

**PEACE LIBRARY SYSTEM  
BOARD OF DIRECTORS MEETING  
GRANDE PRAIRIE  
MARCH 16, 2019**

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

1. CALL TO ORDER AND INTRODUCTIONS

The Chair called the meeting to order at 10:25 a.m. Introductions were made. B. Gillis joined the meeting via teleconference.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Add: 7.5 CRA Authorization

**MOTION: B19-001 To approve the agenda as amended.**

Moved by: R. Johnson CARRIED

3. MINUTES OF NOVEMBER 24, 2018 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B19-002 To accept the minutes of the November 24, 2018 meeting as presented.**

Moved by: D. Joudrey CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 TRANSFERS FROM RESERVES FOR 2018

The Director referenced Motion B18-100, and reported that the 2018 transfer from the Building Reserves had been decreased to \$172,292 because some work on the roof was deferred to 2019.

**MOTION: B19-003 To receive the updated Transfers from Reserves for 2018 for information.**

Moved by: B. Pearson CARRIED

5. REPORTS

5.1 DIRECTOR'S

L. Duplessis provided highlights from her written report.

She reported that at a staff development day in November PLS staff developed the following organizational values: Quality Service, Communication, Cooperation, and Relationships.

The Director attended the Manning Municipal Library's grand opening on February 11. She congratulated the Board and Staff of the Manning library for their persistence, hard work and vision to bring this project to fruition.

She reported that PLS sent out a salary survey to member public libraries at the beginning of March. The survey will ask about library open hours, staffing numbers, wages and benefits. Results will be sent to library boards to assist them with financial planning.

## 5.2 CHAIR'S

The Chair reported that she attended the System Chairs and Directors meeting with L. Duplessis on December 6 & 7. The Public Library Services Branch provided a complete review of the Libraries Act. With the election coming up, the Board discussed the importance of advocacy to continue to receive the provincial grants currently in place.

## 5.3 TECHNICAL SERVICES

J. Ayles provided highlights from the Technical Services report.

She reported that cataloguing is up to date. The Year-end rollover in Polaris went smoothly and acquisitions reopened in the New Year with no problems.

J. Ayles explained the courier department's workflow. Courier staff are adapting to interlibrary loan changes as items coming from Yellowhead to other TRAC system headquarters are in bins but no longer bagged.

J. Ayles reported that Receiving Clerk Janet Schultz has announced her retirement effective the end of March 2019. J. Schultz was called into the meeting and the Chair thanked her for her 20 years of service. J. Ayles reported that the position has been filled and the new person will start on March 26.

## 5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from the IT Services report.

She reported that the templates for the new public library websites have been finalized and PLS staff are working on creating a migration schedule. Work is continuing on creating the training plan for library staff and documentation is in progress.

Wifi access points have been replaced at PLS and in some of the libraries. The installation of the new hardware is expected to be completed by the end of summer.

J. Ayles reported that Polaris was upgraded to version 6.2 on March 11, 2019. New features will include one-click holds for patrons, enhanced Novelist integration, and additional functionality in Leap.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from the Consulting Services report.

She reported the department was very busy in 2018, with 47 on-site consulting visits to public libraries and 203 remote consults via webinar, lengthy emails and telephone calls.

The Northern Lights Library System is coordinating the 2019 TD-Summer Reading Club for the province in cooperation with the TD Bank and Library and Archives Canada. Twenty-seven member libraries are participating.

The 2019 Rural Libraries Conference will take place on September 26 and 27 at the Pomeroy Hotel and Conference Centre in Grande Prairie. The theme will be *The Power of People*.

5.6 THE ALBERTA LIBRARY (TAL)

L. Duplessis reported that The Alberta Library is a consortium of public, college and university libraries. She reported that TAL is doing a needs assessment and has met with all its members to discuss TAL services. The results will be provided at the TAL meeting in April.

5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

The Director reported that nomination papers for Beth Gillis were submitted and will be approved at the May 28 ALTA meeting. She also reported that Dianne Golob was nominated as the ALTA alternate but she is no longer on the PLS Board. The Chair asked if someone else might be interested in being the ALTA alternate.

**MOTION: B19-004 To nominate Camille Zavisha, Village of Hines Creek, as the alternate for Area 1 (Peace) on the Alberta Library Trustees Association Board of Directors for 2019-2021.**

Moved by: E. Garrow CARRIED

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The Director reported that TRAC will end the year with a small surplus. She also reported that Yellowhead Regional Library (one of TRAC partners) has a new Director, Karla Palichuk.

