

**PEACE LIBRARY SYSTEM  
BOARD MEETING MINUTES, VIA ZOOM  
SEPTEMBER 18, 2021**

Present:	Carolyn Kolebaba, Chair Gena Jones Cindy Hockley Lorrie Shelp Albert Poetker Peter Frixel Ray Skrepnek Stan Golob Lindsay Brown Meesha Bainton Chris Thiessen Linda Waddy Roxie Chapman Dennis Sukeroff Brian Gilroy Camille Zavisha Brad Pearson Sunni-Jeanne Walker Marie-Anne Jones Cheryl Novak Belinda Halabisky Brendan Powell Sandra Eastman Elaine Manzer Roxann Dreger John Moen Isak Skjaveland Harry Ezio Joy McGregor Elaine Garrow Raoul Johnson Tanya Boman Anna Underwood	Northern Sunrise County Town of Beaverlodge Village of Berwyn Big Lakes County Birch Hills County Clear Hills County MD of Fairview No. 136 Town of Fairview Town of Falher Town of Fox Creek City of Grande Prairie County of Grande Prairie No. 1 MD of Greenview No. 16 Town of Grimshaw Town of High Prairie Village of Hines Creek MD of Lesser Slave River No. 124 Town of Manning Town of McLennan Village of Nampa County of Northern Lights MD of Opportunity No. 17 MD of Peace No. 135 Town of Peace River Village of Rycroft Saddle Hills County Town of Sexsmith Town of Spirit River Town of Slave Lake MD of Spirit River No. 133 MD of Smoky River No. 130 Town of Valleyview Town of Wembley
Regrets:	Vacant Vacant	Village of Donnelly Village of Girouxville
Absent:	Brent Anderson Reta Nooskey Michelle Farris	Town of High Level Paddle Prairie Métis Settlement Town of Rainbow Lake
Staff:	Louisa Robison, CEO Alrene Dempster, Executive Assistant (minutes) Katherine Wiebe, Deputy CEO, Consulting Services Manager Janet Ayles, IT & Technical Services Manager	

1. CALL TO ORDER & ROLL CALL

The Chair called the meeting to order at 10:31 a.m. and conducted roll call.

2. APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

**MOTION: B21-044 To approve the agenda as presented.**

Moved by: J. Moen CARRIED

3. MINUTES OF MAY 29, 2021 MEETING

The Chair called for errors or omissions to the minutes.

**MOTION: B21-045 To accept the minutes of the May 29, 2021 meeting as presented.**

Moved by: C. Novak CARRIED

4. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

5. REPORTS

5.1 CEO's

The CEO provided highlights from her written report. The Public Library Services Branch hosted a virtual meeting with Nodes representatives, Board representatives, association representatives and the Minister of Municipal Affairs in June to discuss how to engage with the stakeholder community in sessions about the Library Act and possible changes to it.

The CEO attended the grand opening of Parkland Regional Library's new building. She said flowers and a card were sent from PLS staff and Board.

She reported the draft 2022-2024 Plan of Service was presented to the Plan of Service (POS) committee to review. The revised document will be reviewed at the October 4 POS meeting and the final copy will be presented to the Board at the November meeting.

The CEO reported that they are actively recruiting for a Consulting Manager to replace Katherine Wiebe and a Consultant librarian to replace Samantha Mercer.

## 5.2 CHAIR'S

C. Kolebaba reported she had attended a virtual session that was facilitated by the Public Library Services Branch (PLSB) on the proposed changes to the Libraries Act. She said the engagements with Alberta public library stakeholders were to identify areas under provincial library legislation that were perceived as being regulatory burdens such as the number of MLIS required per populations. The Alberta public library stakeholders also discussed lowering the number of people required on Library Boards when it comes to smaller communities. All public library board members and library staff were invited to participate.

## 5.3 TECHNICAL SERVICES

J. Ayles provided highlights from her written report. She reported that one of the cataloguers has been on leave since early 2020 and will not be returning.

She reported that orders were coming in steadily through the spring but slowed down during the summer months. They have been dealing with a significant backlog in cataloguing since late 2020. With the ordering lull during the summer, the hiring of the practicum student on a short-term contract, and some workflow changes, they have been able to make progress.

