

**PEACE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
GRANDE PRAIRIE
MARCH 25, 2017**

PLS Board of Directors Meeting
May 13, 2017
Agenda Item 3

Present:	Veronica Bliska (Chair)	MD of Peace No. 135
	Wendy Olson-Lepchuk	Town of Beaverlodge (Teleconference)
	Cindy Hockley	Village of Berwyn
	Lorrie Shelp	Big Lakes County
	Kathrin Langlois	Birch Hills County
	Peter Frixel	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Owen Stanford	Town of Fairview
	Lindsay Brown	Town of Falher
	Tammy Brown	Grande Prairie Public Library
	Chris Thiessen	City of Grande Prairie
	Brock Smith	County of Grande Prairie No. 1
	Roxie Rutt	MD of Greenview No. 16
	Dirk Thompson	Town of Grimshaw
	Jacy Rapke	Town of High Level
	Brad Pearson	MD of Lesser Slave River No. 124
	Brenda Kerr	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
	Dollie Anderson	MD of Opportunity No. 17
	Reta Nooskey	Paddle Prairie Métis Settlement
	Elaine Manzer	Town of Peace River
	Cindy Clarke	Saddle Hills County
	Raoul Johnson	MD of Smoky River No. 130
	Elaine Garrow	MD of Spirit River No. 133
	Tanya Boman	Town of Valleyview
	Anna Underwood	Town of Wembley
Regrets:	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
	Vacant	Village of Hines Creek
	Joanne Chelick	Village of Rycroft
	Clinton Froehlick	Town of Sexsmith
Absent:	Brenda Burridge	Town of Fox Creek
	Donna Deynaka	Town of High Prairie
	Carol Frost	Village of Hythe
	Michelle Farris	Town of Rainbow Lake
	Joy McGregor	Town of Slave Lake
	Brenda Stanich	Town of Spirit River
Staff:	Linda Duplessis, Director	
	Alrene Dempster, Executive Assistant (minutes)	
	Janet Ayles, IT Services Manager	
	Katherine Wiebe, Consulting Services Manager	

1. CALL TO ORDER AND INTRODUCTIONS

The Chair called the meeting to order at 10:30 a.m. Introductions were made. The Chair welcomed W. Olson-Lepchuk; she joined the meeting via teleconference.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Add: 5.4a Backup Server Upgrade
7.4 2017-2018 Provincial Budget Implications

MOTION: B17-001 To approve the agenda as amended.

Moved by: D. Anderson CARRIED

3. MINUTES OF NOVEMBER 26, 2016 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B17-002 To accept the minutes of the November 26, 2016 meeting as presented.

Moved by: E. Garrow CARRIED

4. BUSINESS ARISING FROM MINUTES

No business arose from the November 26 meeting.

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that in 2016, items loaned by member libraries to patrons from other libraries stayed steady at 191,439, less than a 1 per cent increase. Borrowing by member libraries jumped over 36 per cent to 224,140 items. It is unusual for borrowing to exceed lending.

In 2017, PLS will be instituting new Excellence awards to recognize library achievements. Nominations will be received in four categories: Excellence in Public Library Programs & Services; Excellence in Public Library Space; Excellence in Public Library Promotions; and Excellence in School Library Services. The awards will be given out at the Rural Libraries Conference.

5.2 CHAIR'S

The Chair reported that she attended the Public Library Services for Indigenous Communities Symposium in Edmonton on February 22-24, and found it very informative.

She reported that the budget alleviated some of the concerns of the System Sustainability Committee she sits on. The Committee is looking at pilot projects modeling System sustainability; a meeting is planned during the Alberta Library Conference in Jasper.

5.3 TECHNICAL SERVICES

L. Duplessis provided highlights from the Technical Services written report, as C. Downing is away on medical leave.

Year-end roll over in Polaris went very smoothly with funds balancing. Ordering is steady and Cataloguing is current at this time.

On January 16 Canada Post increased the rates for Library Materials by a weighted average of five percent.

Adele Bonetti of Concetto Interior Design Ltd. met with staff at Peace Library System in January to discuss the reconfiguration of the Technical Services area to utilize the space created when the collection was weeded. Once the drawings are finalized, the renovations will begin. L. Duplessis reported that the infrastructure funding for systems that has been included in the 2017-2018 Provincial budget may impact the reconfiguration.

