

PEACE LIBRARY SYSTEM
BOARD MINUTES
GRANDE PRAIRIE, ALBERTA
MAY 11, 2013

Present:	Veronica Bliska, Chair	MD of Peace No. 135
	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
	Bernie Hornby	Town of Fox Creek
	Brock Smith	County of Grande Prairie No. 1
	John Croken	City of Grande Prairie
	Lynne Coulter	Grande Prairie Public Library
	Tom Burton	MD of Greenview No. 16
	Dirk Thompson	Town of Grimshaw
	Don Seymour	Village of Hines Creek
	Darcie Acton	MD of Lesser Slave River No. 124
	Brenda Kerr	Town of Manning
	Philippa O'Mahony	Town of McLennan
	Cheryl Novak	Village of Nampa
	Linda Halabisky	County of Northern Lights
	Carolyn Kolebaba	Northern Sunrise County
	Reta Nooskey	Paddle Prairie Metis Settlement
	Colin Needham	Town of Peace River
	Cindy Clarke	Saddle Hills County
	Claude Lagace	Town of Sexsmith
	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:	Mary Hermans	Town of Beaverlodge
	Valerie Forsythe	Village of Berwyn
	Vacant	Village of Donnelly
	Dollie Anderson	MD of Opportunity No. 17
	Michelle Farris	Town of Rainbow Lake
	Mark Missal	Town of Slave Lake
	Brenda Stanich	Town of Spirit River
Absent:	Dale Janzen	Birch Hills County
	Chris MacLeod	Town of High Level
	James Waikle	Town of High Prairie
	Carol Descoteaux	Village of Hythe
	Whitney Burback	Village of Rycroft
Staff:	Linda Duplessis, Director	
	Carol Downing, Assistant Director	
	Alrene Dempster, Executive Assistant (minutes)	
	Janet Ayles, IT Services Manager	
	Katherine Wiebe, Consulting Services Manager	

1. CALL TO ORDER

The Chair called the meeting to order at 11:35 a.m.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Correction: Item 5 should read (Kerry Anderson and Ken Feser)

Add: Item 9.3 Rural Libraries Conference 2013, Registration Package

MOTION: B13-017 To approve the agenda as amended.

Moved by: T. Burton CARRIED

3. MINUTES OF MARCH 16, 2013 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B13-018 To accept the minutes of the March 16, 2013 meeting as presented.

Moved by: P. O'Mahony CARRIED

4. BUSINESS ARISING FROM MINUTES

No business arose from the minutes.

5. PUBLIC LIBRARY SERVICES BRANCH PRESENTATION

Kerry Anderson provided an update from the Public Library Services Branch (PLSB). She reported that library boards must use their legal name when filling out documents for the Government. It must say the name of the municipality followed by Library Board.

She reported that the Minister of Municipal Affairs, Doug Griffiths, held a "meet and greet" by invitation at the Alberta Library Conference in Jasper. Mr. Griffiths presented the Minister's Award for Excellence and Innovation in Public Library Services to the Chinook Arch Library System and the Kainai Literary Committee in recognition of the model in providing library services on a First Nations reserve. This is the first time Provincial library funding has been provided to a First Nations Reserve.

The Branch is in the first rounds of results-based budgeting. She reported that Diana Davidson has been working closely with the panel and does not anticipate any funding cuts in the near future.

The PLSB is presenting a Library Board Basics Workshop in Grimshaw on November 2.

The PLSB is also implementing a provincial wide technology plan. The four major pillars in the plan are; Alberta Wide Borrowing, Interlibrary Loans, Union Catalogue, and E-content.

She also reported that the Libraries Act will be reviewed in 2014-2015.

The Chair adjourned the meeting for lunch at 11:55 a.m.

The Chair reconvened the meeting at 12:30 p.m.

Ken Feser provided an update on the provincial Public Library Network Policy which was approved by the Minister of Municipal Affairs in December, 2012. He stressed that the Government is not taking away local autonomy from the libraries. The Alberta Government supports resource sharing between network participants to enable equitable access for Albertans. He reported that with Alberta-Wide Borrowing, patrons will be able to use their home library card across the province with no additional fee. Local lending rules will apply but material borrowed can be returned to any library in the province. An ILL working group will be put together to work on operational policies and Alberta-wide borrowing implementation.

