

**PEACE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
HIGH PRAIRIE
SEPTEMBER 14, 2019**

Present:	Carolyn Kolebaba (Chair) Ann Stewart Denise Joudrey Ray Skrepnek Stan Golob Lindsay Brown Meesha Bainton Tammy Brown Roxie Rutt Marie Brulotte Camille Zavisha Brad Pearson Philippa O'Mahony Cheryl Novak Belinda Halabisky Brendan Powell Reta Nooskey Sandra Eastman Elaine Manzer Roxann Dreger John Moen Isak Skjaveland Harry Ezio Elaine Garrow Tanya Boman Anna Underwood	Northern Sunrise County Big Lakes County Birch Hills County MD of Fairview No. 136 Town of Fairview Town of Falher Town of Fox Creek Grande Prairie Public Library MD of Greenview No. 16 Town of High Prairie Village of Hines Creek MD of Lesser Slave River No. 124 Town of McLennan Village of Nampa County of Northern Lights MD of Opportunity No. 17 Paddle Prairie Métis Settlement MD of Peace No.135 Town of Peace River Village of Rycroft Saddle Hills County Town of Sexsmith Town of Spirit River MD of Spirit River No. 133 Town of Valleyview Town of Wembley
Regrets:	Gena Jones Chris Thiessen Linda Waddy Dennis Sukeroff Sandra Miller April Doll Joy McGregor Vacant Vacant Vacant Vacant	Town of Beaverlodge City of Grande Prairie County of Grande Prairie No. 1 Town of Grimshaw Village of Hythe Town of Manning Town of Slave Lake Village of Berwyn Village of Donnelly Village of Girouxville Town of High Level
Absent:	Peter Frixel Jessica Juneau Raoul Johnson	Clear Hills County Town of Rainbow Lake MD of Smoky River No. 130
Staff:	Linda Duplessis, Director Alrene Dempster, Executive Assistant (minutes) Katherine Wiebe, Consulting Services Manager/Assistant Director	

1. CALL TO ORDER AND INTRODUCTIONS

The Chair called the meeting to order at 10:33 a.m.

2. APPROVAL OF AGENDA

Add: 7.2 Supplemental Letter
7.4 Resource Sharing Agreement with Grande Prairie Public Library

MOTION: B19-048 To approve the agenda as amended.

Moved by: R. Skrepnek CARRIED

3. MINUTES OF MAY 25, 2019 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B19-049 To accept the minutes of the May 25, 2019 meeting as presented.

Moved by: J. Moen CARRIED

4. BUSINESS ARISING FROM MINUTES

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

The provincial budget is not expected to receive legislative approval until November, and this has delayed payment of 2019 library operating grants. In the interim, public libraries and library systems have received 50 per cent of their provincial operating grant.

PLS launched a new marketing campaign called *Save Money - Use Your Library* in September and it will run until the end of October. The campaign will focus on how much people save when they use library resources. She reported that a patron from the Valleyview Library has saved over \$17,000 by using their library card.

The Director reported the new phone system installed in April is working well. She also reported that a new overhead door was installed in the loading dock and a roof intake fan has been installed. A retired archivist is volunteering her time to help sort and organize the PLS archives.

5.2 CHAIR'S

The Chair suggested that the Trustees use the marketing campaign slogan, *Save Money - Use Your Library*, and reference the Valleyview patron when they are advocating for library funding with their MLAs.

5.3 TECHNICAL SERVICES

In the absence of the IT and Technical Services Manager, K. Wiebe provided highlights from the Technical Services report.

She reported that acquisitions and cataloguing are current. As the new school year starts, there will be an increase in orders from school library managers. Orders should pick up from public library managers once they wrap up summer activities.

In the event that access to Government Courier is affected by the provincial budget, the IT and Technical Services Manager is working on alternative scenarios for courier delivery routes and scheduling.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

In the absence of the IT and Technical Services Manager, K. Wiebe provided highlights from the Information Technology (IT) Services report.

