

The regular meeting of the Parkland Regional Library Board was called to order at 1:03 p.m. on Thursday, February 22, 2018 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jason Alderson, Deborah Cryderman, Dana Depalme, Darlene Dushanek, Colleen Ebden, Jeanny Fisher, Elaine Fossen, Roger Gaetzman, Kerry Kelm for Sandy Gamble, Bruce Gartside, Barb Gilliat, Bob Green, Jeanette Herle, Tim Hoven, Cora Knutson, Gord Lawlor, Stephen Levy, Josephine Mckenzie, Blair Morton, Leah Nelson, Roger Nichols, Corby Parsons, Norma Penney, Rosella Peterman, Teresa Rilling, Chris Ross, Heather Ryan, Mike Yargeau for Sharolyn Sánchez, Janine Stannard, Sonia Temple, Patricia Toone, Cindy Trautman, Nancy Hartford for Doug Weir, Shailen Weselak, Sharon Williamson, Bill Windsor, Ann Zacharias

With regrets: Kevin Ferguson, Ray Olfert, Bill Rock, Les Stulberg, Leonard Thompson,

Absent: Jackie Almberg, Jarred Booth, Jacqueline Boulet, Amber Griffith, Donnie Hill, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Brenda McDermott, Duncan Milne, Rick Pankiw, Megan Patten, Terilyn Paulgaard

Staff: Ron Sheppard, Anna Alexander, Donna Williams, Colleen Schalm, Tim Spark

Call to Order

Meeting called to order at 1:03 p.m. by Smith.
Smith welcomed everyone and asked everyone to introduce themselves.

1.1.1. Agenda

1.1.1.2 Adoption of the Agenda

Motion by Green, seconded by Rilling to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 13/2017-18

1.1.2 Approval of minutes

Motion by Stannard, seconded by Ebden, to approve the minutes of the November 9, 2017 meeting as presented.

CARRIED UNANIMOUSLY
PRL 14/2017-18

Kerry Kelm, Tim Hoven, Corby Parsons entered the meeting at 1:08 p.m.

1.3 Business arising from the minutes of November 9, 2017

Smith asked if there was any business arising from the minutes. Nothing was brought forward.

Josephine McKenzie entered the meeting at 1:10 p.m.

2. Consent Agenda

Smith explained the consent agenda and asked if there was any business arising from the consent agenda.

A motion to approve the consent agenda as presented was made by Gartside, seconded by Levy.

CARRIED UNANIMOUSLY
PRL 15/2017-18

Shailen Weselak entered the meeting at 1:15 p.m.

3. Board Education: Deb Smith and Ron Sheppard

Smith gave an orientation on library services and the services offered by Parkland. Sheppard did a presentation on the money flow and a review of how funding works for both municipal libraries and regional library systems.

4. Items for Action/Information

4.1 Staff Long Service Awards

Smith explained that according to PRL's *Human Resource Manual*, "employees will be recognized with a monetary reward for long service with Parkland Regional Library". A pin and a monetary award is provided to staff. Long service awards for 2018 were presented to:

Donna Williams – 20 years – pin and a \$1,500 cheque

Wendy Crews – 20 years – pin and a \$1,500 cheque

Rhonda O'Neill – 5 years – pin and a \$100 cheque

Smith presented Williams, Crews, and O'Neill with their awards.

Crews and O'Neill left the meeting at 1:55 p.m.

4.2 2017 Performance Measures

Sheppard reviewed the 2017 Annual Report. Each year the PRL Board is required to approve Parkland Regional Library's annual report for submission to Municipal Affairs.

Sheppard reported that there's a slow decline in number of items ordered and catalogued. eContent has increased. The interlibrary loan volume has increased. Parkland now has 3 delivery vans instead of 2, and PRL has hired a part-time staff member to help with the sorting of the materials. The number of cardholders has increased, and this could be due to a number of member libraries that now have free library cards.

