

**PEACE LIBRARY SYSTEM
BOARD MEETING MINUTES
SEPTEMBER 17, 2022**

Present:	Carolyn Kolebaba, Chair	Northern Sunrise County
	Denise Joudrey	Birch Hills County
	Dalen Richardson	MD of Fairview No. 136
	Stan Golob	Town of Fairview
	Meesha Bainton	Town of Fox Creek
	Mike O'Connor	City of Grande Prairie
	Karen Rosvold	County of Grande Prairie No. 1
	Tom Burton	MD of Greenview No. 16
	Brad Pearson	MD of Lesser Slave River No. 124
	Margaret Jacobs	Town of McLennan
	Agnes Roshuk	Village of Nampa
	Tahirih Wiebe	MD of Opportunity No. 17
	Theresa Johnson	MD of Peace No. 135
	Elaine Manzer	Town of Peace River
	Roxann Dreger	Village of Rycroft
	Alain Blanchette	MD of Smoky River No. 130
	Elaine Garrow	MD of Spirit River No. 133
	Harry Ezio	Town of Spirit River
	Tanya Boman	Town of Valleyview

Regrets:	Gena Jones	Town of Beaverlodge
	Cindy Hockley	Village of Berwyn
	Amber Bean	Clear Hills County
	Ann Stewart	Big Lakes County
	Lindsay Brown	Town of Falher
	Carmen Johnson	Town of Grimshaw
	Alison Bjornson	Village of Hines Creek
	Greg Pasichnuk	Town of Manning
	Belinda Halabisky	County of Northern Lights
	Michelle Farris	Town of Rainbow Lake
	Clint Froehlick	Town of Sexsmith
	Anna Underwood	Town of Wembley
	Vacant	Village of Donnelly
	Vacant	Village of Girouxville

Absent:	Reta Nooskey	Paddle Prairie Métis Settlement
	Brent Anderson	Town of High Level
	James Waikle	Town of High Prairie
	Kirsten Smith	Saddle Hills County
	Kimberly Hughes	Town of Slave Lake

Staff:	Louisa Robison, CEO	
	Alrene Dempster, Executive Assistant (minutes)	

1. CALL TO ORDER

The Chair called the meeting to order at 10:35 a.m. The Board observed a moment of silence to mark the passing of her Majesty, Queen Elizabeth II.

1.1 APPROVAL OF AGENDA

The Chair called for additions or deletions to the agenda.

Add: 3.3 Board Governance
3.4 Board Retreat: Mission and Vision

MOTION: B22-035 To approve the agenda as amended.

Moved by: B. Pearson CARRIED

1.2 MINUTES OF 28 MAY 2022 MEETING

The Chair called for errors or omissions to the minutes.

MOTION: B22-036 To accept the minutes of the 28 May 2022 meeting as presented.

Moved by: E. Garrow CARRIED

2. ITEMS FOR DISCUSSION

2.1 DRAFT FINANCE POLICY

The CEO reviewed the proposed revisions to the Finance Policy. Feedback was provided regarding the use of acronyms.

MOTION: B22-037 To approve the Finance Policy as amended.

Moved by: M. Bainton CARRIED

2.2 DRAFT RESOURCE SHARING POLICY

The CEO reviewed the updates to the Resource Sharing Policy. She reported the policy required updating since the interlibrary loans will be moved inhouse from Grande Prairie Public Library.

MOTION: B22-038 To approve the Resource Sharing Policy as presented.

Moved by: K. Rosvold CARRIED

2.3 NOMINATION COMMITTEE FOR THE 26 NOVEMBER ELECTIONS

MOTION: B22-039 To appoint Elaine Garrow and Denise Joudrey to the Nomination Committee for the 26 November elections.

Moved by: R. Dreger CARRIED

3. ITEMS FOR DISCUSSION

3.1 EXECUTIVE SUMMARY OF ORGANIZATION REVIEW

MOTION: B22-040 To go into a closed meeting at 10:54 a.m.