He reported that Municipal Affairs funds APLEN 100%, spends \$2 million per year for SuperNet connections for public libraries, and subsidizes the cost of Government Courier for libraries at a cost of \$1 million annually.

MOTION: B13-019 To receive the reports for information.

Moved by:

T. Burton

CARRIED

6. REPORTS

6.1 DIRECTOR'S

L. Duplessis provided highlights from her written report and provided a verbal update.

She reported that staff had attended two staff development sessions designed to build personal understanding and teamwork, and to manage stress.

She also reported that some issues in the building's ducting system lead to a request for an air quality test by the Health and Safety Committee. Two monitors were set up to measure particle allergens, chemical pollutants, and carbon monoxide levels. All levels were acceptable and no action was necessary.

Bill C-321 on the Library Book Rate (LBR) passed third reading in the Senate on April 25, and is now waiting for Royal Assent. This is good news, as it means that non-print materials will soon be able to be sent through Canada Post using the subsidized LBR.

The Director reported that the Town of Swan Hills has requested a dissolution study. If dissolution is approved by Municipal Affairs, the Town will dissolve into the MD of Big Lakes, which will make the Swan Hills Public Library a member of PLS.

6.2 CHAIR'S

The Chair reported that she and the Director met with the Honourable Doug Griffiths at the Alberta Library Conference in Jasper. They shared information on rural library support in northwestern Alberta. They talked about the strong municipal support for PLS, the committed Board of Directors and the dedicated staff. The message to the Minister was that, with per capita funding, it is very hard to stretch funds to meet the needs of member public libraries. PLS covers a very large geographical area which is sparsely populated. They discussed a northern solution which would compensate PLS for its large geographical area. They also discussed the dwindling PLS capital reserves and the lack of funding to replenish them.

She reported that they had a good dialogue and the Minister understands the situation at PLS. He asked great questions about library services in the Peace area. Mr. Griffiths said he would investigate how the situation might be resolved, and look more closely at library system sustainability.

6.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

She reported that the majority of the public library staff who add item records and volume information to Polaris have completed the required training modules.

Advisory Committee meetings have been set for the libraries for which Peace Library System is the board of record. They will begin April 29 and continue throughout May and June. The School Advisory Committee meeting will take place May 8 at Peace River School Division.

Workshops have been set in May and June for the library boards with Plans of Service due in 2014. These include the library boards at Rainbow Lake, McLennan, Wembley, Fairview, and Falher.

6.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported that a problem had recently arisen with the SCCM server and would soon be resolved. SCCM is used to deploy new software to staff and public computers on the network.

IT staff completed the SQL Server Level 1 course at NAIT in March. This will be followed by further coursework at NAIT and custom training from Polaris on report creation. They will then be able to create their own custom reports as needed, reducing wait time and financial costs.

Also in March, TRAC brought in a Polaris trainer for custom training. Three staff from PLS attended System Administration training and another two staff joined in for the Cataloguing portion.

The Network Analyst has begun his site visits. As specified in the *IT Service Agreement*, he will visit 38 member libraries on the PLS network for network maintenance and any needed troubleshooting.

IT staff are working to implement an inventory system for PLS headquarters and member libraries. By gathering information on existing equipment, including purchase date and model, troubleshooting will be more efficient. This information will also be useful to libraries as they create and implement their own technology plans.

6.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that Parkland Regional Library is coordinating the Summer Reading Club for the province this year in cooperation with the TD Bank and Library and Archives Canada. The theme is *Go!* with a travel focus. Thirty-seven member public libraries are participating this year.

Lee Edward Födi's author tour to the Central region from April 15-18 was a huge success. Mr. Födi, who is both an author and an illustrator, presented 12 sessions to a total audience of 577. From May 21-24, Cyndi Sand-Eveland will tour the Eastern region.

Participating libraries have been given access to their new Hybrid Forge websites, which feature dynamic content such as rotating banners, online bookshelves and the ability for patrons to log in and check their library accounts and receive reading recommendations. Website training was held in early April.

All of the sessions are now confirmed for the Rural Libraries Conference 2013 – *Dare to Dream*. The conference will take 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 (formerly the Grande Prairie Inn), with the pre-conference taking place at Peace Library System.

