

PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES
GRANDE PRAIRIE, ALBERTA
NOVEMBER 29, 2014

PLS Board of Directors Meeting
March 21, 2015
Agenda Item 3

Present:	Veronica Bliska, Chair	MD of Peace No. 135
	Wendy Olson-Lepchuk	Town of Beaverlodge
	Ron Longtin	Village of Berwyn
	Lorrie Shelp	MD of Big Lakes
	Terry Carbone	Birch Hills County
	Peter Frixel	Clear Hills County
	Ray Skrepnek	MD of Fairview No. 136
	Owen Stanford	Town of Fairview
	Lynn Farrell	Town of Falher (via Teleconference)
	Kevin O'Toole	City of Grande Prairie
	Lynne Coulter	Grande Prairie Public Library
	Roxie Rutt	MD of Greenview No. 16
	Carol Frost	Village of Hythe
	Brenda Kerr	Town of Manning
	Philippa O'Mahony	Town of McLennan (via Teleconference)
	Linda Halabisky	County of Northern Lights
	Carolyn Kolebaba	Northern Sunrise County
	Dollie Anderson	MD of Opportunity No. 17
	Reta Nooskey	Paddle Prairie Metis Settlement
	Elaine Manzer	Town of Peace River
	Tom Villeneuve	Village of Rycroft
	Willis Fitzsimmons	Saddle Hills County
	Claude Lagace	Town of Sexsmith
	Stefan Plouffe	Town of Slave Lake (via Teleconference)
	Elaine Garrow	MD of Spirit River No. 133
	Jim Joelson	Town of Valleyview
	Tara Jones	Town of Wembley
	Regrets:	Vacant
Chris Stadnyk		Town of Fox Creek
Brock Smith		County of Grande Prairie No. 1
Dirk Thompson		Town of Grimshaw
Michael Morgan		Town of High Level
Vacant		Town of High Prairie
Murray Kerik		MD of Lesser Slave River No. 124
Michelle Farris		Town of Rainbow Lake
Brenda Stanich	Town of Spirit River	
Absent:	Sharilynn Dionne	Village of Hines Creek
	Cheryl Novak	Village of Nampa
	Raoul Johnson	MD of Smoky River No. 130
Staff:	Linda Duplessis, Director	
	Alrene Dempster, Executive Assistant (minutes)	
	Carol Downing, Assistant Director	
	Katherine Wiebe, Consulting Services Manager	
	Janet Ayles, IT Services Manager	

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Addition: 11 - For Information
11.1 - Premier of Alberta, Jim Prentice, Response to Congratulations Letter
11.2 - Peace Library System News & Notes – Winter

Change: 12 - Members' Business/Round Robin
13 - Next Meetings
14 - Adjournment

MOTION: B14-041 To approve the agenda as amended.

Moved by: D. Anderson CARRIED

3. PEACE LIBRARY SYSTEM ORIENTATION

The Director reported that there were six new Board members. She reviewed the mandate, responsibilities and services of the Peace Library System through a Power Point presentation.

Following the presentation, PLS staff provided a demonstration on how to sign up for ME Libraries and showcased some of the digital resources subsidized by the Public Library Services Branch – Zinio (digital magazines), Press Display (digital newspapers) and Hoopla (downloadable music and video).

4. PUBLIC LIBRARY SERVICES BRANCH UPDATE – KEN ALLAN

Ken Allan, Library Consultant with the Public Library Services Branch, provided an update from the Branch. He reported that ME Libraries is officially launched and provides patrons with Alberta-Wide Borrowing. Jen Anderson, Library Consultant, will be visiting all school-housed public libraries in Alberta gathering information about different models and arrangements currently in place. Dates for Board Basic workshops in 2015 will be posted early in 2015. The Minister's Awards for 2015 will be undergoing some changes. A people's choice award has been created, called the YOU Libraries Award.

He noted that he is the library consultant for the Peace region, and is available to assist municipalities and library boards as needed.

5. MINUTES OF SEPTEMBER 20, 2014 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B14-042 To accept the minutes of the September 20, 2014 meeting as presented.

Moved by:

C. Kolebaba

CARRIED

6. BUSINESS ARISING FROM MINUTES

6.1 MUNICIPAL RESPONSES TO MASTER AGREEMENT AMENDMENT

The Director reported that 33 municipalities (87%) approved the amendment to the Master Agreement to increase municipal fees in 2016, 2017 and 2018. Follow-up letters with the amended schedule will be sent to all member municipalities.