Moved by: B. Pearson CARRIED

A. Dempster was asked to leave the meeting.

MOTION: B22-041 To come out of a closed meeting at 11:21 am.

Moved by: R. Dreger CARRIED

A. Dempster rejoined the meeting.

MOTION: B22-042 To proceed with decisions made in the closed meeting.

Moved by: D. Joudrey CARRIED

3.2 APPROPRIATION FEE BRIEFING

The CEO reported that the current \$6.37/capital municipal fee for membership in the Peace Library System (PLS) has been in place since 2018. Previous to 2018, there was a scheduled fee increase over three years of 5% cumulative per year. The Master Agreement was amended at that time such that PLS is able to increase the appropriation by up to 5% per year without having to go back to municipalities for approval and without having to amend the Master Agreement. In 2021, the Board determined that the appropriation fee would have to be increased starting in 2023 to avoid running a deficit.

She reported that steep increases in the cost of gas and utilities have impacted budgeting. Municipal Affairs (MA) has not increased the per capita grant for systems operations since 2015, and is still basing the grant on the 2016 population. She added that if MA were to use the 2021 population estimates, it would only increase revenue by \$18,700. There is no indication that MA is considering using the latest population numbers to base the grant on, nor have they indicated they would be increasing the per capita grant.

Taking the feedback received from the Board, the CEO will present the Executive with a couple of cost saving scenarios at their October meeting. The draft 2023 budget will be presented to the Board at the November meeting.

MOTION: B22-043 To refer the appropriation fee discussion back to administration and to provide a report to the Executive Committee in October.

Moved by: M. Jacob CARRIED

3.3 BOARD GOVERNANCE

M. O'Connor asked if a library governance workshop could be coordinated for all library boards. The CEO reported that she provides board governance workshop information when she does presentations to library boards. She said this is something that is coordinated with the individual library board and the Public Library Services Branch.

MOTION: B22-044 To receive the Board Governance report for information.

Moved by: B. Pearson CARRIED

3.4 BOARD RETREAT: MISSION AND VISION

M. O'Connor asked if a board retreat/orientation would be possible to help the new board member fully understand the Peace Library System.

MOTION: B22-045 To coordinate a Peace Library System Board orientation on November 26 from 1:30-3:30.

Moved by: R. Dreger CARRIED

The Chair recessed the meeting for lunch at 12:00 pm.
The Chair reconvened the meeting at 12:30 pm.

4. ITEMS FOR INFORMATION

4.1 FINANCIAL BRIEFING AND STATEMENT, JUNE 2022

The CEO reported as per the PLS Finance Policy, the most recent financial statement submitted to the Executive Committee will be included in the meeting package for the next Board meeting. As of this statement the operating grant had not been received. She highlighted the budget lines on the June Financial Statement noting that the Purchases Less Sales refers to library supplies that PLS buys and then sells to libraries, at cost.

MOTION: B22-046 To receive the June 2022 Financial Briefing and Statement for information.

Moved by: D. Joudrey

CARRIED

4.2 CHAIRS REPORT

C. Kolebaba reported that she will be attending a meeting at Public Libraries Services Branch with L. Robison in October. They will be reporting on the high cost of utilities and fuel that systems are forced to pay when Municipal Affairs has not increased the per capita grant for systems operations since 2015, and requesting an answer to why they are still basing the grant on the 2016 population.

4.3 CEO'S REPORT

The CEO reported that visits to councils and boards will resume in September and October. She reported that PLS staff visited Paddle Prairie Métis Settlement in June to assess the proposed building and see what could be salvaged from the materials that were put into storage when the library closed. She just received an email from the CAO, Justin Gaudet, and renovations have started on the library. Once they are closer to opening, a team from PLS will meet with him to help get the library up and running.

The first TRAC Advisory Council in three years was held on 17 May in Spruce Grove at the Yellowhead Regional Library headquarters. Some of the major themes that came out of the meeting were a desire for TRAC to communicate more often with the member libraries and a fundamental misunderstanding of what the TRAC society is responsible for and what the systems are independently responsible for.