She reported the that launch of the new websites is progressing and 14 libraries have gone live. The roll-out of the wifi access points is almost complete, with four libraries to go. She also reported that the Public Library Services Branch is scheduling webinars to provide preliminary information on the new SuperNet service catalogue and where upgrades may be happening.

Fred Richard has tendered his resignation as Desktop and Network Administrator effective September 13, 2019. The job posting has gone out and we will be reviewing applications in late September/early October.

The Director reported that the firewalls (Fortigates/CEDs) at HQ are scheduled to be replaced later in 2019. Although this was a budgeted item, the cost of the new units will come in above the previously estimated cost. There was a major price increase for all Fortigate products at the beginning of August and a 5-year warranty is now available which will be more convenient and will save money in the long run. The budgeted cost was \$37,000 (with a 3-year warranty); the new cost is \$50,000 (with a 5-year warranty).

MOTION: B19-050 To increase the budget to \$50,000 to purchase two Fortigate 400Es with a 5-year warranty.

Moved by: E. Manzer

CARRIED

The Director reported on the Ransomware cyber-attack that Marigold Library System is dealing with. The cyber-attack encrypted all their data and they had to pay the ransom to get their data restored. She reported Marigold had cyber liability

insurance through AMSC but it likely wasn't enough to cover all the costs involved. The Director reported that PLS has some cyber liability insurance and is checking into getting that increased. It was strongly suggested that the best insurance against a cyber-attack is staff training on what to watch for.

MOTION: B19-051 To send a letter to municipalities and library boards asking them to write to Service Alberta Minister Glubish regarding bandwidth needs and possible solutions.

Moved by: C. Zavisha

CARRIED

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from the Consulting Services report.

She reported that 27 libraries in Peace Library System participated in the TD summer reading club and another 13 libraries ran independent summer reading programs. The fall consulting visits will be completed in October.

She reported that the Niche Academy eResource now houses the Indigenous oral history videos from the MD of Opportunity.

Library outreach services in Indigenous communities has slowed down in the summer as many of the connections are made through reserve schools and daycares. She reported that finding long term Indigenous liaison staff has been a challenge.

She invited trustees to attend the Rural Libraries Conference on September 26 and 27 in Grande Prairie. There are several good sessions for trustees.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that The Alberta Library has taken on a greater role in advocacy by sponsoring two webinars across the province: Advocacy - a Way of Thinking and Media Relations. These were both beneficial to public libraries.

5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

The Director reported that Beth Gillis has resigned as the Peace (Area 1) representative on the ALTA Board as she has moved out of province. Camille Zavisha, the alternate Area 1 representative, will attend the next two meetings on October 5 and November 28 and provide a report to the board.

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Duplessis reported that as the TRAC treasurer she has been working on the 2020 budget. She reported that the PLS's TRAC consortium fee will increase in 2020 because the population has increased in PLS's service area. She reported that the new TRAC app will be available once the testing phase is complete.

MOTION: B19-052 To receive items 5.1 – 5.8 for information.

Moved by: B. Powell CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE AUGUST 24, 2019 MEETING

MOTION: B19-053 To receive the minutes of the August 24, 2019 Executive Committee meeting for information.

Moved by: B. Halabisky CARRIED

6.1.2 FINANCIAL STATEMENT– JULY, 2019

The Director reported that the provincial operating grant was not received until August but that otherwise revenue is where it should be for this time of year. She highlighted expenditures in each department and pointed out line items that were over or under budget. She reported that the website costs are higher than budgeted due to tweaks needed during website implementation.

MOTION: B19-054 To receive the July, 2019 Financial Statement for information.

