

**PEACE LIBRARY SYSTEM  
BOARD MEETING MINUTES, PEACE RIVER  
SEPTEMBER 16, 2017**

Present:	Veronica Bliska, Chair	MD of Peace No. 135
	Wendy Olson-Lepchuk	Town of Beaverlodge
	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
	Brock Smith	County of Grande Prairie No. 1
	Roxie Rutt	MD of Greenview No. 16
	Brad Pearson	MD of Lesser Slave River No. 124
	Brenda Kerr	Town of Manning
	Cheryl Novak	Village of Nampa
	Belinda Halabisky	County of Northern Lights
	Carolyn Kolebaba	Northern Sunrise County
	Dollie Anderson	MD of Opportunity No. 17
	Elaine Manzer	Town of Peace River
	Joanne Chelick	Village of Rycroft
	Cindy Clarke	Saddle Hills County
Clinton Froehlick	Town of Sexsmith	
Elaine Garrow	MD of Spirit River No. 133	
Anna Underwood	Town of Wembley	

Regrets:	Chris Thiessen	City of Grande Prairie
	Philippa O'Mahony	Town of McLennan
	Reta Nooskey	Paddle Prairie Métis Settlement
	Michelle Farris	Town of Rainbow Lake
	Joy McGregor	Town of Slave Lake
	Raoul Johnson	MD of Smoky River No. 130
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville
Vacant	Village of Hines Creek	

Absent:	Cindy Hockley	Village of Berwyn
	Brenda Burridge	Town of Fox Creek
	Dirk Thompson	Town of Grimshaw
	Jacy Rapke	Town of High Level
	Donna Deynaka	Town of High Prairie
	Carol Frost	Village of Hythe
	Brenda Stanich	Town of Spirit River
	Tanya Boman	Town of Valleyview

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: B17-028 To approve the agenda as presented.**

Moved by: D. Anderson CARRIED

Introductions were made.

3. MINUTES OF MAY 13, 2017 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B17-029 To accept the minutes of the May 13, 2017 meeting as presented.**

Moved by: E. Garrow CARRIED

MINUTES OF MAY 13, 2017 ANNUAL GENERAL MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B17-030 To accept the minutes of the May 13, 2017 Annual General meeting as presented.**

Moved by: R. Skrepnek 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 the 2016-2017 Indigenous Populations Grant has been expended and a final report sent to the Public Library Services Branch. The 2017-2018 Indigenous Populations Grant for \$215,445 has been received and many libraries have applied for funding for special projects or programs.

The Director and consultant Emma Stewart have been working with a local company called Nine10 to design a regional marketing campaign, “Get Going at Your Local Library”, to reach out to different age groups across the region as well as to Indigenous communities. She reported that excellent graphics have been developed for use on social media and print materials, and libraries can access these from the PLS website. Another component is a series of radio ads on selected radio stations. This campaign will be followed by a second campaign early in 2018.

The Technical Services Manager position is still vacant, but one interview is still to come.

## 5.2 CHAIR’S

The Chair reported that Bonnie Gray, Assistant Director at the Public Library Services Branch retired in the spring of 2017. The Peace Board contributed to her retirement gift. The Chair read the message from Bonnie Gray’s thank you card.

## 5.3 TECHNICAL SERVICES

J. Ayles, acting Technical Services Manager, provided highlights from her written report.

She reported that many member libraries utilized the Indigenous Grant funding to order new materials. This has kept Acquisitions & Cataloguing staff quite busy.

PLS partnered with the French Language Resource Centre (FLRC) on a summer project to fix and update the cataloguing of older French material. An FLRC staff member spent her summer working at PLS to update records and create templates for new material.

## 5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report.

She reported the June 26th Polaris upgrade went smoothly with no significant problems. The upgrade to version 5.6 is scheduled for November 20, 2017.

