets:	Peter Frixel	Clear Hills County
	Vacant	Village of Donnelly
	Lynne Coulter	Grande Prairie Public Library
	Dirk Thompson	Town of Grimshaw
	Donna Deynaka	Town of High Prairie
	Linda Halabisky	County of Northern Lights
	Dollie Anderson	MD of Opportunity No. 17
	Reta Nooskey	Paddle Prairie Metis Settlement
	Paul Smith	Town of Rainbow Lake
	Tom Villeneuve	Village of Rycroft
	Cindy Clarke	Saddle Hills County
	Brenda Stanich	Town of Spirit River
Absent:	Ron Longtin	Village of Berwyn
	Dwight Logan	City of Grande Prairie
	Sharilynn Dionne	Village of Hines Creek
	Carol Descoteaux	Village of Hythe
	Brenda Kerr	Town of Manning
Staff:	Linda Duplessis, Director	
	Carol Downing, Assistant Director	
	Alrene Dempster (minutes)	
	Katherine Wiebe, Consulting Services Manager	
	Janet Ayles, IT Services Manager	

1. CALL TO ORDER AND INTRODUCTIONS

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

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

- Reverse agenda items 5.7 and 5.8
- Delete agenda item 6

MOTION: B14-001 To approve the agenda as amended.

Moved by: C. Kolebaba CARRIED

3. MINUTES OF NOVEMBER 30, 2013 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B14-002 To accept the minutes of the November 30, 2013 meeting as presented.

Moved by: E. Garrow CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 MINISTER'S AWARDS FOR EXCELLENCE AND INNOVATION IN PUBLIC LIBRARY SERVICES

The Director reported that, after reviewing the parameters of the Minister's Awards, there wasn't a strong enough nomination to put forth for Peace Library System at this time.

4.2 2014 ALBERTA LIBRARY CONFERENCE ATTENDANCE

The Chair reported that the Executive Committee reviewed the names put forward to attend the Alberta Library Conference from April 24-26. Those chosen to attend the Conference on behalf of Peace Library System are: Veronica Bliska, Lynne Coulter, Carolyn Kolebaba, Lorrie Shelp and Owen Stanford. Those attending on behalf of their municipality are Brock Smith (County of Grande Prairie), Raoul Johnson (MD of Smoky River), Tom Burton and Roxie Rutt (MD of Greenview).

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

The library systems in Alberta hosted a booth at the AAMDC trade show on March 17th. The attendance was down with only 250 delegates entering the draw for a Kobo e-reader.

Peace Library System received a \$15,940 Community Initiatives Program (CIP) grant from the province. This was applied for in 2013 but only received in 2014. It will be put towards a new vehicle to be shared by Consulting and IT staff.

As a result of last fall's municipal elections, the Director will be meeting with member Councils to orient new councilors and review Peace Library System services and benefits. So far 22 presentations have been scheduled between March and October.

Good progress is being made by the Public Library Services Branch on the "Me Card Initiative" which will allow people to use their local card at almost any public library in Alberta. PLS patrons will be able to sign up online for whatever public library they will be visiting, take their local card to that library, and use the library as a regular patron. A TAL card will still be needed to borrow from college and university libraries.

She provided the Board with a *Services and Cost/Benefit Chart*, which gives an overview of library system services, benefits to residents and libraries, and the relative value of the services to a small public library in a community of about 1,000 people. It is a good tool to show the benefits of library system membership.

5.2 CHAIR'S

The Chair reported that the Public Library Services Branch (PLSB) will be hosting a Provincial Public Library Network Nodes meeting for Chairs and Directors on June 13. Due to other commitments V. Bliska will not be able to attend, so Ray Skrepnek will attend the meeting with Linda Duplessis.

5.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

She reported that postage rates will increase at the end of March. When using the postage machine, the cost will go up to \$.75 from \$.63. The Library Materials Rate (formerly Library Book Rate) will also increase slightly.

In terms of staffing, Karen Van der Woerd and Julia Little have returned to work after recuperating from non-work related injuries. Dennis Sheppard, who filled in for Julia while she was away, completed his contract on February 7th.

The Emergency Response Plan has been updated and the Health and Safety Committee will be working on updating the Disaster Recovery Plan and developing a Business Continuity Plan.