Information on the Excellence in Library Service awards has been sent out. The awards are designed to recognize Peace area library staff for outstanding service in school and public libraries. Board members, library staff, school administrators, teachers, or members of the public may submit nominations prior to June 30, 2013.

6.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that TAL is a consortium of 49 member public, university, college and special libraries in over 300 locations working together to “strengthen

communities through collaboration.” In 2013, Peace Library System paid a \$7,163 TAL membership fee on behalf of all member libraries.

In 2012, TAL celebrated its 15th anniversary, continued the province-wide Make it Yours campaign and hosted the annual Netspeed Conference. It continued services such as the TAL card, TALOnline, and managing licensing agreements for e-resources.

L. Duplessis reported that TAL is the umbrella for The Alberta Public Library Electronic Network (APLEN). APLEN is a program of The Alberta Library created in 1997 in partnership with the Government of Alberta. In 2013, Municipal Affairs will provide \$1.5 million to APLEN for public library network sustainability, including licensing, training and program support for public libraries. Funding from 2011 has also been carried over to implement the public library Technology Plan.

6.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

E. Garrow reported that ALTA’s AGM in Jasper went well. She reported ALTA is looking at increasing its membership fee since there hasn’t been an increase since 1994. A planning retreat will be held in June. She reported that the website has been updated and contains a great deal of excellent information for Trustees.

6.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported the TRAC is a consortium of four library systems. Representatives from the four systems met in April to discuss TRAC’s mission and priorities. The Directors will use the information generated at the meeting to develop a strategic framework for 2013-2016.

6.9 ALBERTA LIBRARY CONFERENCE FEEDBACK

The Chair asked for input from those attending the Alberta Library Conference in Jasper. They all were very grateful to have attended and found the sessions interesting and thought provoking. The keynote speaker that talked about the eco-challenge and overcoming challenges was excellent, promoting teamwork and leadership in all aspects of life.

MOTION: B13-020 To receive for information items 6.1 – 6.9.

Moved by: R. Johnson CARRIED

7. COMMITTEES

7.1 EXECUTIVE/FINANCE

7.1.1 MINUTES OF APRIL 20 2013 MEETING

MOTION: B13-021 To receive the minutes of the April 20, 2013 Executive Committee meeting for information.

Moved by: C. Kolebaba CARRIED

7.1.2 FINANCIAL STATEMENT-- MARCH, 2013

L. Duplessis reported that 31% of the revenue has been received and the expenditures are on track for this time of year. She reported that the website costs will be higher than budgeted due to a missed prepaid amount in 2012. She also reported that communications costs will be higher than budgeted due to the printing costs of the new brochure and the annual report. With careful management, it should still be possible to end the year without a deficit.

MOTION: B13-022 To receive the March, 2013 Financial Statement for information.

Moved by: C. Kolebaba CARRIED

7.1.3 MACKENZIE COUNTY MEMBERSHIP

The Director reported that she attended the Mackenzie County Council meeting on March 27 with Veronica Bliska and Ken Feser from the Public Library Services Branch. Ken Feser emphasized the new Public Library Network Policy, the importance of being part of the network for resource sharing purposes, and other provincial Network services such as Mango and Press Display. He made it clear that the way to be part of the Network was through cooperation and reciprocity, and by being a member of a regional library system.

She reported that Peace Library System has not received a formal response to the presentation. However, a contact at the Mackenzie County Office has confirmed that Council did not include System membership in its 2013 budget. It referred the issue of System membership back to the Mackenzie County Library Board. The Board plans to review the benefits of system member prior to making a recommendation to the Mackenzie County Council for its 2014 budget.

The Executive Committee reviewed the options for Mackenzie County in terms of membership. Though membership on behalf of part of Mackenzie County's population was proposed as an option, the Committee recommends that only full membership for the entire population be considered. The Executive Committee also discussed the current contract with the Mackenzie County Library Board to provide Polaris services to Fort Vermilion Community Library, and felt it should not continue if the Library Board was not committed to the provincial Public Library Network. The agreement between Mackenzie County Library Board and PLS can be terminated by giving six months' notice prior to June 30, to be effective January 1 of the following calendar year.