5.9 *SHIFTING SERVICES FOR INCLUSIVITY* SYMPOSIUM

The Director reported that Emma Stewart, Consultant Librarian, attended the PLSB Symposium, *Shifting Services for Inclusivity*, in Edmonton on February 24-25. It focused on how libraries can serve the entire community and recognize the diversity of all residents. E. Stewart will provide highlights from the symposium in the next News & Notes Newsletter.

**MOTION: B19-005 To receive items 5.1 – 5.9 for information.**

Moved by: R. Skrepnek CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE FEBRUARY 23, 2019 MEETING

**MOTION: B19-006 To receive the minutes of the February 23, 2019 Executive Committee meeting for information.**

Moved by: R. Pepper CARRIED

6.1.2 FINANCIAL STATEMENT– DECEMBER, 2018 (UNAUDITED)

L. Duplessis reviewed the revenue and reported that the Infrastructure Grant funds had been moved into the general account. She reviewed expenditures in each department explaining that Technical Services was under budget as a result of staff changes. All the other departments were close to their budgeted amounts. She reported that Legal Fees were over budget due to a personnel issue which has now been resolved, and Building Contingency was over budget due to the unexpected roof repairs. She reported that there is a projected operating surplus of about \$143,505 prior to audit. The final audited statements will be presented at the May board meeting.

**MOTION: B19-007 To receive the unaudited December, 2018 Financial Statement for information.**

Moved by: T. Brown CARRIED

6.1.3 REVISED 2019 OPERATING BUDGET

The Director reported that a number of factors have had an impact on the 2019 Operating Budget that was approved on November 24, 2018. These include the MD of Greenview absorbing Grande Cache, municipal population increases, and the Indigenous Populations Grant, Infrastructure Grant and roofing project carry-overs.

The Director highlighted the changes to the revised 2019 budget, pointing out changes that came to light since the Executive Committee reviewed the budget on February 23. These included some additional expenses to integrate the Grande Cache Library and an increase to website costs to account for additional work by the developer.

**MOTION: B19-008 To approve the revised 2019 Operating Budget as presented.**

Moved by: R. Rutt CARRIED

6.1.4 2018 ANNUAL REPORT TO ALBERTA MUNICIPAL AFFAIRS

The Director reported that the annual report is a required document in order to receive the provincial operating grant. It was approved by the Executive Committee and submitted to the Public Library Services Branch prior to the February 28 deadline. The Director highlighted areas of interest to the Board. She pointed out the number of eResources that are available to libraries and the circulation numbers attached. She highlighted the accomplishments and comments section to which the Executive Committee provided input.

**MOTION: B19-009 To receive for information the 2018 Annual Report to Alberta Municipal Affairs.**

Moved by: C. Froehlick CARRIED

6.1.5 SUPERNET BANDWIDTH FOR LIBRARIES

J. Ayles reported that SuperNet service for public libraries is funded by the Public Library Services Branch (PLSB). The budget for 2019 is approximately \$2.3 million. She provided a document showing the bandwidth each member library currently has. She reported that each library can upgrade their SuperNet to NGN service which would provide 100 Mbps, but it would cost \$4,800 per year. This would be coordinated through Peace Library System but is not an expense that PLS can cover for each library.

**MOTION: B19-010 To send a letter to the Minister of Municipal Affairs (cc to Public Libraries Services Branch) and Minister of Economic Development and Trade to request an increase in provincial funding for SuperNet bandwidth for libraries in rural and smaller urban centers and to send a letter to the federal Minister of Rural Economic Development to request increased high-speed broadband coverage in rural Canada.**

Moved by: S. Eastman CARRIED

6.1.6 ALBERTA LIBRARY CONFERENCE ATTENDANCE

The Director reported that the Chair and four trustees were budgeted to attend the Alberta Library Conference (ALC) in Jasper from April 25-28. The Executive Committee approved the attendees, but circumstances have changed those who are able to attend.

**MOTION: B19-011 To receive for information the Alberta Library Conference attendance as follows: Carolyn Kolebaba (Northern Sunrise County), Tanya Boman (Town of Valleyview), Beth Gillis (Town of High Level), Clint Froehlick (Town of Sexsmith) and Roxann Dreger (Village of Rycroft).**

Moved by: R. Rutt CARRIED

The Chair recessed the meeting for lunch at 12:15 pm.  
The Chair reconvened the meeting at 12:45 pm.

7. NEW BUSINESS

7.1 INDIGENOUS POPULATIONS GRANT REPORT

The Director reviewed the 2018 year-end financial summary for the Indigenous Populations Grant. She pointed out that the 2019 budget includes receiving the new grant but this may change depending on the provincial election.

