

PEACE LIBRARY SYSTEM
GENERAL BOARD MEETING MINUTES
GRANDE PRAIRIE, ALBERTA
NOVEMBER 30, 2013

PLS Board Meeting
March 22, 2014
Agenda Item 3

Present: Veronica Bliska (Chair) MD of Peace No. 135
Mary Hermans Town of Beaverlodge
Ron Longtin Village of Berwyn
Lorrie Shelp MD of Big Lakes
Terry Carbone Birch Hills County
Peter Frixil Clear Hills County
Ray Skrepnek MD of Fairview No. 136
Owen Stanford Town of Fairview
Lynn Farrell Town of Falher
Lynne Coulter Grande Prairie Public Library
Dwight Logan City of Grande Prairie
Brock Smith County of Grande Prairie No. 1
Tom Burton MD of Greenview No. 16
Dirk Thompson Town of Grimshaw
Donna Deynaka Town of High Prairie
Murray Kerik MD of Lesser Slave River No. 124
Brenda Kerr Town of Manning
Philippa O'Mahony Town of McLennan
Belinda Halabisky County of Northern Lights
Carolyn Kolebaba Northern Sunrise County
Dollie Anderson MD of Opportunity No. 17
Reta Nooskey Paddle Prairie Metis Settlement
Paul Smith Town of Rainbow Lake
Tom Villeneuve Village of Rycroft
Claude Lagace Town of Sexsmith
Philip Lokken Town of Slave Lake
Elaine Garrow MD of Spirit River No. 133
Raoul Johnson MD of Smoky River No. 130

Regrets: Vacant Village of Donnelly
Michael Morgan Town of High Level
Sharilynn Dionne Village of Hines Creek
Carol Descoteaux Village of Hythe
Cindy Clarke Saddle Hills County
Tara Jones Town of Wembley
Warren Stewart Town of Valleyview

Absent: Chris Stadnyk Town of Fox Creek
Cheryl Novak Village of Nampa
Elaine Manzer Town of Peace River
Brenda Stanich Town of Spirit River

Staff: Linda Duplessis, Director
Alrene Dempster, Executive Assistant (minutes via teleconference)
Carol Downing, Assistant Director
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 am. Introductions were made.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Add: 9.2 Peace Library System News & Notes Winter 2013

MOTION: B13-049 To approve the agenda as amended.

Moved by: L. Halabisky CARRIED

The Chair asked for a moment of silence with respect to the passing of Bonnie Bigam.

3. PEACE LIBRARY SYSTEM ORIENTATION

The Director reported that 14 new members had been appointed to the Board. She reviewed the mandate, responsibilities and services of the Peace Library System followed by a tour of the headquarters.

4. MINUTES OF SEPTEMBER 14, 2013 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B13-050 To accept the minutes of the September 14, 2013 meeting as presented.

Moved by: E. Garrow CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1 MACKENZIE COUNTY MEMBERSHIP

For the benefit of new board members the Director reported that several presentations on the benefits of joining the Peace Library System had been made to the Mackenzie County Council over the years. She reported that a document had been sent to the Mackenzie County Library Board with all the information they requested for their recent evaluation of System membership. Subsequent to that, a letter has been received from the Mackenzie County Library Board stating that they would not recommend System membership to Mackenzie County Council at this time. As a result of this decision, the contract currently in place to offer Polaris Services to Fort Vermilion Community Library will end as of December 31, 2013.

MOTION: B13-051 To receive the report on the Mackenzie County membership for information.

Moved by: C. Kolebaba CARRIED

5.2 ECONTENT FOR THE PUBLIC LIBRARY NETWORK

The Director reported that since the Public Library Services Branch (PLSB) pulled the public library network and technology services from under The Alberta Library (TAL)'s umbrella back into its department, it will be maintaining the same level of funding and will be putting a structure in place to support public library technology initiatives. In the meantime, the transition from TAL to PLSB management of the services has created some short-term challenges such as uncertainty about government subsidies for electronic resources. The PLSB will only subsidize Novelist for now and Peace Library System will cover a select group of the database subscriptions for 2014. This may change during the Government's budget talks in March.

MOTION: B13-052 To receive the eContent for Public Library Network report for information.