A new courier stop was added to the delivery routes at the beginning of September. PLS Courier staff now deliver and retrieve bins from the Wellington Resource Centre in Clairmont, home to the new smart locker project with GPPL and the County of GP libraries. She said they have also made some changes to the existing routes. The revised schedule took effect on July 5.

## 5.4 INFORMATION TECHNOLOGY (IT) SERVICES

J. Ayles provided highlights from her written report. She reported that TRAC upgraded to Polaris 7.0 on July 6.

Back in March 2020, overdue fines were turned off in Polaris since libraries were closed. Since then, they have stayed off as libraries had not been consistently open. Now that libraries across the region are open, overdue fines have been enabled for those still charging them.

She reported that overall, the SuperNet transition went well for member libraries. There were two libraries where the work could not be completed due to internal wiring problems with the building. Once Axia resolved those problems, the work would be completed. Four libraries are not scheduled to transition until 2022. Following the SuperNet transition at Peace Library System headquarters, they have upgraded their Internet bandwidth from 200Mbps to 500Mbps. This will be shared amongst headquarters and the member public libraries connected to their network.

## 5.5 CONSULTING SERVICES

Katherine Wiebe provided highlights from her written report. She reported Summer Reading programs wound up the end of August. Twenty-one libraries signed up to participate and an additional 13 libraries provide an independent summer reading program. PLS subsidized some of the prizes to support library programming.

PLS also continues to offer a \$250 author subsidy annually to libraries that bring in either a virtual or in-person author event.

Peace Library System held four virtual forums to gather input for the Plan of Service in April, as well as two virtual coffee chats in June, both of which helped to encourage the libraries to gather and share experiences and discuss questions with PLS staff. Consulting visits are being scheduled either in-person or virtual, depending on time, weather and COVID comfort levels.

All of the training documents, templates, and hyperlinks on the website and LibraryAware have been updated. Training tutorials continue to be added to Niche Academy platforms and a video tutorial has been created to walk new patrons through how to use their library card.

Candace Cardinal has been doing great work this summer with Whitefish Lake and East Prairie. She put on Earth Day clean up events, attended Treaty Days, and offered summer reading programs in the past few months. With school starting, she is reaching back out to other communities to replenish Take a Book-Leave a Book collections, offer services for Orange Shirt Day, and evaluate the return to programming (either in person or with kits). A repository collection has been built at headquarters for Take A Book-Leave A Book. PLS has also been in talks with Western Cree Tribal Council (WCTC) about being present at a Parent-Teacher Night, and offering some sort of programming after school to Sturgeon Lake and Horse Lake. They will be touching base with another meeting in September to find out from WCTC what their student enrollment and calendar looks like.

She reported that the Voices of the Land oral history platform is almost complete. The website can be viewed at <https://voicesoftheland.org/>. All of this came together through several consultation events with Elders and Knowledge Keepers from all over the province.

The virtual Stronger Together 2021 Conference with provincial partners, Parkland and Yellowhead Regional Library Systems, and The Alberta Library, will be held on September 23rd and 24th, with a preconference session on September 22<sup>nd</sup>. Registration has been open since July 31st.

Katherine submitted her letter of retirement July 22, to take effect December 31. Samantha Mercer submitted her letter of resignation September 2, to take effect September 30.

## 5.6 THE ALBERTA LIBRARY (TAL)

The CEO reported that TAL ran a survey on whether or not there still remained support for the TAL Core collection, which is a group of databases that could be licensed and offered to all member libraries. She said support remains high, but there were some that did not have effective usage and were dropped for lack of interest. PLS has elected to keep the TAL Core for public libraries and continues to make it available to our members.

TAL is currently undergoing an operational review of their own to examine both its day to day functions and its long-term goals to see how well positioned they are to achieve them. Many things have changed in the library scene since TAL was first incorporated and some operations are no longer feasible or required. Results and future planning are expected before the end of the year. TAL is currently working with the vendors who used to have products in the Online Reference Centre (ORC), for schools. They will be offered to members on an op-in basis if deals are arrived at to provide them. This will be in addition to Solaro, another product aimed at the school age demographic, to assist students with research and homework help.