MOTION: B13-023 **That only full System membership on behalf of the entire Mackenzie County population be considered. That the *Agreement for the Provision of Access to the Alberta Public Library Electronic Network and Associated Services* between Peace Library System and the Mackenzie County Library Board be terminated effective December 31, 2013.**

Moved by: B. Smith CARRIED

7.1.4 INFRASTRUCTURE ASSESSMENT

The Director reported that Alberta Infrastructure completed building assessments for six library system headquarters buildings in 2011-2012. The reports were released to the library systems in 2013. According to the analysis, there is \$424,000 of improvements recommended for 2012 to 2015, but a cracked floor slab situation in the southeast side of the building needs immediate attention. It needs to be looked at by an engineer and work may need to be done to the floor slab, walls, metal siding and roof. This expense is not included in the 2013 Capital Budget.

MOTION: B13-024 **That up to \$7,500 be allocated from the Building Reserve to pay for an engineering assessment of the cracked floor slab on south-east corner of the building.**

Moved by: R. Skrepnek CARRIED

7.1.5 RESOURCE SHARING AND NETWORK GRANT ALLOCATION

The Director reported that Alberta Municipal Affairs recently distributed a one-time Resource Sharing and Network Grant of \$25,000 to each of the 16 public library network nodes. The funds were given by the Province “in support of the provincial library network and seamless access to library resources for all Albertans”. It must be expended in 2013 and reported on in the 2013 Annual Report to the province.

The Director recommended expenditures to increase regional network capacity, improve communications with resource sharing partners, and offset PLS van delivery costs. She added that projected costs were approximate, and there may be opportunities to reallocate some of the funds over the next several months. A member suggested depositing some of the grant funds into the Technology Reserve instead of offsetting the van delivery costs.

MOTION: B13-025 **To deposit a portion of the grant monies into the Technology Reserve instead of offsetting van delivery costs.**

Moved by: A. Prybysh DEFEATED

MOTION: B13-026 That the \$25,000 Resource Sharing and Network Grant be allocated follows:

<u>Replace videoconferencing equipment</u>	<u>\$15,000</u>
<u>Replace network switches</u>	<u>\$5,000</u>
<u>Offset van delivery costs</u>	<u>\$5,000</u>

Moved by: L. Coulter CARRIED

7.2 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE

7.2.1 MINUTES OF THE APRIL 29, 2013, MEETING

MOTION: B13-027 To receive for information the April 29, 2013, minutes of the Northern Sunrise County Advisory Committee meeting as amended.

Moved by: C. Novak CARRIED

8. NEW BUSINESS

8.1 PROS AND CONS OF TELECONFERENCE MEETINGS

The overall consensus was that a teleconference should be used for Board or Executive committee meetings only in the event of inclement weather. Board members shared that more discussion happened with a face to face meeting.

It was suggested that one Board meeting in the winter be conducted through videoconference. This was referred to the Executive Committee for more discussion.

MOTION: B13-028 To receive for information the discussion of pros and cons of teleconference meetings.

Moved by: W. Stewart CARRIED

9. FOR INFORMATION

- 9.1 PUBLIC LIBRARY SERVICES BRANCH – RESOURCE SHARING AND NETWORK GRANT
- 9.2 NEWS RELEASE – RESOURCE SHARING AND NETWORK GRANT
- 9.3 RURAL LIBRARIES 2013 CONFERENCE PACKAGE

MOTION: B13-029 To receive items 9.1 – 9.3 for information.

Moved by: B. Halabisky CARRIED

10. MEMBERS' BUSINESS/ROUND ROBIN

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

11. NEXT MEETINGS

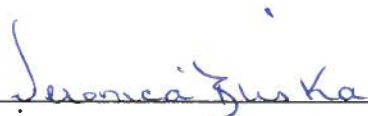
Plan of Service: May 11, 2013 (Grande Prairie) (following the AGM/Board)
Executive: August 24, 2013 (Hythe)
Board: September 14, 2013 (High Prairie)
Executive: October 19, 2013 (TBA)
Board: November 30, 2013 (Grande Prairie)

12. ADJOURNMENT

MOTION: B13-030 To adjourn the meeting.

Moved by: V. Bliska CARRIED


The meeting was adjourned at 2:45 p.m.



Chair



Director



Date