

PEACE LIBRARY SYSTEM
 BOARD MEETING MINUTES, PEACE RIVER
 SEPTEMBER 17, 2016

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| Present: | Veronica Bliska, Chair Wendy Olson-Lepchuk Lorrie Shelp Kathrin Langlois Peter Frixel Ray Skrepnek Owen Stanford Lindsay Brown Maura Good Brock Smith Tom Burton Jacy Rapke Brad Pearson Brenda Kerr Philippa O'Mahony Belinda Halabisky Carolyn Kolebaba Dollie Anderson Reta Nooskey Elaine Manzer Patricia Sydoruk Clinton Froehlick Elaine Garrow Raoul Johnson | MD of Peace No. 135 Town of Beaverlodge MD of Big Lakes Birch Hills County Clear Hills County MD of Fairview No. 136 Town of Fairview Town of Falher Grande Prairie Public Library County of Grande Prairie No. 1 MD of Greenview No. 16 Town of High Level MD of Lesser Slave River No. 124 Town of Manning Town of McLennan County of Northern Lights Northern Sunrise County MD of Opportunity No. 17 Paddle Prairie Metis Settlement Town of Peace River Village of Rycroft Town of Sexsmith MD of Spirit River No. 133 MD of Smoky River No. 130 |
| Regrets: | Brenda Burridge Chris Thiessen Dirk Thompson Cheryl Novak Michelle Farris Cindy Clarke Brenda Stanich Tanya Boman Tara Jones Vacant Vacant Vacant | Town of Fox Creek City of Grande Prairie Town of Grimshaw Village of Nampa Town of Rainbow Lake Saddle Hills County Town of Spirit River Town of Valleyview Town of Wembley Village of Donnelly Village of Girouxville Village of Hythe |
| Absent: | Ron Longtin Donna Deynaka Sharilynn Dionne Joy McGregor | Village of Berwyn Town of High Prairie Village of Hines Creek Town of Slave Lake |
| Staff: | Linda Duplessis, Director Alrene Dempster, Executive Assistant (minutes) Katherine Wiebe, Consulting Services Manager Janet Ayles, IT Services Manager | |

1. CALL TO ORDER

The Chair called the meeting to order at 10:30 a.m.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

MOTION: B16-022 To approve the agenda as presented.

Moved by: R. Johnson CARRIED

3. MINUTES OF MAY 14, 2016 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B16-023 To accept the minutes of the May 14, 2016 meeting as presented.

Moved by: C. Kolebaba CARRIED

4. BUSINESS ARISING FROM MINUTES

There was no business arising.

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that Peace Library System is 30 years old. To celebrate the occasion, every public and school library will receive a special certificate to hang in the library and each library manager will receive a water bottle with the PLS logo. The other acknowledgement of the anniversary will be water bottles for PLS staff and board members, and special 30th anniversary letterhead.

Continuing education for staff this fall will focus on Aboriginal Cultural Awareness and Sensitivity training. The first training session was held September 14 at the Grande Prairie Friendship Centre. L. Duplessis reported that it was very informative.

Usage of hoopla, a provincial subscription that provides access to downloadable movies, TV shows and audio books, has been steadily growing. Since 2015, the monthly limit has increased from \$1,300 to \$2,700. If the PLSB funds run out before year-end, additional funds will be required to continue to offer the service.

During last year's consultation with member library boards, PLS heard that boards are struggling to attract/keep trustees, and are not always sure of their responsibilities as a board. C. Downing and L. Duplessis are in the process of creating "mini-orientations" for member library boards. Their goal is to visit member boards over the next three years.

5.2 CHAIR'S

V. Bliska reported that she has attended two provincial meetings on library system sustainability. The Committee will bring ideas for discussion to the Nodes meeting at the end of October. Another provincial meeting she attended in June on library services to on-reserve and on-settlement populations was more of a listen and learn meeting. She said there will be more meetings coming up and she will keep the Board informed.

5.3 TECHNICAL SERVICES

L. Duplessis provided highlights from C. Downing's written report.

Advisory Committee Meetings for the fall will begin October 3 and will continue throughout October for municipalities for which Peace Library System is the Board of Record.

She attended the library services to on-reserve and on-settlement populations meeting, along with Veronica Bliska, Lana Gutowski (Slave Lake), and Reta Nooskey (Paddle Prairie) in Edmonton in June. The group brainstormed the best ways to provide library services to these populations.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

The IT Department has chosen Office 365 as the new email option for headquarters and most member libraries. This is the simplest conversion with minimal impact to the end user.