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

The Chair read the ALTA report in D. Joudrey's absence. She said the organizational review identified three key recommendations: streamline administrative work in a way that reduces costs and ensure accurate reporting to members; establish contact with members to determine the needs and define ALTA's role in the public library landscape; and to determine priorities for the next two years to guide the work of the association.

ALTA's webinars should be ready to announce this fall with complimenting in person networking opportunities in the spring. They also continue to offer a trustee forum to members to be able to network and discuss important matters with other trustees across the province.

## 5.8 THE REGIONAL AUTOMATION CONSORTIUM (TRAC)

The CEO reported that TRAC partners were planning for a TRAC Advisory Group meeting in October, but that has been cancelled and they are hopeful they can meet face-to-face in the Spring. Topics for conversation will be the future of Polaris delivery (desktop installations versus cloud) and a Polaris training session on their new cloud-based system.

TRAC is working on a sharing agreement with Parkland Regional Library (PRL) for Overdrive e-books and e-audiobooks. The user would be able to borrow within both TRAC and PRL any resource that is available at that time and that does not have any holds or patrons waiting in their home library system. This effectively increases the amount of titles available for users to borrow without having to spend more money on them. Similar agreements are being considered with both Edmonton Public Library and Calgary Public Library.

Overdrive is currently trying to satisfy user demand for more Canadian content and titles in the e-magazine offerings but no additions have been made yet.

**MOTION: B21-046 To receive items 5.1 – 5.8 for information.**

Moved by: B. Halabisky CARRIED

6. COMMITTEE

6.1 EXECUTIVE/FINANCE

6.1.1 DRAFT MINUTES OF THE JULY 24, 2021 MEETING

**MOTION: B21-047 To receive the draft minutes of the July 24, 2021 Executive Committee meeting for information.**

Moved by: S. Golob CARRIED

6.1.2 FINANCIAL STATEMENT– JUNE 2021

The CEO reported some of the cash on hand had been transferred into investments. She reported that Holiday Pay is higher due to the fact that staff use their vacation time mostly towards the last half of the year. She said this time off is coordinated with their supervisor to ensure all departments are covered. She added that as per policy, staff may carry over ten days' vacation if approved by their supervisor. The CEO was asked to have the Personnel Committee review the Vacation Policy.

A question was raised regarding the Purchases Less Sales line item. Once the CEO has been advised from the Accounting Administrator, she will provide the Board with an explanation as to why there is not a percentage on that line item. The CEO reported that since this June Financial Statement all the Operating Grants have been dispersed to the libraries where PLS is the Board of Record.

The Committee requested a letter be sent lobbying against the high distribution charges that companies pay on the utility bills. They requested that other Alberta Library Systems, and member Library Boards receive a copy of the letter and are encouraged to lobby as well.

**MOTION: B21-048 To send a letter to the Minister of Service Alberta and the Alberta Utilities Commission expressing Peace Library System's deep concern over the high distribution charges utility companies are charging businesses and individuals on their utility bills.**

Moved by: E. Garrow CARRIED

**MOTION: B21-049 To accept the June 2021 Financial Statement for information.**

Moved by: A. Underwood CARRIED

6.1.3 REVISED 2021 OPERATING BUDGET

The CEO reviewed the proposed revisions to the 2021 Operating Budget. The Committee discussed the revisions and requested the budget remain as originally presented without any revisions. The Committee requested that any re-allocation of budgeted funds be addressed at the end of the budget year.