She reviewed the support that PLS provides for Indigenous Outreach. She reported that Samm Mercer, the Digital Learning and Outreach Librarian, is in regular contact with member libraries that would like to take services to specific Indigenous communities. PLS may be able to offer a day of training for libraries on recording local and Indigenous oral histories in conjunction with the May Public Library Meeting.

**MOTION: B19-012 To receive the Indigenous Populations Grant report for information.**

Moved by: A. Doll CARRIED

7.2 INFRASTRUCTURE GRANT REPORT

The Director reviewed the 2018 year-end financial statement for the Infrastructure Grant. She reported that she has received a quote of \$5,585 for the silencer in the air handling unit to eliminate a vibration hum. The funds remaining carried over into 2019 and will be used for additional improvements recommended in the Alberta Infrastructure assessment of the building.

**MOTION: B19-013 To receive the Infrastructure Grant Report for information.**

Moved by: R. Skrepnek CARRIED

7.3 MD OF GREENVIEW/GRANDE CACHE UPDATE

The Director reported that once the Town of Grande Cache dissolved into the MD of Greenview this automatically made Grande Cache Municipal Library the 46<sup>th</sup> member library in PLS. When the Town dissolved, the Town of Grande Cache Library Board also dissolved and the agreement between the Grande Cache Board

and the Grande Yellowhead School Division became null and void. This meant that the library legally had to close effective January 1, 2019. On January 14, the MD of Greenview established a municipal library board and terminated the Memorandum of Agreement with PLS for library board services (which is separate from the Master Agreement for System membership). The new MD library board is in the process of setting up an agreement with the school division and hiring a library manager. PLS staff have been working behind the scenes to set up the library on Polaris and five PLS staff plan to spend two days in Grande Cache to re-barcode the library collection. All Grande Cache materials returned by other libraries in the province have been stored at PLS headquarters and will be delivered at this time. The library can re-open once the school division agreement is finalized.

**MOTION: B19-014 To receive the MD of Greenview/Grande Cache Update for information.**

Moved by: R. Dreger CARRIED

7.4 PROVINCIAL ELECTION AND LIBRARY ADVOCACY

The Director provided a handout with library facts and key messages to be used to advocate for libraries when the election is called. She indicated that PLS is working on a document with ideas for library boards to get involved with the election.

**MOTION: B19-015 To receive the Provincial Election and Library Advocacy document for information.**

Moved by: R. Johnson CARRIED

7.5 CRA AUTHORIZATION

The Director reported that a letter has been signed by the Chair and will be sent to the Canada Revenue Agency (CRA) asking them to update the authorized CRA contact list. The Director is the primary contact for CRA business purposes, and currently has consent to access information by telephone, fax and mail but she is requesting authorization to access PLS's CRA information online.

**MOTION: B19-016 To remove Veronica Bliska as an authorized CRA contact.**

Moved by: L. Brown CARRIED

**MOTION: B19-017 To appoint the following as authorized CRA contacts:  
Carolyn Kolebaba, Board Chair,  
Belinda Halabisky, Board Vice-Chair,  
Ray Skrepnek, Board Member,  
Linda Duplessis, Director/CEO.**

Moved by: Ann Stewart CARRIED



8. FOR INFORMATION

8.1 MD OF GREENVIEW – TERMINATION OF MEMORANDUM OF AGREEMENT

**MOTION: B19-018 To receive the MD of Greenview – Termination of Memorandum of Agreement for Library Board Services letter for information.**

Moved by: R. Rutt CARRIED

8.2 PEACE LIBRARY SYSTEM’S NEWS & NOTES, SPRING 2019

**MOTION: B19-019 To receive the Peace Library System’s News & Notes, Spring 2019 for information.**

Moved by: C. Novak CARRIED

9. MEMBERS' BUSINESS/ROUND ROBIN

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

10. NEXT MEETINGS

Personnel: March 16, 2019 (following Board meeting)  
Executive: April 13, 2019 (Brownlee Building, Spirit River)  
Board: May 25, 2019 (Grande Prairie)  
Executive: August 24, 2019 (Northern Sunrise County Office)  
Board: September 14, 2019 (TBA)  
Executive: October 26, 2019 (Hythe)  
Board/Christmas Party: November 30, 2019 (Grande Prairie)

11. ADJOURNMENT

**MOTION: B19-020 To adjourn the meeting at 1:40.**

Moved by: B. Pearson CARRIED

Original Signed \_\_\_\_\_  
Chair

Original Signed \_\_\_\_\_  
Director

May 25, 2019 \_\_\_\_\_  
Date