A needs assessment survey to determine library service delivery to the residents of the MD of Greenview received 229 responses. The results of the survey will be discussed at the MD of Greenview Advisory Committee meeting in May and a

copy will be sent to the MD of Greenview. This is part of Peace Library System's role as the library board for the MD.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that this year PLS is replacing the wifi equipment for Headquarters and member public libraries. IT staff are researching different vendors and will be conducting trials in selected libraries with new equipment. New equipment should be installed by the fall of 2014.

The IT Department is updating its existing Technology Plan until 2018. The Technology Plan includes needed upgrades or equipment replacement in addition to new initiatives and technologies that may be implemented.

TRAC has added Community Profiles to Polaris. Community Profiles is a feature which allows for community organizations to create searchable profiles and events in TRACpac. Once Community Profiles has been thoroughly tested with trial libraries, it will be rolled out to the remaining public libraries on an opt-in basis.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report and did a verbal update.

She reported that a new consultant had been hired. Alexandria (Alex) Eldridge will start on May 5 following her graduation from Master of Library and Information Studies (MLIS) at the University of Alberta. She has a background in journalism as well as experience with coordinating a conference.

During 2013, 52 on-site consulting visits to public libraries were carried out by Jen Anderson, Katherine Wiebe, and Carol Downing. Visits included orientations for new library managers; assistance with collection development, and one-on-one training in library procedures and specialized resources.

The Summer Reading Club is being coordinated by Edmonton Public Library for the province this year in cooperation with the TD Bank and Library and Archives Canada. The theme is *Eureka!* and will focus on maker spaces, creating, and discovery. Forty member public libraries have indicated interest in participating.

Training for libraries will receive a greater emphasis this year with the provision of multiple delivery formats, including creation of helpful documents posted to the website and links to useful tutorials; a quarterly calendar of webinars on various topics; and a variety of in-person sessions planned for the Rural Libraries Conference and May Public Library Meeting. The January–March quarterly training calendar was well received with 96 staff from public libraries signing up for 25 webinar sessions.

Peace Library System is pleased to announce the theme for Rural Libraries Conference 2014 – *Innovate. Stimulate. Transform.* The conference will take place on September 25 & 26, with a pre-conference session September 24 on *Book Repair*, a session in high demand every year.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that The Alberta Library (TAL) is a consortium of over 300 member public, university, college and special libraries.

TAL has distributed its five digital media labs to its members. PLS received one lab (five laptops and a projector) but will need to borrow some of the other labs to meet Rural Libraries Conference needs.

With funding from the Public Libraries Services Branch (PLSB), this fall TAL launched a rejuvenated TAL Online.

5.7 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The Director reported that TRAC is a partnership of four library systems. They share a common integrated library system which is housed at Yellowhead Regional Library in Spruce Grove. TRAC will be introducing plastic cards to coincide with implementation of the Me Card Initiative.

MOTION: B14-003 To receive items 5.1 – 5.7 for information.

Moved by: R. Johnson CARRIED

5.8 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

The Chair explained that due to work commitments, Elaine Garrow has stepped down as the Peace Area 1 representative on the ALTA Board. The date for nominations has passed but the President authorized a late submission from the Peace Area. The Executive Committee sent in a nomination for Raoul Johnson. Election of officers will take place at ALTA's AGM during the Alberta Library Conference in Jasper.

The Chair introduced and welcomed Dwight Nagel, President of the Alberta Library Trustees Association (ALTA). He thanked Elaine Garrow for her work on the ALTA Board. The Board met last week via teleconference and Raoul Johnson attended the meeting as an observer. Mr. Nagel's term as president is ending and the new President will be Laura Ross-Giroux. Until recently, she was the Chair of the Chinook Arch Regional Library Board.

Mr. Nagel reported that the mandate for ALTA is to assist library trustees in advocating for their libraries. Due to funding cuts he has not been able to attend as many library board meetings as he would have liked to.

He reported that library boards pay to be a member of ALTA and that Peace Library System's membership covers all the PLS board members.

The results of a survey sent to all the ALTA members showed that the majority of the trustees are female, 55 years and older. Respondents highlighted the biggest problem in ALTA as being the lack of funding. The full survey results can be found on ALTA's website at www.librarytrustees.ab.ca under the "What's new/events" tab.