Moved by:

R. Nooskey

CARRIED

6. REPORTS

6.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

A member council satisfaction survey was sent electronically to municipal administrators in June. The 23 responses received showed a high degree of satisfaction with PLS services, communications, and Plan of Service.

PLS has signed the agreement with AAMDC to participate in the 8760 Energy Program for 2014-2016.

Senior managers recently took part in NAIT's Project Management training, offered by The Alberta Library (TAL) as a distance learning course. It provided valuable information on planning and executing both large and small projects. Managers also sat in on a Business Continuity seminar, which was offered by Peace Library System via videoconference to other libraries in the RISE videoconferencing network.

6.2 CHAIR'S

The Chair reported that she has sent a letter on behalf of all the Alberta Library Systems to the Hon. Wayne Drysdale, Minister of Infrastructure, requesting his support for the Library System Headquarters Renovations and Upgrades Infrastructure proposal which was submitted by Alberta Municipal Affairs in 2012. Five Regional Library System headquarters as well as the PLS building, which was constructed in 1990, are in need of major structural repairs and functional upgrades.

She also reported that she attended the Netspeed Conference in Calgary from October 23-25. She didn't find the sessions this year as well presented as in previous years. She asked for feedback from those who also attended.

6.3 TECHNICAL SERVICES

C. Downing provided highlights from her written report.

The schedule to run year end utilities for Polaris, referred to as rollover, has been set. Libraries have been notified that all remaining orders for 2013 must be received at headquarters no later than November 29th in order to get them entered into Polaris before the rollover utility runs. All vouchers must be received at headquarters no later than December 12th.

In terms of staffing, Julia Little and Karen Van der Woerd, who are recuperating from injuries incurred earlier in the year, will both return early in 2014 on a graduated work schedule.

In her role as Assistant Director, she reported that the Fall Advisory Committee meetings for municipalities/libraries where Peace Library System is the Board of Record have been completed.

6.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

Andrew Tejero has been hired as the new Network Analyst for PLS effective November 18, 2013. Andrew has several years of experience in network and telecom administration.

She thanked the Board for the opportunity to attend the annual Polaris Users Group (PUG) Conference in Portland, Oregon in early October. PUG is a valuable opportunity to meet with Polaris staff and interact with other libraries using Polaris across North America.

TRAC will be implementing the Polaris Community Profiles module in 2014. Community Profiles allows libraries to distribute community information, and promote and share resources. Community Profiles is designed to be a community-led initiative. The new service should be launched early in 2014.

6.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

Consulting visits took place in the fall to the following libraries: Brownvale, Calling Lake, Falher, Flatbush, Fox Creek, McLennan, Menno-Simons, Nampa, Paddle Prairie, Slave Lake, Smith, Wabasca, and Woking. The new library manager for Woking also attended a full-day orientation at Peace Library System Headquarters.

Statistics have been compiled from the 2013 TD-Summer Reading Club. Thirty-three libraries ran the program during July and August, with a total of 1,157 children

participating. Libraries reported 20,226 books read and 1732 hours spent reading. The theme for 2014 is *Making* (maker culture, DIY, crafts, inventions, etc.).

The Rural Libraries Conference took place at the Pomeroy Hotel and Conference Centre on September 26 and 27, 2013, with a first time pre-conference—*Dare to Program!*—on September 25, which drew 32 registrants. The conference itself had 156 registered delegates, of which 80% were public library staff and trustees and 20% were school library staff. Keynote speakers Dr. Phil McCrae and Ryan Blais were very well received, and a number of helpful sessions were offered for public and school librarians and trustees.

The *Excellence in Library Service* award for public libraries was awarded to Kathryn Black of Shannon Municipal Library in Sexsmith. In the school category, the award went to Janice Willsey of Helen E. Taylor School in Wembley.

The fall author tours featured Robert Feagan who toured the northern region, extending from Eaglesham to Rainbow Lake and David Poulsen who toured the Grande Prairie area. A total of 23 readings were presented to 1,314 participants.

6.6 THE ALBERTA LIBRARY (TAL)

The Director reported that The Alberta Library (TAL) is a consortium of 49 member public, university, college and special libraries in over 300 locations. In 2013, Peace Library System (PLS) paid a TAL membership fee of \$7,163 on behalf of all member libraries. This provides access to the TAL borrowing card and TAL Online, and allows PLS to benefit from licensing agreements for electronic resources.