After looking at several different vendors, the IT Department has selected Cybera as the new Internet provider. Cybera works exclusively with non-profit organizations, including Edmonton Public Library and several school divisions around the province. The IT Department is working with Cybera to set up the new Internet service.

The Polaris upgrade went ahead on June 27, 2016 with a few deployment problems, but was deemed successful.

As the larger projects are completed, IT staff will focus on smaller scale projects including a redesign of the Wi-Fi networks and rethinking the management strategy for public computers. Technical training for the IT Department will also be a priority for the fall and into the new year.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

E. Stewart and K. Wiebe visited half of their member libraries in the spring and will visit the other half in September and October.

Samantha (Samm) Mercer joined the consulting team on May 24 to provide training to libraries in all things digital. Her next goals are to take on basic Polaris support, offer aid in online searching of databases and sites like Google, and create manuals and guides to help use Office Suite. She will promote the use of social media and LibraryAware, and create webinars that coordinate with the marketing plan. She is also assisting with the coordination of cultural awareness training for member libraries through the Indigenous grant.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that The Alberta Library Board meets twice a year. She reported that TAL's CEO, Grant Chaney, has resigned and they are currently recruiting for a new CEO. The new TAL Online software is working well with a few glitches being worked on.

5.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

R. Johnson reported that he was not able to attend the last ALTA meeting on September 16.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that TRAC is a consortium of four library systems that share software to achieve a common goal. L. Duplessis is the Treasurer for TRAC and is working on the draft 2017 budget. She reported that due to the increase in population, the TRAC fee that PLS pays will be higher in 2017. She also reported that Chinook Arch Regional Library System in Lethbridge is interested in the operations of TRAC and has become an associate member.

MOTION: B16-024 To receive items 5.1 – 5.8 for information.

Moved by: D. Anderson CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE AUGUST 20, 2016 MEETING

MOTION: B16-025 To receive for information the minutes of the August 20, 2016 Executive Committee meeting.

Moved by: R. Skrepnek

CARRIED

6.1.2 FINANCIAL STATEMENT– JUNE, 2016

L. Duplessis reported that the June statement is the latest statement reviewed by the Executive Committee for presentation to the Board.

The Director reviewed the Balance Sheet and reported that the provincial Operating Grant had just been received and some of the funds would be moved into investments. She reported that revenue is normal for mid-year. She reviewed the expenditures for each department. The ground work for the Technical Services space reconfiguration will happen this fall with the actual work being done in 2017. She explained that the Indigenous Populations Grant of \$208,034 has been set up as deferred grant revenue. The revenue will be recorded as the funds are expended.

MOTION: B16-026 To accept the June, 2016 Financial Statement for information.

Moved by: B. Halabisky

CARRIED

6.1.3 LIBRARY SERVICES GRANT TOP-UPS FOR 2017

L. Duplessis reported that Peace Library System (PLS) is the board of record for eight municipalities. PLS receives provincial Library Services Grants and distributes them to libraries as directed by the municipalities. The grants are calculated on a per capita basis and the population of five of the eight municipalities has decreased, resulting in less grant funds to distribute to libraries.

In 2015 and 2016, the Board approved a “top-up” to the affected libraries to make up the shortfall and ensure their grant funding remained stable. This was affordable because the provincial PLS operating grant also increased beginning in 2015.

The Board discussed the fact that library service is a municipal responsibility, and that municipalities should make up any loss in grant revenue.

MOTION: B16-027 That effective 2017, Peace Library System will not cover the shortfall in the Library Services Grant funding for those municipalities where PLS is the board of record.

Moved by: R. Skrepnek

CARRIED

The Director will send a letter to those municipalities directly affected explaining the PLS’s Board decision to discontinue the “top-up” effective 2017, and encouraging them to provide more funding to libraries. Also included in the letter will be an explanation on the funding available if the municipality decided to establish their own local library board.

6.1.4 INDIGENOUS POPULATIONS GRANT REPORT

L. Duplessis provided background information to the Board on the Indigenous Populations Grant to serve on-reserve and on-settlement people. She reviewed the timeline for grant activities and preliminary costs. When questioned on how the funds were going to be allocated to the libraries, she indicated that libraries would be able to send in a request for funding for local projects that would attract Indigenous people into the library.

MOTION: B16-028 To approve the direction being taken by Peace Library System to expand services to on-reserve First Nations and on-settlement Métis people, and that the process be re-evaluated in February, 2017.