6.2 ADVOCACY COMMUNICATIONS TOOL

The Director reported an advocacy communications tool is being developed to take to Diana McQueen, Minister of Municipal Affairs. The message that will be conveyed is the value of services provided to member libraries and the unique challenges faced by PLS due to serving a small population in a large geographic area. There is a need for an overall increase in provincial funding for libraries, including funding at current population levels.

7. REPORTS

7.1 DIRECTOR'S

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

She reported that she has been in contact with Chris Warkentin's office regarding the request to the Canada Revenue Agency for municipal status for GST purposes. She was told they were checking into the status of the request.

The Director has continued to meet with member councils to provide an orientation to Peace Library System and update councils on plans for long-term sustainability. Upcoming delegations include Fox Creek (December 8) and Paddle Prairie (date TBA).

LaneQuinn Benefits Consultants Ltd. conducted a review of PLS's employee benefits package and offered a less expensive package. PLS staff met on November 26 to discuss the pros and cons of moving to a new benefits provider and decided not to go ahead with the change.

PLS is partnering with Northern Lakes College to offer two financial online courses for member library staff and trustees. *Reading & Understanding Financial Statements* and *Budgeting Basics for Non-Profit Organizations* will be

offered in late November and early December. This is part of PLS's commitment to increase training opportunities for libraries in 2014.

7.2 CHAIR'S

The Chair reported she attended the Netspeed Conference in Edmonton on October 16 and 17. She also attended the AAMDC fall convention where a resolution was put forth urging the Province to increase library funding and to use current census data for grant calculations. The resolution received strong support from delegates.

7.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report, including an update on staffing in Technical Services.

She reported that rollover activities for year end in Polaris will begin in late November. The last day for orders to be in to headquarters is November 28. All vouchers must be at headquarters no later than December 15 at noon. All libraries have been notified of these dates.

Advisory Committee Meetings have been completed for libraries for which Peace Library System is the Board of Record.

7.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported the new wireless equipment was installed at 37 member libraries in late October.

A Polaris upgrade for TRAC has been confirmed for January 26, 2015. The new version of Polaris will provide eBook integration, allowing patrons to check out books from 3M and OverDrive without leaving TRACpac.

PLS leases staff workstations and the current lease is coming to an end this year. IT staff is in the process of formalizing a new lease agreement and expect the new computers in the office by the end of the year.

The PLS servers are due for replacement in 2015. IT staff is currently working with ACSI to draft a replacement plan for the hardware and upgrade of the server software. This will be an opportunity to make some changes to the network configuration to realign the staff and public computers into two separate networks. This will increase the security of the network and prevent any potential security breaches.

In 2012, PLS coordinated the purchase and installation of Customer Edge Devices (CED) in member libraries. The support contract will expire in 2015. The hardware is still in excellent condition and performing well for the network needs so IT staff has decided to renew the support contracts for the CEDs to keep the costs lower for member libraries.

7.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that consulting visits to member public libraries have been taking place throughout the late summer and fall.

The Public Library Services Branch (PLSB) has subscribed to two services for print disabled patrons. The first is the National Network of Equitable Library Access (NNELS), which will offer nearly 10,000 eAudio titles by the end of 2014 and is positioned for growth. The second is the Centre for Equitable Library Access (CELA). This replaces the CNIB Library Partners Program, and provides public library patrons with access to 86,500 items and a further 145,000 titles through a digital service.

Statistics have been compiled from the 2014 TD-Summer Reading Club. Thirty-three libraries ran the program during July and August, with a total of 1,061 children reading 7,715 books.

Some questions have arisen about the impact of *Canada's Anti-Spam Legislation* (CASL) on public libraries and library systems. Most library and library system activities will not be affected by CASL.

The Rural Libraries Conference took place at the Pomeroy Hotel and Conference Centre on September 25 and 26, 2014, with a pre-conference —*Repair, Recycle, Reorder*—on September 24, which drew 11 registrants. The conference itself had 138 registered delegates, of which 48 were first-time attendees. Keynote speakers Dr. Stephen Murgatroyd and Marty Chan were very well received.

The *Excellence in Library Service* award for public libraries went to Maureen Fisher of McLennan Municipal Library. In the school category, the award went to Sylvia Chabot of École St. Gerard in Grande Prairie.