The operating budget for ALTA is \$28,000 per year. ALTA may apply for a grant from the PLSB for \$70,000 per year to develop training for Trustees. Monies left at the end of the year from the PLSB grant must be returned and reapplied for the next year.

Mr. Nagel reported the Board is looking at getting the Bylaws changed to change the President's term from two years to four years.

6. PUBLIC LIBRARY SERVICES BRANCH (PLSB) UPDATE

The Director reported that Kerry Anderson from the Public Library Services Branch (PLSB) was unable to attend the Board meeting due to year-end work commitments. The PLSB is currently in negotiations with vendors to purchase province-wide licensing for digital content.

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

The Chair reconvened the meeting at 12:35 pm.

7. COMMITTEES

7.1 EXECUTIVE/FINANCE

7.1.1 MINUTES OF THE FEBRUARY 22, 2014 MEETING

MOTION: B14-004 To receive the minutes of the February 22, 2014 Executive Committee meeting for information.

Moved by: C. Kolebaba CARRIED

7.1.2 FINANCIAL STATEMENT– DECEMBER, 2013 (UNAUDITED)

The Director reviewed the unaudited December financial statement, explaining that the audited financial statement would be presented by the auditor at the May AGM.

She reviewed the revenue and highlighted expenditures in the different departments. The bottom line is that there is a \$54,920 surplus due mainly to staffing changes. The auditors are reporting the surplus at \$48,000, the difference being in the way the auditors report the accrued interest.

MOTION: B14-005 To receive the unaudited December, 2013 Financial Statement for information.

Moved by: T. Burton CARRIED

7.1.3 2014 ANNUAL SURVEY AND 2013 ANNUAL REPORT OF PUBLIC LIBRARY SYSTEMS IN ALBERTA

The Director reported that the *2014 Annual Survey and 2013 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 2013 and is a legislative requirement in order to receive the annual operating grant from Municipal Affairs. She reviewed some of the statistics in the report which showed PLS as being very busy in 2013. She highlighted the comments which were put forth from the Executive Committee.

MOTION: B14-006 To receive for information the 2014 Annual Survey and 2013 Annual Report of Public Library Systems in Alberta.

Moved by: M. Hermans CARRIED

7.1.4 FINANCIAL PLANNING FOR 2015-2017

The Director reported that as a not-for-profit organization, Peace Library System relies on municipal fees, provincial grants and other smaller revenue sources to fund its operations. She highlighted a chart showing the breakdown of revenue for 2014 and explained that 58 percent of revenue comes from member municipalities and 33 percent comes from provincial operating grants.

She reported that, to continue its current level of service in all departments, PLS face deficits in 2015 (\$22,000), 2016 (\$65,000) and 2017 (\$95,000). This is largely due to increasing costs for staffing, technology and regional collections such as eBooks.

She reported that the capital reserve balance at December 31, 2013, was \$295,708, which is insufficient to meet capital needs beyond 2017.

She reviewed a chart showing that PLS is lagging behind most of the other library systems in revenue generation (after allotment). Population is a key factor in the revenue that library systems receive from municipalities.

The Director pointed out five options to eliminate the shortfall: use operating reserve funds; reduce staff/services; increase provincial funding; retain some allotment funds; increase municipal funding. The latter two options were recommended by the Executive Committee. After a spirited discussion the following motion was made.

MOTION: B14-007 That the following be put in place to ensure long-term sustainability for Peace Library System:

- 1) Continue the current \$5.50 per capita municipal fee for 2015.**

11. NEXT MEETINGS

Executive: April 12, 2014 (Rycroft/Spirit River)
Board/AGM: May 10, 2014 (Grande Prairie)
Executive: August 23, 2014 (St. Isidore Cultural Centre)
Board: September 20, 2014 (High Prairie)
Executive: October 25, 2014 (TBA)
Board: November 29, 2014 (Grande Prairie)

12. ADJOURNMENT

MOTION: B14-010 To adjourn the meeting.

Moved by: V. Bliska CARRIED

The meeting was adjourned at 1:50 p.m.

Original signed

Chair

Original signed

Director

____ May 10, 2014

Date