Moved by: E. Garrow CARRIED

6.1.3 REVISED PROVISION OF MUNICIPAL LIBRARY SERVICES POLICY AND SCHEDULE C – FEES FOR PROVISION OF LIBRARY BOARD SERVICE

The Director reported that the policy deals with Peace Library System's role in providing library services to a member municipality that does not have a library board. It required minor changes for clarity. Schedule C does not need changes. She indicated that the two agreements included in Schedules A and B would be dealt with separately.

MOTION: B19-055 To approve the Provision of Municipal Library Services Policy and Schedule C – Fees for Provision of Library Board Service as presented.

Moved by: R. Skrepnek CARRIED

6.1.3.1 SCHEDULE A: REVISED MEMORANDUM OF AGREEMENT FOR LIBRARY BOARD SERVICES

The Director reported that this agreement is between Peace Library System (PLS) and municipalities where PLS provides library board services. The Agreement required clarity on what the roles and

responsibilities are for PLS as the Board of Record, the Local Society and the municipality.

MOTION: B19-056 To approve the revised Memorandum of Agreement for Library Board Services as presented.

Moved by: C. Novak CARRIED

6.1.3.2 SCHEDULE B: REVISED AGREEMENT FOR THE PROVISION OF LIBRARY SERVICES AT THE LIBRARY SERVICE POINT

The Director reported that this Agreement is between Peace Library System and the Local Society that manages the local library service. The Agreement required minor changes. A clause was added in the event of a breach of the Agreement.

MOTION: B19-057 To approve the revised Agreement for the Provision of Library Services at the Library Service Point as amended.

Moved by: E. Garrow CARRIED

The Director reported that copies of the revised agreements would be sent out to the municipalities and local societies affected.

6.1.4 2020 EXECUTIVE COMMITTEE AND BOARD MEETING SCHEDULE

The Director reported that the Public Library Services Branch (PLSB) has made PLS aware that the current schedule for Executive Committee meetings does not meet legislative requirements. She reviewed the meeting dates for the Executive and Board meetings for 2020.

MOTION: B19-058 To approve the 2020 Executive Committee and Board Meeting Schedule as presented.

Moved by: S. Eastman CARRIED

6.2 COUNTY OF NORTHERN LIGHTS ADVISORY COMMITTEE

6.2.1 MINUTES OF THE MAY 13, 2019 MEETING

6.3 CLEAR HILLS COUNTY ADVISORY COMMITTEE

6.3.1 MINUTES OF THE MAY 22, 2019 MEETING

6.4 NORTHERN SUNRISE COUNTY ADVISORY COMMITTEE

6.4.1 MINUTES OF THE MAY 27, 2019 MEETING

6.5 MD OF SPIRIT RIVER ADVISORY COMMITTEE

6.5.1 MINUTES OF THE JUNE 3, 2019 MEETING

6.6 MD OF SMOKY RIVER ADVISORY COMMITTEE

6.6.1 MINUTES OF THE JUNE 5, 2019 MEETING

MOTION: B19-059 To receive items 6.2.1 - 6.6.1 for information.

Moved by: B. Halabisky

CARRIED

7. NEW BUSINESS

7.1 2018-2019 INDIGENOUS POPULATIONS GRANT FINAL REPORT AND UPDATE

The Director reported that she submitted a final report to the Public Library Services Branch (PLSB) in June and requested permission to carry over \$111,829 to 2019-2020 to continue outreach to the Indigenous communities. The request was granted. Some work has already been accomplished and the balance as of August 31 is \$93,267.

The report to PLSB made them aware of the difficulties in recruiting and retaining suitable Indigenous Liaison workers. PLS would like to expand outreach services in the High Level, High Prairie and Peace River areas as well as provide additional support to the MD of Opportunity, Big Lakes County, and Town of Slave Lake/MD of Lesser Slave River library boards to build cultural awareness in their communities and to offer targeted services for Indigenous patrons from nearby reserves.

PLS has been approached by the Sixties Scoop Indigenous Society of Alberta to use some of the grant funds to offer a series of information sessions at public libraries in and outside the Peace region.