The 2015 Rural Libraries Conference will take place on September 24 and 25 at the Pomeroy Hotel and Conference Centre in Grande Prairie.

7.6 THE ALBERTA LIBRARY (TAL)

The Director reported that TAL is a consortium of public, college and university libraries that work collaboratively. TAL made it through a year of transition due to funding changes and passed a balance budget for 2015. She reported that TAL will not be coordinating the Netspeed Conference in 2015 in order to concentrate on strategic planning and the recruitment of a new CEO.

7.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

A report was not available.

7.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that Peace Library System is a member of The Regional Automation Consortium (TRAC). The TRAC Society provides circulation software, eBooks and other technology to over 170 member libraries in four library systems – Marigold, Northern Lights, Peace and Yellowhead.

She reviewed the 2015 TRAC Budget which was approved by the TRAC Directors on October 28, 2014. She reported that expenditures are largely tied to the Polaris automation system, related software, support, and TRAC meetings.

The small projected 2014 deficit of about \$12,000 relates to the implementation of new software (Boopsie) to provide mobile applications (apps) for phones and other devices, for eBook vendors (OverDrive and 3M Cloud Library), and for Zinio and hoopla. It will also allow TRAC to implement online payments in Polaris, which is something larger libraries have been requesting.

Boopsie and other subscriptions for software applications and services are reflected in the 2015 TRAC budget. Also in 2015, TRAC will be replacing its Polaris servers at a cost of \$85,000 for hardware and installation. This expense will be paid for from TRAC's Capital Replacement Reserve.

MOTION: B14-043 To receive items 7.1 – 7.8 for information.

Moved by: E. Garrow CARRIED

The Chair adjourned the meeting for lunch at 12:20 pm.

The Chair reconvened the meeting at 1:08 pm

8. COMMITTEES

8.1 EXECUTIVE/FINANCE

8.1.1 MINUTES OF THE OCTOBER 25, 2014 MEETING

MOTION: B14-044 To receive for information the minutes of the October 25, 2014 Executive Committee meeting.

Moved by: C. Kolebaba CARRIED

8.1.2 FINANCIAL STATEMENT – SEPTEMBER, 2014

The Director reviewed the balance sheet and reported that most of the revenue has been received. She pointed out that the revenue is higher due to the grant received from the French Language Resource Centre. She reported that expenditures are in line for September, and that more detail would be provided in Item 8.1.8 during discussion of the 2014 financial forecast.

MOTION: B14-045 To accept the September, 2014 Financial Statement for information.

Moved by: L. Halabisky CARRIED

8.1.3 REVISED POLICY ON POLICY MAKING

The policy was updated to include situations where a policy judgment call must be made by the Director.

MOTION: B14-046 To approve the revised Policy on Policy Making.

Moved by: R. Skrepnek CARRIED

8.1.4 REVISED EMPLOYEE BENEFITS POLICY

A clarification on when the RRSP program ends and the ACPP program starts was requested.

MOTION: B14-047 To approve the revised Employee Benefits Policy as amended.

Moved by: T. Carbone CARRIED

8.1.5 REVISED LEAVE OF ABSENCE POLICY

The Director reported that this policy was revised to include Compassionate Care Leave as required in the Alberta Employment Standards.

MOTION: B14-048 To approve the revised Leave of Absence Policy.

Moved by: R. Nooskey CARRIED

8.1.6 REVISED STAFF RECOGNITION POLICY

The Director reported the revision clarified how years of service was being calculated.

MOTION: B14-049 To approve the revised Staff Recognition Policy.

Moved by: C. Kolebaba CARRIED

8.1.7 REVISED VACATION POLICY

The Director reported the vacation policy revision clarifies how years of employment is calculated for vacation purposes as outlined in the Alberta Employment Standards.

MOTION: B14-050 To approve the revised Vacation Policy.

Moved by: L. Coulter CARRIED

8.1.8 DRAFT 2015 OPERATING BUDGET

The Director reviewed the revenue and expenditure variances for 2014, which resulted in \$39,000 more revenue than expected and \$14,000 less expenditures than budgeted, for a projected surplus of approximately \$53,000.

