

**PEACE LIBRARY SYSTEM
BOARD OF DIRECTORS VIRTUAL MEETING
GRANDE PRAIRIE
SEPTEMBER 12, 2020**

Present:	Carolyn Kolebaba (Chair)	Northern Sunrise County
	Gena Jones	Town of Beaverlodge
	Cindy Hockley	Village of Berwyn
	Lorrie Shelp	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
	Meesha Bainton	Town of Fox Creek
	Chris Thiessen	City of Grande Prairie
	Roxie Rutt	MD of Greenview No. 16
	Brent Anderson	Town of High Level
	Debbie Rose	Town of High Prairie
	Camille Zavisha	Village of Hines Creek
	Sandra Miller	Village of Hythe
	Brad Pearson	MD of Lesser Slave River No. 124
	Sunni-Jeanne Walker	Town of Manning
	Philippa O'Mahony	Town of McLennan
	Cheryl Novak	Village of Nampa
	Belinda Halabisky	County of Northern Lights
	Brendan Powell	MD of Opportunity No. 17
	Sandra Eastman	MD of Peace No.135
	Elaine Manzer	Town of Peace River
	Michelle Farris	Town of Rainbow Lake
	Roxann Dreger	Village of Rycroft
	John Moen	Saddle Hills County
	Clinton Froehlick	Town of Sexsmith
	Raoul Johnson	MD of Smoky River No. 130
	Harry Ezio	Town of Spirit River
	Elaine Garrow	MD of Spirit River No. 133
	Tanya Boman	Town of Valleyview
	Anna Underwood	Town of Wembley

Regrets:	Linda Waddy	County of Grande Prairie No. 1
	Dennis Sukeroff	Town of Grimshaw
	Reta Nooskey	Paddle Prairie Métis Settlement
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville

Absent:	Joy McGregor	Town of Slave Lake
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Staff:	Louisa Robison, CEO
	Alrene Dempster, Executive Assistant (minutes)
	Janet Ayles, IT Services/Technical Services Manager
	Katherine Wiebe, Consulting Services Manager/Deputy CEO

1. CALL TO ORDER AND ROLL CALL

The Chair called the meeting to order at 10:34 a.m. A roll call was taken.

2. APPROVAL OF AGENDA

MOTION: B20-044 To approve the agenda as presented.

Moved by: M. Farris CARRIED

3. MINUTES OF MAY 23, 2020 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B20-045 To accept the minutes of the May 23, 2020 meeting as presented.

Moved by: J. Moen CARRIED

4. BUSINESS ARISING FROM MINUTES

No business arose from the minutes.

5. REPORTS

5.1 CEO'S

L. Robison provided highlights from her written report.

She reported that a cleaning of the heating, ventilation and air-conditioning systems was completed, and a hospital grade sanitizer was applied to the ducting.

From August 10-31, Linda Duplessis worked with the CEO to transfer as much knowledge and task management information as possible. She reported that signing authorities have all been updated and all partners have been notified.

5.2 CHAIR'S

C. Kolebaba reported that Peace Library System have provided libraries with supplies to help them adhere to all the Government and AHS regulations regarding COVID-19. She said that with all the uncertainty surrounding COVID-19, it is in the best interest of PLS to postpone the Board/staff Christmas party on November 28. She also reported that the November 28 Board meeting will be held via Zoom.

5.3 TECHNICAL SERVICES

Janet Ayles provided highlights from her written report and provided a verbal update.

She reported that after thirty-two years of working at PLS, Wendy Hodges has retired as Shipper/Courier. Her last day in the office was August 31. Holly Mollard was hired on July 7 as a second Shipper/Courier/Driver but tendered her resignation on September 11.

The new PLS delivery routes were implemented beginning June 29. Deliveries to individual locations were based on the availability of staff and access to the facility. The new provincial courier service was implemented on July 20, allowing materials to be moved around the province.

She reported that when Relais replaced VDX for Interlibrary loans back in February, TRAC was not able to participate at that time because of technical problems. Relais activities across all of Alberta were suspended in March when access to Government Courier ended. She said now that the new provincial courier has been implemented, the next step is to restore access to Relais. During this interruption in service, TRAC was able to troubleshoot and solve the technical problems. She reported that once Relais access is restored to patrons at the beginning of September, PLS patrons will be able to request materials from across Alberta.

5.4 INFORMATION TECHNOLOGY (IT) SERVICES

Janet Ayles provided highlights from her written report.

J. Ayles reported that in order to accommodate the pandemic and library closures, while still allowing for curbside service as needed, there were a lot of updates happening to Polaris. She said there was a lot of learning throughout the process but with most of the libraries now open, or with plans to reopen soon, Polaris settings have been returned to normal.