The IT Department is exploring options for new PLS and library websites, including a partnership with Marigold Library System. The current situation is not sustainable as the warranty on the webserver will be ending. The new websites are anticipated in the spring of 2018.

The IT Department is working on completing an inventory of member library computers. By knowing the age and specification of the computers, they will be able to proactively talk to the library about a replacement plan. J. Ayles also reported she has submitted a Community Initiatives Program (CIP) Grant to cover some of the costs for the customer edge devices (CEDs) that libraries will be required to purchase in 2018. A letter will be sent to the library board chairs

explaining costs. The CEDs enable the libraries to connect to SuperNet as well as to the Internet and Polaris.

#### 5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that 29 libraries in Peace Library System participated in the TD Summer Reading Club (another seven libraries ran independent summer reading programs). Libraries have wound up their summer reading clubs and will submit their program statistics and evaluation by mid-September.

A summer student created 20 themed Storytime Kits for library programming to children ages 2-3. A few of the kits still have items on order to complete them, and they expect to have the kits ready for libraries to start borrowing in the fall.

The Rural Libraries Conference will take place on September 21 and 22, 2017 at the Pomeroy Hotel and Conference Centre in Grande Prairie. A pre-conference session will be held at Peace Library System on September 20, which will lead participants through the KAIROS Blanket Exercise. The conference theme is *Celebrating the Canadian Spirit: Diversity in Our Libraries*.

Peace Library System has signed up for LyndaLibrary, an online learning tool that helps users learn business, software, technology and creative skills. Access should be available in September.

#### 5.6 THE ALBERTA LIBRARY (TAL)

The Director reported that TAL is working through a GST audit assessment with significant financial implications, and has obtained legal council. In the meantime, TAL remains fully operational and continues to function as usual.

She also reported that TAL is reviewing the core set of databases provided at a discounted price to Alberta libraries (public and post-secondary). Public Libraries are finding some of the databases aren't well used and some are too academic.

#### 5.7 THE ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

The Director highlighted the Alberta Library Trustees Association report she received from their office. The July Trustee Voice had been emailed to all PLS Trustees.

**MOTION: B17-031 To nominate Brenda Kerr, Town of Manning, as the alternate for Area 1 on the Alberta Library Trustees Association Board of Directors.**

Moved by: C. Kolebaba

CARRIED

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The Director reported TRAC is creating a survey for all TRAC libraries to help plan future services. A balanced budget for 2018 was presented to the TRAC Directors. She reported that TRAC membership fees will be increasing between three and five percent for 2018.

**MOTION: B17-032 To receive items 5.1 – 5.8 for information.**

Moved by: L. Shelp CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE AUGUST 19, 2017 MEETING

**MOTION: B17-033 To receive for information the minutes of the August 19, 2017 Executive Committee meeting.**

Moved by: R. Skrepnek CARRIED

6.1.2 FINANCIAL STATEMENT– JUNE, 2017

The Director reviewed the balance sheet pointing out revenue is where it should be for this time of the year. She reported the Provincial Operating Grant was not received until July. The large cash balance in the bank is due to the Provincial Infrastructure Grant being received. This has since been transferred into an ATB Notice Demand account which is readily accessible and can be transferred seamlessly to the ATB chequing account.

She referenced the Summer Program Materials-Sales, noting that this will not be as high as budgeted since the vendors are invoicing directly to systems and libraries for summer reading program materials. This will also change the line item in the disbursements, as only a small shipping cost will be reflected.

She pointed out items in Technical and IT Services that were either close to or over their budgeted amount. These are for usually for licences which require payment early in the year.

She reported that Netspeed Conference will be added as a line item under Board Expenses as per the Board motion to send the Chair and one Trustee to the 2017 Netspeed Conference in Edmonton.