Until recently, TAL coordinated the Alberta Public Library Electronic Network (APLEN) program, which was funded by the Public Library Services Branch (PLSB) to support the public library network. PLSB has now pulled network and technology services back into the department.

With funding from the PLSB, this fall TAL launched a rejuvenated TAL Online (www.talonline.worldcat.org). The new site is much more user-friendly and dynamic than the previous one, and it is an excellent tool for public library patrons to find the resources they want from almost any library in Alberta.

6.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

E. Garrow reported that a videoconference meeting was held in November. Due to technical difficulties they had to finish the meeting via telephone. She reported that ALTA is struggling with the lack of funding, and that the membership fees may have to be raised to cover the costs of operations.

It was suggested that a representative from ALTA meet with the Board to discuss ALTA's future and options to raise revenue.

6.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The Director reported that Peace Library System is a member of The Regional Automation Consortium (TRAC). The four partner library systems share a

common integrated library system (ILS) called Polaris and a common borrowing card. They also cooperate and cost-share to provide eBooks and other electronic resources to patrons in all four systems. Through stakeholder consultation, TRAC has developed a new vision, mission and values, and is developing goals and objectives for the next three years.

MOTION: B13-053 To receive items 6.1 – 6.8 for information.

Moved by: T. Villeneuve CARRIED

7. COMMITTEES

7.1 EXECUTIVE/FINANCE

7.1.1 MINUTES OF THE OCTOBER 19, 2013 MEETING

MOTION: B13-054 To receive the minutes of the October 19, 2013 Executive Committee meeting for information.

Moved by: P. O'Mahony CARRIED

7.1.2 FINANCIAL STATEMENT– SEPTEMBER, 2013

The Director reported that there is \$256,422 sitting in the reserves and that these funds are designated for capital purchases. The revenue received to date is sitting at 94% with a small amount left to come in. Each department is on track with its expenditures for this time of year. The total expenditures represent 75% of the budgeted amount, which is right on track.

MOTION: B13-055 To receive the September, 2013 Financial Statement for information.

Moved by: T. Burton CARRIED

The Chair adjourned the meeting for lunch at 12: 26 pm.

The Chair reconvened the meeting at 1:07 pm

7.1.3 DRAFT 2014 OPERATING BUDGET

The Director first reported on her financial projections to the end of 2013. Prior to the audit, she forecasts an unexpected surplus of about \$30,000 for 2013, which is largely due to staffing changes throughout the year.

She reviewed the draft 2014 Operating Budget. One unknown factor in projecting revenue is whether the Government will have the official 2013 populations posted. If the new figures are not posted in time, invoices for the first half of the year will be based on 2012 populations and will have to be adjusted in the second half of the year. As well, there is no confirmation of when the French Language Resource grant will be received or how much it will be.

The 2014 budget includes a one-step raise for staff following a successful performance appraisal as well as a 2% cost of living increase. It also includes a one year hiatus from author tours which will free up the consultants' time to provide more training for library managers. The Chair reported that a letter will be sent to all Library Board Chairs explaining the rationale for temporarily suspending author tours and assuring them the author tours will resume in 2015.

The Director reported that PLS will be in a deficit situation in 2015 and beyond, and that the Executive Committee will be looking at ways to increase revenue or reduce expenditures.

MOTION: B13-056 To approve the 2014 Operating Budget as presented.

Moved by: T. Burton CARRIED

7.1.4 TRANSFERS FROM RESERVES FOR 2013

The Director reported that several capital expenditures were approved for 2013 and are now complete. The exact amounts to be deducted from each reserve must be authorized prior to year-end through a Board motion.

MOTION: B13-057 That the following amounts be transferred from Capital Reserves to pay for 2013 purchases:

<u>Technology Reserve</u>	<u>\$12,759</u>
<u>Building Reserve</u>	<u>\$12,632</u>
<u>Furnishing/Equipment Reserve</u>	<u>\$ 1,688</u>

Moved by: E. Garrow CARRIED

7.1.5 DRAFT 2014 CAPITAL BUDGET

The Director reviewed the capital expenditures planned for 2014. They will be incorporated into the Five-Year Capital Plan. There are plans to apply for a CIP Grant to help cover the cost of replacing the wireless equipment at headquarters and at member libraries. While the budget includes the "worst case scenario", the IT department is looking into less expensive wireless options.