She reported the TRACpac App is very close to launching. The beta version was sent to library managers around the system to solicit feedback earlier and has now expired. They are working with the developers to finalize the details and enable the remaining modules.

She reported that the new server hardware has arrived and has been put in place. The IT Department is working on the setup and configuration of the software for the new servers. They expect the project to take around four to six weeks to complete.

5.5 CONSULTING SERVICES

K. Wiebe provided highlights from her written report.

She reported that a \$250 author subsidy has been offered annually to libraries to bring in an author. To date in-person programming has not been possible, but some libraries have started offering virtual programming, so the subsidy was made available for virtual author visits.

Although in-person consulting visits have not resumed, they have enjoyed keeping in touch and assisting libraries with via emails, phone calls and virtual Coffee Chats.

She reported continued high weekly borrowing rates through OverDrive, as well readers' advisory graphics have been created to share through social media platforms, encouraging borrowing through eBook and eAudiobook.

K. Wiebe reported that the Indigenous liaison worker started back at High Prairie Municipal Library the end of July working with High Prairie's programmer to create pick up craft bags and posted a video of how to do the craft, as well as created COVID-relief bags with a few fun items which families could request.

She also reported that PLS is seeking to offer virtual professional development opportunities to the libraries in the fall and is considering Alberta-based company Eleven Eleven Consulting, founded and directed by Métis entrepreneur Teneya Gwin. Ms. Gwin has a passion to bring awareness and education to Indigenous culture and history and provides Indigenous Awareness and Inclusion training and coaching.

Due to COVID-19 it was not possible to plan an in-person Rural Libraries Conference. E. Stewart has been busy coordinating a virtual *Stronger Together 2020* Conference with Parkland and Yellowhead Regional Library Systems, and The Alberta Library. It will be held on October 1 and 2 and registration opened August 7. The session summaries and registration online can be found at <https://strongertogether.heysummit.com/>.

5.6 THE ALBERTA LIBRARY (TAL)

L. Robison reported that being a member of TAL provides about 33.5% saving to PLS for licensing of eResources. TAL held their AGM on June 19 at which time they acknowledged Linda Duplessis and thanked her for her contributions over the years to the library world. She reported the GST audit has been settled and CRA has agreed to a settlement of \$166,050, which is substantially lower than the initial amount assessed. L. Robison reported that Margaret Law has accepted a one-year contract as CEO.

5.7 ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

C. Zavisha resigned due to personal reasons as Area 1 (Peace) representative on the ALTA Board. The alternate, Denise Joudrey, has agreed to attend future meetings.

MOTION: B20-046 To approve Denise Joudrey, Area 1 (Peace) alternate, to attend ALTA Board meetings.

Moved by: B. Halabisky CARRIED

5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

L. Robison reported that TRAC has been working on the budget for 2021. They don't foresee an increase in fees for 2021. The Director at Northern Lights Library System has been dismissed and an Interim Acting Director is in place.

MOTION: B20-047 To receive items 5.1 – 5.8 for information.

Moved by: R. Dreger CARRIED

6. COMMITTEES

6.1 EXECUTIVE/FINANCE

6.1.1 MINUTES OF THE JULY 25, 2020 MEETING

MOTION: B20-048 To receive the minutes of the July 25, 2020 Executive Committee meeting for information.

Moved by: C. Thiessen CARRIED

6.1.2 FINANCIAL STATEMENT– JUNE 2020

The CEO reviewed the assets. She reported that the provincial operating grant has been received and disbursements will be going out to libraries where Peace Library System is the Board of Record. She reported that expenditures in all departments are down due to COVID-19. She reported there have been fewer meetings and no travel resulting in a surplus.

MOTION: B20-049 To receive the June 2020 Financial Statement for information.

Moved by: C. Froehlick CARRIED

6.1.3 REVISED 2020 OPERATING BUDGET

The CEO reviewed the changes to the 2020 Operating Budget. She reported the changes in revenue were mainly due to the updated population figures being received as well as more cataloguing than expected being received from the French Language Resource Centre. This increase in revenue will result in more funds available to transfer to the reserves.

She reviewed the changes in each department pointing out that COVID-19 was the reason for most of the changes. She reported a significant savings

in personnel costs when existing staff were able to cover extra duties when ILLs were brought in-house.

She reported that the two-car garage will be built by the end of the year and will deplete the funds sitting in the Infrastructure Grant.

MOTION: B20-050 To approve the revised 2020 Operating Budget.

Moved by: E. Garrow CARRIED

6.1.4 NEW INFECTIOUS DISEASE/PANDEMIC POLICY

L. Robison reported that this is a new policy that administration feels is fair and will coincide with the working from home policy once drafted.