She reviewed the 2015 Operating Budget highlighting areas where there were significant changes. She explained that a portion (\$.50/capita) of library board allotment funds have been allocated to the cost of regional collections. She noted that TRAC Consortium fees have increased to pay for software upgrades, and the cost of eResources has risen as provincial subsidies have ended. The 2015 budget includes a two percent cost of living increase for staff with staff numbers remaining at 17 FTE. She reported a balanced budget for 2015.

MOTION: B14-051 To approve the 2015 Operating Budget as presented.

Moved by: R. Skrepnek CARRIED

8.1.9 TRANSFERS FROM RESERVES FOR 2014

The Director reported that several capital expenditures were approved for 2014 and are now complete. The exact amounts deducted from each reserve must be authorized prior to year-end through a Board motion.

MOTION: B14-052 That the following amounts be transferred from Capital Reserves to pay for 2014 purchases:

- **Technology Reserve** **\$19,882**
- **Building Reserve** **\$ 6,236**
- **Furnishings/Equipment Reserve** **\$ 2,529**
- **Vehicle Reserve** **\$ 2,540.**

Moved by: L. Halabisky CARRIED

8.1.10 DRAFT 2015 CAPITAL BUDGET

The Director reviewed the draft 2015 Capital Budget and noted that capital purchases are paid for from reserves. She outlined proposed expenditures for technology, furnishings and building maintenance. She reported that the IT Department was able to secure a better price for the SuperNet CEDs than originally reported to the Executive Committee, resulting in a \$4,500 saving.

MOTION: B14-053 To approve the 2015 Capital Budget as presented.

Moved by: R. Longtin CARRIED

- 8.2 PLAN OF SERVICE COMMITTEE
 - 8.2.1 MINUTES OF THE SEPTEMBER 20, 2014 MEETING
- 8.3 PERSONNEL COMMITTEE
 - 8.3.1 MINUTES OF THE SEPTEMBER 27, 2014 MEETING
- 8.4 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE
 - 8.4.1 MINUTES OF THE SEPTEMBER 29, 2014 MEETING
- 8.5 CLEAR HILLS COUNTY ADVISORY COMMITTEE
 - 8.5.1 MINUTES OF THE OCTOBER 1, 2014 MEETING
- 8.6 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE
 - 8.6.1 MINUTES OF THE OCTOBER 20, 2014 MEETING
- 8.7 MD OF SPIRIT RIVER ADVISORY COMMITTEE
 - 8.7.1 MINUTES OF THE OCTOBER 27, 2014 MEETING
- 8.8 MD OF GREENVIEW ADVISORY COMMITTEE
 - 8.8.1 MINUTES OF THE OCTOBER 30, 2014 MEETING

MOTION: B14-054 To receive items 8.2.1 - 8.8.1 for information.

Moved by: E. Garrow CARRIED

9. NEW BUSINESS

- 9.1 ATTENDANCE AT 2015 ALBERTA LIBRARY CONFERENCE “#NETWORK!” (APRIL 30-MAY 3, 2015)

Through the 2015 budget, the Board has authorized four members and the Chair to attend the Alberta Library Conference which will be held April 30-May 3 in Jasper. If more than four board members express interest in attending, the Executive Committee will make a final decision at its February 21, 2015 meeting. A. Dempster will send out an email in early January asking for those interested in attending the conference to respond by February 6, 2015.

10. LONG SERVICE AWARDS

The Chair and Director presented 10 year service awards to Veronica Bliska, Elaine Garrow and Reta Nooskey as well as 15 year service awards to Carolyn Kolebaba and Ray Skrepnek.

11. FOR INFORMATION

MOTION: B14-055 To receive items 11.1 and 11.2 for information.

Moved by: T. Villeneuve CARRIED

12. MEMBERS' BUSINESS/ROUND ROBIN

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

13. NEXT MEETINGS

Executive: February 21, 2015 (Hythe)
Board: March 21, 2015 (Grande Prairie)
Executive: April 18, 2015 (TBA)
Board/AGM: May 9, 2015 (Grande Prairie)
Executive: August 22, 2015 (TBA)
Board: September 19, 2015 (Peace River)
Executive: October 24, 2015 (TBA)
Board/Christmas Party: November 28, 2015 (Grande Prairie)

14. ADJOURNMENT

MOTION: B14-056 To adjourn the meeting.

Moved by: V. Bliska CARRIED

The meeting was adjourned at 2:30 p.m.

Chair

Director

Date