Motion by Stannard, seconded by Herle, that the Parkland Regional Library approves the 2017 Annual Report of Public Library Systems in Alberta as presented.

CARRIED UNANIMOUSLY
PRL 16/2017-18

4.3 Election of Chair

4.3a Policy

Sheppard reported that Smith's nomination as Chair last November was invalid. Smith has already served for the 6 years allowed under policy. Three options were identified to rectify this situation. They are:

1. the board suspend the policy.
2. revise the policy to remove the limiting number of terms.
3. board elects a new chair.

The current policy reads:

Elect one of its number as chairperson at the organizational meeting each year. The term of office of the Parkland Regional Library Board Chair is limited to six years.

At the December 7, 2017 Executive Committee meeting, PRL's Executive Committee made the following motion:

Motion by Green to recommend the policy be changed and rescind the limitation of terms to be elected.

CARRIED

Even if the board changed the policy to remove the number of terms, a new election needed to take place because the election in November was invalid due to Parkland's policy.

A suggestion was made by Hoven to rescind the policy for this year only because a change in the position would be good. After some discussion the following motion was made.

Motion by Lawlor, seconded by Levy, to rescind the limit on how many years a board member can serve as board chair so that PRL Board policy 2.2.9 will now read that the board will: "Elect one of its members as chairperson at the organizational meeting each year."

CARRIED 3 OPPOSED
PRL 17/2017-18

4.3.b Election

Smith turned the meeting over to Sheppard. Sheppard asked for nominations from the floor for the position of Board Chair. Herle nominated Debra Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Green that nominations cease, seconded by Levy.

CARRIED UNANIMOUSLY
PRL 18/2017-18

Smith became Board Chair by acclamation. Smith accepted the position and resumed the duty of chair.

4.4 Composition of Executive Committee

Under the Alberta Libraries Act, system boards may establish an Executive Committee with up to ten members. Based on Clause 7.4 of the Parkland Regional Library Master Agreement with the municipalities:

Members of the Executive Committee shall be selected on a geographic basis. Such selection shall be made by PRL Board members representing that geographic area.

By policy PRL granted municipalities with populations over 15,000 an automatic seat on the Executive Committee. Clause 2.5.6 of PRL's policy stated:

2.5.6 PRL's Executive Committee will have a maximum of ten members as allowed for by The Libraries Regulations. The Board Chairperson accounts for one seat on the committee. All municipalities with a population of 15,000 or more will automatically get a seat on the Executive Committee. The remaining seats will be assigned based on a combination of geographical location and population.

Red Deer County and the City of Camrose qualified for automatic Executive Committee seats. A few years ago, the Alberta Libraries Act required that municipalities with populations of 15,000 or over get a seat automatically on regional system executive committees. This requirement was removed because of the growth of many municipal populations.

Included in the package were two revised versions of the electoral boundary list. A copy of the list used at the November 2017 meeting to appoint the executive was also included.

The following new policy was proposed.

2.5.6 PRL's Executive Committee will have a maximum of ten members as allowed for by The Libraries Regulations. The Board Chairperson accounts for one seat on the committee. The remaining seats will be assigned based on a combination of geographical location and population.

Motion by Levy, seconded by Green, to amend PRL's policy 2.5.6 to read: *PRL's Executive Committee will have a maximum of ten members as allowed for by The Libraries Regulations. The Board Chairperson accounts for one seat on the committee. The remaining seats will be assigned based on a combination of geographical location and population.*

CARRIED UNANIMOUSLY
PRL 19/2017-18

The Executive Committee made a motion at the January 25 meeting to recommend to the board to use the Composition of the Executive Committee Scenario 1.

After some discussion, it was decided to use Scenario 1 but move Olds to electoral district 9, and move Sundre to electoral district 4.

Motion by Stannard, seconded by Kelm, to use Scenario 1 as amended with Olds in group 9 and Sundre in group 4, for the purpose of assigning municipal members to electoral districts for the purpose of electing members to Parkland's Executive Committee.