Moved by: C. Kolebaba CARRIED

6.1.5 LIBRARY USE POLICY FOR LIBRARY SERVICE POINTS

The Director reported that this policy has been reviewed at all Advisory Committee meetings. The main revision will help the libraries deal with adults and children who are causing disturbances. The second revision will permit service dogs in the library.

MOTION: B16-029 To approve the Library Use Policy for Library Service Points.

Moved by: C. Kolebaba CARRIED

6.1.6 RESOURCE SHARING AGREEMENT WITH GRANDE PRAIRIE PUBLIC LIBRARY

The Director reported that Peace Library System's Resource Sharing Agreement with Grande Prairie Public Library (GPPL) ends on December 31, 2016. Through this Agreement, GPPL acts as the resource sharing hub for the region. This includes interlibrary loan (ILL) service and information service. These are regional library system responsibilities but have been contracted to GPPL since 1986 when Peace Library System was established.

The Director reported that this is a valuable partnership and a cost-effective way to offer the service.

MOTION: B16-030 That the Resource Sharing Memorandum of Agreement with Grande Prairie Public Library be renewed for two years at a fee of \$44,000 for 2017 and \$46,000 for 2018.

Moved by: B. Halabisky CARRIED

6.2 MD OF GREENVIEW ADVISORY COMMITTEE
6.2.1 MINUTES OF THE MAY 5, 2016 MEETING

- 6.3 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE
 - 6.3.1 MINUTES OF THE MAY 16, 2016 MEETING
- 6.4 CLEAR HILLS COUNTY ADVISORY COMMITTEE
 - 6.4.1 MINUTES OF THE MAY 18, 2016 MEETING
- 6.5 MD OF SPIRIT RIVER ADVISORY COMMITTEE
 - 6.5.1 MINUTES OF THE MAY 25, 2016 MEETING
- 6.6 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE
 - 6.6.1 MINUTES OF THE MAY 30, 2016 MEETING
- 6.7 SCHOOL ADVISORY COMMITTEE
 - 6.7.1 MINUTES OF THE JUNE 6, 2016 MEETING
- 6.8 MD OF SMOKY RIVER ADVISORY COMMITTEE
 - 6.8.1 MINUTES OF THE JUNE 22, 2016 MEETING
- 6.9 PADDLE PRAIRIE MÉTIS SETTLEMENT ADVISORY COMMITTEE
 - 6.9.1 MINUTES OF THE JUNE 23, 2016 MEETING

MOTION: B16-031 To receive items 6.2.1 - 6.9.1 for information.

Moved by: E. Garrow CARRIED

7. NEW BUSINESS

7.1 MARKETING PROJECT REPORT

The Director reported that a summer student majoring in marketing was hired to develop a regional marketing strategy and campaign to raise awareness of public library services in the Peace Region. The student worked with the new Digital Trainer to align training with the promotion of digital resources. She updated PLS website information to make things easier to find. She also trained and assisted staff at member libraries to use LibraryAware, a new tool to create promotional materials.

The Director reported that two membership drive campaigns have been set for September and October to attract people to the library (including Indigenous people). The September campaign will focus on “back-to-school”, with an emphasis on getting students into the library. Moving into October, which traditionally has been Library Month, the focus will shift from students to adults. The key message will be on “savings” with a focus on money saved because of library use.

MOTION: B16-032 To receive the Marketing Project Report for information.

Moved by: D. Anderson CARRIED

8. FOR INFORMATION

- 8.1 PUBLIC LIBRARY SERVICES BRANCH – 2016 PROVINCIAL OPERATING GRANT
- 8.2 PUBLIC LIBRARY SERVICES BRANCH – INDIGENOUS POPULATIONS GRANT
- 8.3 MINISTER OF MUNICIPAL AFFAIRS – PUBLIC LIBRARY SERVICES FOR INDIGENOUS POPULATIONS
- 8.4 MINISTER OF EDUCATION – RESPONSE TO ANNUAL REPORT AND 2016-2018 PLAN OF SERVICE
- 8.5 PEACE LIBRARY SYSTEM NEWS & NOTES, FALL 2016

MOTION: B16-033 To receive items 8.1 – 8.5 for information.

Moved by: D. Anderson CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

Plan of Service: September 17, 2016 (Following Board Meeting)
 Personnel: October 1, 2016 (Pomeroy Inns, Grimshaw)
 Executive: October 22, 2016 (MD of Peace Office, Berwyn)
 Board/Christmas Party: November 26, 2016 (Grande Prairie)

11. ADJOURNMENT

MOTION: B16-034 To adjourn the meeting.

Moved by: L. Shelp CARRIED

The meeting was adjourned at 12:26 p.m.

Chair

Director

Date