Advisory Meetings where Peace Library System is the Board of Record will commence on May 15 and continue through June.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from the IT Services report.

The IT Department is deploying Deep Freeze to the public computers on the network. Deep Freeze will protect the computers and, by extension, the network from any mischief.

The server housing the PLS and member library websites will reach the end of its warranty in November 2017. IT staff will be looking at options for new websites.

She reported that the PLS servers were replaced in September 2015. The IT Department purchased three servers, which included two physical servers housing multiple virtual servers and one backup server. Eight 300 gigabyte hard drives were installed in the backup server to meet our needs at that time.

5.4a BACKUP SERVER UPGRADE

The backup had been functioning without any apparent serious problems until a power outage on January 20. After the power outage, there were some problems bringing the backup server online and even once that was done, there were problems completing the system backup. After extensive troubleshooting with the vendor, it was determined that there are space issues on the backup server.

The IT Department recommends replacing the eight 300-gigabyte drives in the backup server with eight 1-terabyte drives, which will more than triple the available space on the backup server.

MOTION: B17-003 To purchase eight 1-terabyte hard drives for the backup server from the Technology Reserve at a cost of \$4,387.

Moved by: C. Clarke

CARRIED

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from the Consulting written report.

She reported that during 2016, 50 on-site consulting visits and 214 remote consulting sessions were carried out by Emma Stewart and Katherine Wiebe.

Samantha Mercer's contract has been extended through December, and her work as Digital Learning and Outreach Librarian will expand to include an on-site consulting visit to each library specifically for eResources training.

Peace Library System is coordinating the TD-Summer Reading Club for the province this year in cooperation with the TD Bank and Library and Archives Canada. The focus this year is on Canada as a welcoming place and Canada's 150th anniversary. There are 29 member public libraries participating and another seven running independent programs. All of the orders for promotional materials and supplementary prizes have been submitted, and themed book lists have been provided in support of the summer reading club.

A Plan of Service goal for the Consulting Department in 2017 is to create storytime kits for ages 2-3. Twenty themes have been identified and book titles are being selected, along with puppets and other supplementary materials. A summer student will be hired to assemble the kits and develop activities, songs, and rhymes for each theme.

In February PLS launched the newest eResource, Consumer Reports. The Public Library Services Branch also launched Read Alberta eBooks showcasing over 1,000 fiction and non-fiction titles of Alberta-published eBooks, and Newspaper Source Plus, which provides full-text articles from the world's major newspapers, newswires and news magazines. It also includes television and radio news transcripts and ongoing daily updates from popular news sources. She provided usage statistics for other digital resources.

This year's Rural Libraries Conference will take place on September 21 and 22, 2017 at the Pomeroy Hotel and Conference Centre in Grande Prairie, AB. The conference theme is *Celebrating the Canadian Spirit: Diversity in Our Libraries*.

5.6 THE ALBERTA LIBRARY (TAL)

The Director reported that TAL has partnered with Universities and public libraries to purchase Gale Primary Sources, multi-disciplinary collections of primary source documents. There are 66 collections available including original newspapers and genealogy history. This resource will be available to all Albertans indefinitely. She said more information will be sent to the libraries once an implementation date is determined.

5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

R. Johnson has agreed to stay on the ALTA Board of Directors for the 2017-2019 term as the Peace Area 1 representative. He reported that a face to face meeting is planned for early May. ALTA's AGM will be held during the Alberta Library Conference in Jasper.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that the TRAC Directors will be meeting via videoconference on March 28. During that meeting the Canadian representative for Innovative will be calling in. Their main topic of discussion is the pros and cons of changing Polaris from a license-based product to a subscription-based product.

MOTION: B17-004 To receive items 5.1 – 5.8 for information.

Moved by: R. Skrepnek CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE FEBRUARY 25, 2017 MEETING

MOTION: B17-005 To receive the minutes of the February 25, 2017 Executive Committee meeting for information.

Moved by: C. Kolebaba CARRIED

6.1.2 FINANCIAL STATEMENT– DECEMBER, 2016 (UNAUDITED)

The Director reviewed the revenue and expenditure figures for 2016 year-end. Revenue was much higher due to an increase in provincial grants. She reported that most departments came in close to or under budget, and that, prior to audit, an unexpended surplus of \$187,111.31 is forecast.