MOTION: B13-058 To approve the 2014 Capital Budget as presented.

Moved by: L. Coulter CARRIED

7.2 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE

7.2.1 MINUTES OF THE SEPTEMBER 30, 2013 MEETING

7.3 CLEAR HILLS COUNTY ADVISORY COMMITTEE

7.3.1 MINUTES OF THE OCTOBER 2, 2013 MEETING

7.4 MUNICIPAL DISTRICT OF SPIRIT RIVER ADVISORY COMMITTEE

7.4.1 MINUTES OF THE OCTOBER 9, 2013 MEETING

7.5 MUNICIPAL DISTRICT OF GREENVIEW ADVISORY COMMITTEE

7.5.1 MINUTES OF THE OCTOBER 17, 2013 MEETING

7.6 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE

7.6.1 MINUTES OF THE OCTOBER 28, 2013 MEETING

MOTION: B13-059 To receive items 7.2.1 to 7.6.1 for information.

Moved by: D. Anderson CARRIED

8. NEW BUSINESS

8.1 LEGISLATIVE BYLAWS FOR LIBRARY SERVICE POINTS

L. Duplessis reported that the Legislative Bylaws for Library Service Points have been reviewed at the fall Advisory Committee meetings. With the exception of a new “Amending Bylaws” clause, the only revisions proposed were housekeeping changes and updated library information.

MOTION: B13-060 To approve the revised Legislative Bylaws for Library Service Points.

Moved by: C. Kolebaba CARRIED

8.2 ALBERTA-WIDE BORROWING

The Director reported that Alberta-Wide borrowing (AWB) is the ability for any resident in Alberta holding an eligible public library card to borrow on-site from any other network participant as if they are a local user. AWB will be achieved through the *Me Card* web-based service that allows patrons with a valid library card to create an account at one or more other participating libraries and then directly borrow from those libraries’ collections when they visit in person.

MOTION: B13-061 To receive the Alberta-Wide Borrowing report for information.

Moved by: T. Burton CARRIED

8.3 ATTENDANCE AT 2014 ALBERTA LIBRARY CONFERENCE (APRIL 24-27, 2014)

Through the 2014 budget, the Board has authorized four members and the Chair to attend the Alberta Library Conference which will be held April 24-27 in Jasper. If more than four board members express interest in attending, the Executive Committee will make a final decision at its February 22, 2014 meeting. A. Dempster will send out an email in early January asking for those interested in attending the conference to respond by February 7, 2014.

If Board members are attending the Alberta Library Conference on behalf of their Municipality, it is possible for A. Dempster to make the reservations and then bill the Municipality after the conference.

9. FOR INFORMATION

9.1 MINISTER OF MUNICIPAL AFFAIRS – MINISTER’S AWARDS FOR EXCELLENCE AND INNOVATION IN PUBLIC LIBRARY SERVICES

C. Kolebaba requested that a letter be sent nominating Peace Library System for the Excellence and Innovation in Public Library Services award.

MOTION: B13-062 To send a letter to the Minister of Municipal Affairs nominating Peace Library System for the Excellence and Innovation in Public Library Services award.

Moved by: C. Kolebaba CARRIED

MOTION: B13-063 To send a letter to Richard Kappo, Chief of the Sturgeon Lake Cree Nation, reintroducing Peace Library System and highlighting what membership services they could receive should they choose to open a public library on the reserve.

Moved by: D. Logan CARRIED

9.2 PEACE LIBRARY SYSTEM NEWS & NOTES, WINTER, 2013

MOTION: B13-064 To receive items 9.1 – 9.2 for information.

Moved by: L. Halabisky CARRIED

10. LONG SERVICE AWARDS

A five-year service award was presented to Mary Hermans from the Town of Beaverlodge.

11. MEMBERS' BUSINESS/ROUND ROBIN

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

12. NEXT MEETINGS

Executive: February 22, 2014 (Rycroft/Spirit River)
Board: March 22, 2014 (Grande Prairie)
Executive: April 12, 2014 (TBA)
Board/AGM: May 10, 2014 (Grande Prairie)

13. ADJOURNMENT

MOTION: B13-065 To adjourn the meeting at 2:50.

Moved by: V. Bliska

CARRIED

The Chair adjourned the meeting at 2:50 p.m.

Chair

Director

Date