MOTION: B19-060 To receive the 2018-2019 Indigenous Populations Grant report for information.

Moved by: L. Brown

CARRIED

7.2 2019-2020 INDIGENOUS POPULATIONS GRANT AGREEMENT

The Director reported that the Agreement for the new grant has been signed and a copy of the letter from PLSB had been handed out at the meeting. The Agreement is very similar to previous grant years. She reviewed the purpose of the grant and the grant stipulations.

MOTION: B19-061 To receive the 2019-2020 Indigenous Populations Grant Agreement and supplemental letter for information.

Moved by: R. Rutt

CARRIED

The Chair recessed the meeting for lunch at 12:02 pm.

The Chair reconvened the meeting at 12:40 pm.

7.3 NOMINATION COMMITTEE FOR NOVEMBER 23 ELECTIONS

The Chair reported that a Nomination Committee needs to be appointed as elections for the Executive, Personnel and Plan of Service Committees will take place at the November 30 Board meeting.

MOTION: B19-062 To appoint Elaine Garrow and Denise Joudrey to the Nomination Committee.

Moved by: R. Skrepnek CARRIED

7.4 RESOURCE SHARING AGREEMENT WITH GRANDE PRAIRIE PUBLIC LIBRARY

The Director reported that PLS has contracted with Grande Prairie Public Library (GPPL) for resource sharing services since 1986. Through this Agreement GPPL has provided interlibrary loan service and reference service as the Resource Library for the Peace region. On September 10 a letter was received from the GPPL library board requesting that the Agreement be terminated effective December 31, 2019. GPPL will continue to process their own ILL materials, respond to reference questions from outside of Grande Prairie, and support PLS in other ways. The Director reported that the interlibrary loan service will be brought in-house as of January 1, 2020.

The Board briefly discussed the Resource Library's position on the Board and the Executive Committee which is detailed in the PLS Bylaws. The Executive Committee will discuss this at its next meeting.

MOTION: B19-063 To accept with regret the letter from Grande Prairie Public Library regarding termination of ILL service, and to look at options regarding the Grande Prairie Public Library Board appointment to the PLS Board as well as PLS budget implications.

Moved by: B. Halabisky CARRIED

8. LONG SERVICE AWARDS

The Director spoke on the accomplishments of Reta Nooskey, Elaine Garrow, Carolyn Kolebaba and Ray Skrepnek. Reta Nooskey and Elaine Garrow were presented with a certificate for fifteen years of service. The Director reported that a \$50 cheque will be sent to a library(s) of their choice to purchase book(s) in their honor. Carolyn Kolebaba and Ray Skrepnek were presented with a certificate for twenty years of service. The Director reported that a \$100 cheque will be sent to a library(s) of their choice to purchase book(s) in their honor.

9. FOR INFORMATION

9.1 PREMIER OF ALBERTA – RESPONSE TO LETTER OF CONGRATULATIONS

9.2 MINISTER OF EDUCATION – RESPONSE TO ANNUAL REPORT

- 9.3 PUBLIC LIBRARY SERVICES BRANCH – OPERATING GRANT
- 9.4 PEACE LIBRARY SYSTEM’S NEWS & NOTES, FALL, 2019

MOTION: B19-064 To receive item 9.1 – 9.4 for information.

Moved by: T. Boman CARRIED

10. MEMBERS' BUSINESS/ROUND ROBIN

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

11. NEXT MEETINGS

Personnel: September 14, 2019 (High Prairie, following Board meeting)
Executive: October 26, 2019 (County of Northern Lights Office, Manning)
Board/Christmas Party: November 30, 2019 (Grande Prairie)
Plan of Service: November 30, 2019 (Grande Prairie, following Board meeting)

12. ADJOURNMENT

The Chair adjourned the meeting at 1:30 p.m.

Original Signed

Chair

Original Signed

Director

November 30, 2019

Date