The provincial operating grant for PLS has been received and the grants for service point libraries were distributed in July.

4.4 STAFF UPDATES

The CEO highlighted the staff updates report. She reported that a new Shipper/Courier/Driver has been hired and the van runs have been redistributed among the drivers.

TRAC will be upgrading Polaris to version 7.2 on Monday, October 31, 2022. They have subscribed to Sophos' Phish Threat training. This product will allow them to create training modules and run campaigns testing how staff respond to threats. It is expected to launch in the fall and will be offered to PLS staff and member library staff.

In-person consulting visits have resumed and will be supplemented with virtual coffee chats through the fall.

Registration is open for the Stronger Together conference taking place 6-7 October.

All information is available at <https://strongertogether.heysummit.com/>. Conferences will return to in person in 2023 while maintaining the collaboration between organizations.

Story time and craft kits were distributed by the Indigenous outreach worker in High Prairie. There were also daycare visits, a table at the Long Lake Cultural Days, a partnership with the Grouard Seniors, and Indigenous Days at the High Prairie library.

The Indigenous outreach worker partnered with the Grande Prairie Public Library for the Celebrate Indigenous Culture event in Grande Prairie.

A presentation was done for the Dene Thá in August in an effort to increase library access in the High Level area.

- 4.5 DRAFT MINUTES OF 16 JULY 2022 EXECUTIVE COMMITTEE MEETING
- 4.6 DRAFT MINUTES OF THE 22 MAY 2022 PERSONNEL COMMITTEE MEETING
- 4.7 DRAFT MINUTES OF THE MD OF SPIRIT RIVER ADVISORY COMMITTEE 19 MAY 2022 MEETING
- 4.8 DRAFT MINUTES OF THE SMOKY RIVER ADVISORY COMMITTEE 14 JUNE 2022 MEETING

MOTION: B22-047 To receive agenda items 4.1 – 4.8 for information.

Moved by: R. Dreger CARRIED

- 4.9 LONG SERVICE AWARDS [5-YEARS]
 - 4.9.1 GENA JONES, TOWN OF BEAVERLODGE
 - 4.9.2 ROXANN DREGER, VILLAGE OF RYCROFT
 - 4.9.3 HARRY EZIO, TOWN OF SPIRIT RIVER

The Chair presented 5-year long service awards to Roxann Dreger and Harry Ezio. Pictures were taken and will be sent to them. The award for Gena Jones will be presented at the next Board meeting.

- 4.10 LETTER-EPL-CPL-GOVERNMENT FUNDING*
- 4.11 LETTER-MINISTER OF EDUCATION, 2021 ANNUAL REPORT*
- 4.12 LETTER-JEN ANDERSON-OPERATING GRANT*
- 4.13 LETTER-TO RIC McIVER-GOVERNMENT FUNDING*
- 4.14 LETTER-FROM RIC McIVER-GOVERNMENT FUNDING*
- 4.15 PEACE LIBRARY SYSTEM NEWS & NOTES, WINTER 2022

MOTION: B22-048 To receive agenda items 4.10 - 4.15 for information.

Moved by: T. Johnson CARRIED

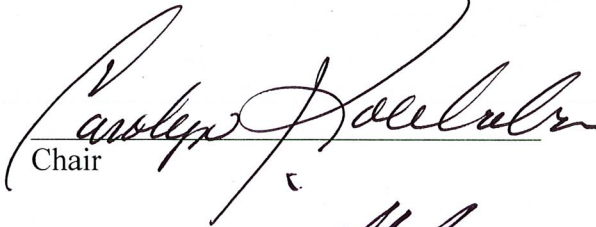
- 4.16 Member Business / Round Robin

5. ADJOURNMENT

MOTION: B22-049 To adjourn the meeting at 1:13 p.m.

Moved by: C. Kolebaba

CARRIED


Chair


CEO

November 26, 2022
Date