**MOTION: B17-034 To accept the June, 2017 Financial Statement for information.**

Moved by: B. Halabisky CARRIED

6.1.3 REVISED LEGISLATIVE BYLAWS FOR LIBRARY SERVICE POINTS

The Director reported that when Public Library Services Branch reviewed the policies and bylaws for Peace Library System they recommended a change to these bylaws. After discussion at the Advisory Committee meetings, other revisions have been made where needed.

**MOTION: B17-035 To approve the revised Legislative Bylaws for Library Service Points.**

Moved by: R. Skrepnek CARRIED

6.1.4 INFRASTRUCTURE GRANT PLAN

The Director reported Peace Library System received a \$1.01 million Infrastructure grant from Alberta Municipal Affairs in June.

She reported that a new Asset Assessment Report was approved by the Executive Committee on August 19 and subsequently approved by the Public Library Services Branch on August 29. . She shared information on the two items flagged for follow-up: replacing the pneumatic controls and retrofitting the lights rather than replacing them. There is strong rationale to replace the pneumatic controls and replace the light fixtures.

**MOTION: B17-036 To approve the Infrastructure Grant Plan and to ratify Executive Motion number E17-037 - To approve submission of the 2017 Asset Assessment to Alberta Municipal Affairs pending further input on lighting and mechanical improvements.**

Moved by: D. Anderson CARRIED

6.1.5 DRAFT FIVE-YEAR CAPITAL PLAN

The Director reported that the PLS Board reviews the Five-Year Capital Plan and the funds held in reserves on an annual basis, generally at the March Board meeting. The updated Capital Plan was tabled to May and then to September pending the completion of an updated infrastructure assessment to help PLS plan building improvement expenditures.

As part of the Plan, the Executive Committee recommended that the Capital Reserve caps be adjusted to better reflect future needs in the Technology and Building reserves.

**MOTION: B17-037 To approve the caps set on the following Capital Reserves:**

- **Technology Reserve \$250,000**
- **Vehicle Reserve \$100,000**
- **Furnishings/Equipment Reserve \$50,000**
- **Building Reserve \$500,000**

Moved by: C. Clarke CARRIED

The Director reviewed capital purchases for 2017-2020. She pointed out that some items listed in 2017 will be moved to 2018 due to the infrastructure project. She reported that when the current lease on computers expires early in 2018, the IT Department has recommended that PLS resume purchasing computers on a staggered replacement schedule.

**MOTION: B17-038 To approve the Five-Year Capital Plan as amended.**

Moved by: B. Halabisky CARRIED

6.1.6 2017 AUDIT

The Director reported that at the May AGM, BDO Canada was appointed as auditor for 2017. Since then she has received notice that their fee for 2017 will increase 67 percent to \$22,000. She found that unreasonable when checking with the other library systems in Alberta. She went back to BDO asking them for their best offer which came back at \$18,000 for 2017, \$20,000 for 2018 and \$22,000 for 2019. The Director reported that a RFP for the 2017 audit must be sent out.

**MOTION: B17-039 To receive the 2017 Audit report for information.**

Moved by: L. Shelp CARRIED

**MOTION: B17-040 To send out a RFP for the 2017 Audit.**

Moved by: B. Smith CARRIED

**MOTION: B17-041 To rescind the motion made at the May 13, 2017, AGM, appointing BDO Canada as auditors for 2017, noting that no dollar value was included in the motion and BDO's quote for the 2017 audit came in at 67 percent higher than 2016.**

Moved by: C. Kolebaba CARRIED

The Chair adjourned the meeting at 12:05 for lunch.

The Chair reconvened the meeting at 12:40.