MOTION: B17-006 To receive the unaudited December, 2016 Financial Statement for information.

Moved by: R. Johnson CARRIED

6.1.3 DRAFT FIVE-YEAR CAPITAL PLAN (2016-2020)

The Director reported that the projections in the Five-Year Capital Plan will be directly affected by the Government's announcement of infrastructure funding for Alberta Library Systems. She asked that this item be tabled until the May board meeting at which time she anticipates having more information on the funding.

MOTION: B17-007 To table the Five-Year Capital Plan until the May Board meeting.

Moved by: D. Anderson CARRIED

6.1.4 PLS ANNUAL GENERAL MEETING

The Director reported that the AGM is of little value to the PLS organization and that there is no requirement for an AGM in library legislation. The Committee reports, Annual Report and Audited Financial Statements that are brought to the AGM can be dealt with during the regular May Board meeting. Election of officers can take place at the November organizational meeting.

In order to amend the Procedural Bylaws to remove the AGM component, PLS is required to provide 30 days' notice. The Bylaws will be discussed at the May AGM.

6.1.5 REVISED PROCEDURAL BYLAWS

The Director advised the Board that March 25 would be their 30 days' notice for the proposed revisions to the Procedural Bylaws. She asked that the revisions in the Procedural Bylaws be tabled until the May AGM.

MOTION: B17-008 To table the proposed changes to the Peace Library System's Procedural Bylaws until the May AGM.

Moved by: R. Skrepnek CARRIED

6.1.6 2017 ANNUAL SURVEY AND 2016 ANNUAL REPORT OF PUBLIC LIBRARY SYSTEMS IN ALBERTA

The Director reported that the annual report is a required document in order to receive the provincial operating grant. It was due to the Public Library Services Branch by February 28. The report was updated with more relevant questions and this was the first year library systems submitted their reports online. The Director highlighted areas of interest to the Board. She pointed out the large number of print items withdrawn from the PLS collection. A new category this year was the reporting of

virtual circulation, and she thanked K. Wiebe for all her work collecting the data. She highlighted the accomplishments and comments section to which the Executive Committee provided input.

MOTION: B17-009 To receive for information the 2017 Annual Survey and 2016 Annual Report of Public Library Systems in Alberta.

Moved by: B. Pearson CARRIED

6.1.7 ALBERTA LIBRARY CONFERENCE ATTENDANCE

The Director reported that the Chair and four trustees were budgeted to attend the Alberta Library Conference (ALC) in Jasper from April 27-29. The Executive Committee reviewed the list of those interested in attending.

MOTION: B17-010 To receive for information the Alberta Library Conference attendance report: Veronica Bliska (MD of Peace), Clint Froehlick (Town of Sexsmith), Brad Pearson, (MD of Lesser Slave River), Roxie Rutt (MD of Greenview) and Chris Thiessen (City of Grande Prairie).

Moved by: C. Clarke CARRIED

7. NEW BUSINESS

7.1 INDIGENOUS POPULATIONS GRANT REPORT

The Director reported on activities relating to the \$208,034 grant from Alberta Municipal Affairs to expand public library services to Indigenous communities in the region.

These included a meeting with library managers, six cultural awareness sessions at Friendship Centres across the region, a fall marketing campaign, creation of special bibliographies, and the purchase of eBooks and other digital resources.

Many excellent projects at member libraries were funded including Indigenous author readings and art shows, new technology for outreach, early literacy initiatives, and new signage. Representatives from 15 member libraries were sponsored to attend a special symposium on library services for Indigenous people.

Of the \$208,034 grant, \$97,000 was spent by the end of 2016. A further \$80,000 is expected to be spent by the end of March, leaving about \$31,000 to carry over. A meeting of library managers will be held on March 13, 2017 to continue planning regional activities in support of the grant.

MOTION: B17-011 To receive for information the Indigenous Populations Grant report.

Moved by: P. O'Mahony CARRIED

7.2 ATTENDANCE AT NETSPEED CONFERENCE

The Director reported that after a two year hiatus, The Alberta Library (TAL) is planning another Netspeed Conference. It will be held October 3-4, 2017, at Lister Hall on the University of Alberta campus. In the past PLS has sent the Chair and one trustee to Netspeed. She will bring more information to the May meeting.