MOTION: B20-051 To approve the Infectious Disease/Pandemic Policy as presented.

Moved by: B. Halabisky CARRIED

6.1.5 REVISED PURCHASING POLICY

The CEO reported the revisions included small increases to spending limits and minor housekeeping changes.

MOTION: B20-052 To approve the revised Purchasing Policy as presented.

Moved by: C. Novak CARRIED

6.1.6 REVISED PROCEDURAL BYLAWS

The CEO reported that the procedural bylaws were revised to reflect that Grande Prairie Public Library was no longer the resource sharing centre as well as other housekeeping changes.

MOTION: B20-053 To approve the revised Procedural Bylaws as amended.

Moved by: B. Pearson CARRIED

7. NEW BUSINESS

7.1 INDIGENOUS POPULATIONS GRANT UPDATE

L. Robison reported there is money in this grant to be spent but they are having trouble securing Indigenous liaison workers in the various communities. She reported the grant's focus is outreach to Indigenous communities. She said due to the COVID-19 pandemic and closure of libraries to the public, there was no Indigenous outreach activity between mid-March and mid-June, but things are starting up slowly.

PLS had planned five presentations by the Sixties Scoop Indigenous Society of Alberta in the Peace region in April 2020, but due to the COVID-19 restrictions, these presentations were postponed to June and then again to September. They will be further postponed until April 2021.

B. Powell thanked the PLS Board for the funding they provided to the MD of Opportunity Library Board to assist with the oral history project to record elders' stories. The completed stories can be viewed on Peace Library System's website under eResources and Niche Academy for Patrons.

MOTION: B20-054 To receive the Indigenous Populations Grant Update for information.

Moved by: E. Garrow CARRIED

7.2 INFRASTRUCTURE GRANT COMPLETION

The CEO reported that the two-car garage is in the permitting stage and construction should start in the next two weeks. She said the grant will cover most of the cost but about \$16,000 will be needed from the Building Reserve.

MOTION: B20-055 To allocate up to \$16,000 from the Building Reserve to complete the construction of a two-vehicle insulated garage.

Moved by: L Shelp CARRIED

MOTION: B20-056 To receive the Infrastructure Grant Completion report for information.

Moved by: R. Skrepnek CARRIED

7.3 NOMINATION COMMITTEE FOR NOVEMBER 28 ELECTION

The Chair asked those interested in sitting on the nomination committee to put their name forth.

MOTION: B20-057 To appoint Elaine Garrow and Lorrie Shelp to the Nomination Committee.

Moved by: B. Powell CARRIED

7.4 COVID-19 REPORT

An update on how PLS was handling day to day operations during COVID-19 was provided. They have purchased and resold, on a cost recovery basis, personal protective equipment for libraries that were unable to locate the supplies.

MOTION: B20-058 To receive the COVID-19 Report for information.

Moved by: C. Thiessen CARRIED

8. LONG SERVICE AWARDS

8.1 The CEO spoke on the five-year accomplishments of Tanya Boman, Lindsay Brown, Clinton Froehlick, Brad Pearson and Chris Thiessen. The Chair said the awards will be sent to the recipients and a picture will be taken at a later date.

8.2 The CEO spoke on the ten-year accomplishments of Belinda Halabisky, Raoul Johnson and Cheryl Novak. The Chair said the awards will be sent to the recipients and a picture will be taken at a later date.

9. FOR INFORMATION

9.1 PEACE LIBRARY SYSTEM'S NEWS & NOTES, FALL, 2020

MOTION: B20-059 To receive item 9.1 for information.

Moved by: C. Froehlick CARRIED

10. MEMBERS' BUSINESS/ROUND ROBIN

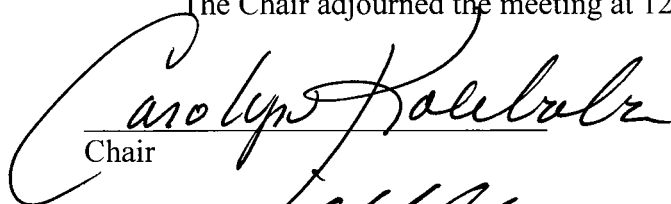
Information on upcoming events and activities was shared around the table.

11. NEXT MEETINGS

Plan of Service: September 12, 2020 (Grande Prairie, following Board meeting)
Executive: October 24, 2020 (Grande Prairie)
Board: November 28, 2020 (Grande Prairie - Zoom)

12. ADJOURNMENT

The Chair adjourned the meeting at 12:25 p.m.


Chair


CEO

November 28, 2020
Date