6.2 PERSONNEL

6.2.1 MINUTES OF AUGUST 19, 2017 MEETING

**MOTION: B17-042 To receive the minutes of the August 19, 2017 Personnel Committee meeting for information.**

Moved by: C. Clarke CARRIED

- 6.3 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE
  - 6.3.1 MINUTES OF THE MAY 15, 2017 MEETING
- 6.4 CLEAR HILLS COUNTY ADVISORY COMMITTEE
  - 6.4.1 MINUTES OF THE MAY 17, 2017 MEETING
- 6.5 PADDLE PRAIRIE MÉTIS SETTLEMENT ADVISORY COMMITTEE
  - 6.5.1 MINUTES OF THE MAY 18, 2017 MEETING
- 6.6 MD OF GREENVIEW ADVISORY COMMITTEE
  - 6.6.1 MINUTES OF THE MAY 25, 2017 MEETING
- 6.7 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE
  - 6.7.1 MINUTES OF THE MAY 29, 2017 MEETING
- 6.8 SCHOOL ADVISORY COMMITTEE
  - 6.8.1 MINUTES OF THE JUNE 8, 2017 MEETING
- 6.9 MD OF SPIRIT RIVER ADVISORY COMMITTEE
  - 6.9.1 MINUTES OF THE JUNE 20, 2017 MEETING
- 6.10 MD OF SMOKY RIVER ADVISORY COMMITTEE
  - 6.10.1 MINUTES OF THE JUNE 21, 2017 MEETING

**MOTION: B17-043 To receive items 6.3.1 - 6.10.1 for information.**

Moved by: E. Garrow CARRIED

7. NEW BUSINESS

7.1 2016-2017 INDIGENOUS POPULATIONS GRANT FINAL REPORT

The Director reported that in June Peace Library System submitted a final written and financial report regarding the 2016-2017 on-reserve/on-settlement Indigenous grant. This grant has allowed PLS and its member libraries to begin to expand library services to 21 First Nations and Métis communities.

She reported that Aaron Paquette, a Canadian writer and artist who was a winner of the Burt Award for First Nations, Métis and Inuit Literature, is scheduled to do author readings in Peace River on October 18<sup>th</sup>, Grande Prairie on October 19<sup>th</sup> and Slave Lake on October 20<sup>th</sup>. Final details will be sent to the PLS Board members.

**MOTION: B17-044 To receive the Indigenous Populations Grant Final Report for information.**

Moved by: B. Pearson CARRIED



7.2 NOMINATION COMMITTEE FOR NOVEMBER 25 ELECTIONS

The Director reported that a nomination committee needs to be appointed to confirm with those currently on committees that they wish to stay on that committee. Elections for Executive, Personnel and Plan of Service Committees will take place at the November 25 Board meeting. A complete list of Board members will be forwarded to the nominating committee following notification from municipalities on their appointee to the Peace Library Board.

**MOTION: B17-045 To appoint E. Garrow and L. Shelp as the nominating committee.**

Moved by: C. Kolebaba CARRIED

8. LONG SERVICE AWARDS

The Chair presented L. Shelp with a certificate for 25 years of service on the Peace Library Board. As well, a \$150 cheque will be sent to the Big Lakes County Library Board to purchase materials in her honor for the Kinuso Library. She also thanked those Trustees that were not running in the October 16 municipal elections for all their support.

9. FOR INFORMATION

- 9.1 DIANA DAVIDSON, PLSB – PROVINCIAL INFRASTRUCTURE GRANT
- 9.2 DIANA DAVIDSON, PLSB – PROVINCIAL OPERATING GRANT
- 9.3 VILLAGE OF HINES CREEK – COUNCIL ISSUES
- 9.4 PEACE LIBRARY SYSTEM NEWS & NOTES, FALL 2017

**MOTION: B17-046 To receive items 9.1 – 9.4 for information.**

Moved by: J. Chelick CARRIED

10. MEMBERS' BUSINESS/ROUND ROBIN

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

11. NEXT MEETINGS

Plan of Service: September 16, 2017 (following Board meeting)  
Executive: September 30, 2017 (Grande Prairie)  
Board/Christmas Party: November 25, 2017 (Grande Prairie)

12. ADJOURNMENT

The Chair adjourned the meeting at 1:25 p.m.

Original Signed

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Chair

Original Signed

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Director

November 25, 2017

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Date