The Chair adjourned the meeting at 12:07 pm

The Chair reconvened the meeting at 12:40 pm

7.3 PLS POLICY REVIEW BY THE PUBLIC LIBRARY SERVICES BRANCH

The Director reported that Ken Allan from the Public Library Services Branch has reviewed all Peace Library System (PLS) policies for the System and for the eight library service points. He found a few incomplete policies, one missing policy, and two that are in the Legislative Bylaws for Library Service Points but need to be separated out as policies.

7.3.1 REVISED ALBERTA LIBRARY (TAL) CARD POLICY

This policy was recently reviewed and updated by the Board. Since then, the Public Library Services Branch has suggested that a reference to ME Libraries be added to the policy. A policy statement has also been added at the beginning.

MOTION: B17-012 To approve the revised Alberta Library (TAL) Card Policy as presented.

Moved by: R. Skrepnek CARRIED

7.3.2 REVISED RESOURCE SHARING POLICY

The Public Library Services Branch has suggested updating Schedule A to include the most recent provincial Resource Sharing Operational Policy.

MOTION: B17-013 To approve the revised Resource Sharing Policy as presented.

Moved by: C. Kolebaba CARRIED

7.3.3 REVISED PERSONNEL POLICY FOR LIBRARY SERVICE POINTS

The Public Library Services Branch has requested that a section on performance evaluations for volunteers be added to this policy. This is required under Section 7(2) (a) of the Libraries Regulation.

MOTION: B17-014 To approve the revised Personnel Policy for Library Service Points as presented.

Moved by: R. Johnson CARRIED

7.3.4 REVISED SELECTION, PURCHASE AND DISPOSITION OF LIBRARY RESOURCES POLICY FOR LIBRARY SERVICE POINTS

The Public Library Services Branch has suggested that the Canadian Library Association (CLA) Statement on Intellectual Freedom be updated to reflect the 2015 statement adopted by the Canadian Federation of Library Associations. CLA has recently ceased operations.

MOTION: B17-015 To approve the revised Selection, Purchase and Disposition of Library Resources Policy for Library Service Points policy as presented.

Moved by: B. Pearson CARRIED

7.4 2017 – 2018 PROVINCIAL BUDGET IMPLICATIONS

The Director reported that Diana Davidson, Director of the Public Library Services Branch, had provided information on the new provincial budget to library system directors. The provincial budget maintains funding for library system operations and services to Indigenous communities based on 2016 population levels. Pending legislative approval, this translates into a \$783,194 operating grant based on a population of 166,637 (down slightly from 2015 population) and a \$215,445 Indigenous Populations grant (up from \$208,034).

The provincial budget also contains new funding for improvements to library system headquarters buildings. The funding will be based on 2011-2012 Alberta Infrastructure assessments of library system headquarters buildings plus the cost of inflation. In 2012 the request to Alberta Infrastructure for PLS headquarters improvements came to \$789,000. This included \$397,000 for immediate repairs (2012-2015) and \$383,000 for repairs recommended for 2016-2020.

Once the agreement from Alberta Municipal Affairs is received and the exact amount of the capital funding is known, a full report and recommendations will be submitted to the Board.

MOTION: B17-016 To receive the 2017-2018 Provincial Budget Implications report for information.

Moved by: C. Kolebaba CARRIED

8. FOR INFORMATION

8.1 EXCELLENCE IN LIBRARY SERVICE AWARDS

8.2 PEACE LIBRARY SYSTEM'S NEWS & NOTES, SPRING 2017

MOTION: B17-017 To receive items 8.1 and 8.2 for information.

Moved by: C. Thiessen

CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

Executive: April 22, 2017 (Hythe)

Board/AGM: May 13, 2017 (Grande Prairie)

Executive: August 19, 2017 (Grimshaw)

Personnel: August 19, 2017 (following Executive meeting)

Board: September 16, 2017 (Peace River)

Plan of Service: September 16, 2017 (following Board meeting)

Executive: September 30, 2017 (TBA)

Board/Christmas Party: November 25, 2017 (Grande Prairie)

11. ADJOURNMENT

V. Bliska adjourned the meeting at 1:30 p.m.

Chair

Director

Date