CARRIED 2 OPPOSED
PRL 20/2017-18

4.5 Parkland's Strategic Plan – Colleen Schalm

Parkland Regional Library is required to submit a plan of service every three years. Parkland's current strategic plan expires in 2018 and a new plan for 2019-2021 must be submitted this year. After a consultation process, the Executive Committee identified four strategic priorities. The priorities are:

1. Libraries will have a strong and supportive relationship with local and provincial governments that recognize the value of public libraries and prioritize public library service.
2. Municipalities will have sustainable and effective library service.
3. Parkland Regional Library member municipalities will have an effective and responsive system board.
4. Parkland residents will have a greater awareness of the public library and regard public libraries as an essential part of their communities.

The current strategic plan was developed from these priorities. The plan was very ambitious with four principle goals supported by fourteen outcomes. It is the opinion of the Executive Committee and management that the needs have not changed and that all four goals are still relevant. The PLSB informed Sheppard that the plan can be extended but a needs assessment must be done to meet legislative requirements. To continue working towards the four goals in the current plan, the most expedient needs assessment process would be a questionnaire to stakeholders asking for input on whether the needs identified in 2015 are still relevant. Kim Ghostkeeper, a Community Development Officer with Alberta Culture and Tourism is willing to work with PRL again on the new needs assessment process.

Motion by Green, seconded by Trautman, to conduct a needs assessment that includes, but is not necessarily limited to, a questionnaire to PRL's stakeholders to determine if the stakeholder needs that inspired PRL's current strategic plan remain relevant.

CARRIED UNANIMOUSLY
PRL 21/2017-18

4.6 Building Renovation

Parkland received \$2.4 million in infrastructure money from the Government of Alberta. Parkland commissioned a study by Group2 Architecture. Group2's final report was received in December 2017. The estimate for renovations of the current building as \$3 million, and the estimate for a new building, excluding land, was \$4 million. PRL had a valuation of the building completed by Waters Commercial Appraisals. The value of the current building is approximately \$2 million.

Due to legislative restrictions, Parkland cannot borrow money to construct a new headquarters building. The Executive Committee at their January 25 meeting tasked staff to send out an RFP to all municipalities to offer municipalities the opportunity to host the regional system headquarters if they are willing to assist with a loan or the provision of a joint facility. The Executive Committee also wanted the RFP sent to local builders to explore "lease-to-own" options.

The RFP, the Functionality Study, and the Valuation of the Building were sent to all municipalities and local builders and the deadline for submissions for the RFP was February 28.

Parkland is currently situated in an ideal location within the region from the standpoint of being a transportation hub. If headquarters moved a distance, staff would have to be relocated.

Sheppard asked the board if they wish to delegate decision making power related to the renovation/building project to the Executive Committee or does the board wish to retain decision making.

Motion by Ross, to delegate the Executive Committee full authority to make, enter into negotiations, contracts, and make all decisions related to Parkland Regional Library's building or renovation project.

After a discussion, Ross withdrew his motion because not enough information is available to know what the costs would be and the board wants to make the final decisions on the renovation/new building project.

More information will be brought back for the board to make a decision at their meeting in May.

4.7 CIP Grant

Smith reported that Parkland was successful in obtaining a Community Initiative Grant (CIP) in the amount of \$50,000. The money has been received. This grant will be used to purchase computers for member libraries and our headquarters building.

Smith thanked Williams and staff for their success in applying for the grant.

4.8 Parkland Community Update

4.8.1 Camrose Public

A letter from Camrose Public to a patron regarding Non-Binary posters was included in the package.

4.9 Updates

4.9.1 Library Services

A report from Library Services – Colleen Schalm, was included in the package. An attachment of a template for annual report statistics was also included.

4.9.2 First Nations Services Update

A report for the First Nations Services as included in the package.

5. Adjournment

Motion by Stannard, to adjourn the meeting at 3:40 pm.

CARRIED UNANIMOUSLY
PRL 22/2017-18

Meeting adjourned at 3:40 pm.

Chair