**MOTION: B21-050 To leave the 2021 Operating Budget as originally presented without any revisions.**

Moved by: B. Pearson CARRIED

6.2 PERSONNEL COMMITTEE

6.2.1 DRAFT MINUTES OF JULY 24, 2021 MEETING

**MOTION: B21-051 To receive the draft minutes of the July 24, 2021 Personnel Committee meeting for information.**

Moved by: C. Novak CARRIED

7 NEW BUSINESS

7.1 KEN ALLAN, LIBRARY CONSULTANT, PUBLIC LIBRARY SERVICES BRANCH, UPDATE ON FALL ENGAGEMENT

Ken Allan, Library Consultant with Public Library Services Branch, provided an update on the fall engagement sessions. The virtual sessions identified four themes; public library board governance, including appointments, meetings, and policies and bylaws; public library system participation, agreements, and Public Library Network services; Intermunicipal public library boards (and federation library boards); and requirements for public library boards that serve populations over 10,000 to hire professional librarians. He said to register for the upcoming sessions, send an email to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) providing your name, email address and sessions you'd like to attend. He encouraged everyone to fill out the survey even if you hadn't attended any of the sessions as all the background information on the previous sessions is available when you login to the survey. The link for the survey is <https://extranet.gov.ab.ca/opinio6//s?s=54087> The survey will be open until Friday October 8, 2021.

**MOTION: B21-052 To receive the PLSB Fall Engagement report for information.**

Moved by: S. Walker CARRIED

**MOTION: B21-053 To send a letter to member library boards encouraging them to fill out the survey.**

Moved by: B. Powell CARRIED

**MOTION: B21-054 To resend Ken Allen's report to all member library Boards and Peace Library System Board members.**

Moved by: R. Dreger CARRIED

7.2 NOMINATION COMMITTEE FOR NOVEMBER 27 ELECTIONS

**MOTION: B21-055 To appoint Elaine Garrow and Lorrie Shelp to the Nomination Committee as well as alternates Cindy Hockley and Chris Thiessen for the November 27 elections.**

Moved by: R. Dreger CARRIED

8. LONG SERVICE AWARDS

- 8.1 5 years: Joy McGregor, Town of Slave Lake
- 5 years: Anna Underwood, Town of Wembley

The CEO spoke on the five-year accomplishments of Joy McGregor and Anna Underwood. 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 Letter-Village of Hythe
- 9.2 Hythe Official Dissolution Notification
- 9.3 Letter-County of GP, Re Village of Hythe
- 9.4 Letter-Jen Anderson, PLSB, Operating Grant
- 9.5 Letter-Ric McIver, Minister of Municipal Affairs
- 9.6 Letter-Diana Davidson, PLSB, Indigenous Population Grant 2021-2022
- 9.7 Letter-Adriana LaGrange, Minister of Alberta Education, Annual Report
- 9.8 Letter- Ric McIver, Minister of Municipal Affairs
- 9.9 LAA-Advocacy Kit
- 9.10 Peace Library System News & Notes, Fall 2021

**MOTION: B21-056 To receive items 9.1 – 9.10 for information.**

Moved by: C. Thiessen CARRIED



10. MEMBERS' BUSINESS/ROUND ROBIN

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

11. NEXT MEETINGS

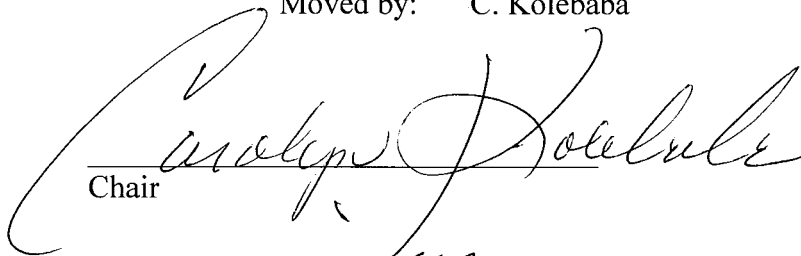
Personnel: September 18, 2021 (following Board meeting)  
Executive: October 16, 2021 (TBA)  
Board/Christmas Party: November 27, 2021 (Grande Prairie)

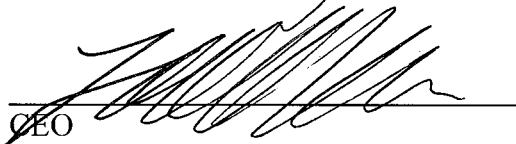
12. ADJOURNMENT

**MOTION: B21-057 To adjourn the meeting at 12:26 p.m.**

Moved by: C. Kolebaba

CARRIED

  
Chair

  
CEO

November 27, 2021  
Date

