

The regular meeting of the Parkland Regional Library Board was called to order at 1:06 p.m. on **Thursday May 24, 2018** in the PRL Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Ray Olfert, Janine Stannard, Darlene Dushanek, Jeanette Herle, Elaine Fossen, Patricia Toone, Jeanny Fisher, Barb Gilliat, Cora Knutson, Terilyn Paulgaard, Bill Windsow, Heather Ryan, Ann Zacharias, Teresa Rilling, Rosella Peterman, Kevin Ferguson, Sharon Williamson, Bob Green, Deb Cryderman, Cindy Trautman, Sharolyn Sanchez, Shailen Weselak, Sandy Gamble, Jason Alderson, Les Stulberg, Al Campbell (alternate), Doug Weir, Dana Kreil, Colleen Ebden, Chris Ross, Bill Rock, Norma Penney, Roger Nichols, Donnie Hill, Leah Nelson, John Rimmer (alternate), Bonnie Scribner (alternate)

**With Regrets:** Blair Morton, Dana Depalme, Stephen Levy, Bruce Gartside,

**Absent:** Jackie Almberg, Jarred Booth, Jacqueline Boulet, Roger Gaetzman Amber Griffithm Tim Hoven, Trudy Kilner, Lonnie Kozlinski, Brenda McDermott, Josephine McKenzie, Duncan Milne, Rick Pankiw, Megan Patten, Leonard Thompson

**Guests:** Sydney Hilman

**Staff:** Ron Sheppard, Donna Williams, Tim Spark, Briana Huether, Colleen Schalm

### **Call to Order**

Meeting called to order at 1:06 p.m. by Smith.

Smith welcomed everyone and asked everyone to introduce themselves.

Smith introduced Sydney Hilman from Collins Barrow.

### **1.1 Agenda**

#### **1.1.2 Adoption of the Agenda**

Motioned by Bob Green, seconded by Norma Penney to accept the agenda as presented.

CARRIED UNANIMOUSLY  
PRL 23/2017-18

### **1.2. Approval of minutes**

Motioned by Heather Ryan, seconded by Sandy Gamble, to approve the minutes of the February 22, 2018 meeting as presented.

CARRIED UNANIMOUSLY  
PRL 24/2017-18

John Rimmer Joined the meeting at 1:07 pm.

**1.3. Business arising from the minutes of February 22, 2018 meeting**

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

**2.7. Business Arising from the Consent Agenda**

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

Motion to approve the consent agenda as presented was made by Bill Rock, seconded by Teresa Rilling.

CARRIED UNANIMOUSLY  
PRL 25/2017-18

Donnie Hill joined the meeting at 1:11 pm

**3.1. Approval of the 2017 Audited Financial Statements and Independent Auditor's Report and the Report to the Board**

Smith welcomed Sydney Hilman from Collins Barrow. Hilman presented the audit. The financial statements present fairly, in all material respects, the financial position of Parkland Regional Library as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles. Hilman reviewed the financial statements and the report to the board. Moreover, according to the auditors, "there were no prior year recommendations to note", and "there are no current year recommendations to note" related to improving our financial processes. This is the **eighth year** with no recommendations.

In terms of revenue over expenses in 2017, Parkland achieved a modest surplus of just under \$73,000.00. This was due to temporarily vacant staff positions and the receipt of a \$50,000.00 Community Initiatives Program (CIP) grant.

Leah Nelson entered the meeting at 1:24 pm.

Motion by John Rimmer to approve the Parkland Regional Library Financial Statements, Independent Auditor's Report and Report to the Board as presented, seconded by Les Stulberg.

CARRIED UNANIMOUSLY  
PRL 26/2017-18

Sydney Hilman left the meeting at 1:36 pm.

**3.2. Budget 2019**

When the Executive Committee first met to discuss the 2019 budget in April, the committee instructed staff to build a budget with no more than a 3.3% increase to the per capita requisition to the municipalities.

At their May 10<sup>th</sup> meeting, the committee reviewed two scenarios provided by staff. One scenario included additional new eContent products that have been requested by member libraries. This scenario required the full 3.3% increase.

The second budget scenario was identical to the first except that it did not include the addition of the new eContent licences. In this second scenario, the increase to the requisition was 1.6% or thirteen cents per capita. The estimated increased cost to the municipalities in the second scenario totals only \$28,385 spread over Parklands 218,348 population.

The reason this information was brought to the board's attention was because the Executive Committee wanted to gauge your level of satisfaction with the modest increase to the requisition before the budget is finalized by the Executive Committee for presentation to the board in September.

The feedback was that 1.6% would be acceptable for a budget increase in 2019.

### **3.3. Review of the Building RFP Submissions**

In March 2017, Parkland Regional Library (PRL) was informed by the Public Library Services Branch (PLSB) – Alberta Municipal Affairs that we would receive a capital funding grant for \$2.4 million to be used for either the renovation or new construction of a system headquarters building.

In December, Group2 completed the evaluation of the functionality of the current headquarters, located in Lacombe, to determine whether it would be more cost efficient to construct a new headquarters building or renovate the current facility. The final report demonstrated that a renovation would use all of the available grant just updating infrastructure, without making any functional improvements to the building. In addition, a renovation would be highly disruptive to the services Parkland provides to member libraries. A renovation would also likely take longer than the construction of a new facility.

For these reasons, the Executive Committee wished to examine all possible options for obtaining a new building. According to the functional study, a renovation could cost close to \$3 million and a new building approximately \$4 million.

The board owns the current system headquarters building and could sell the building to offset the costs of a new building. In December 2017, the building was assessed and determined to be valued at nearly \$2 million.

With the value of the provincial grant and the value of the current building, there should be sufficient funding to allow for the construction of a new headquarters.

A new, more functional headquarters is highly desirable since it will likely be another thirty years before capital funding becomes available for regional system headquarters.

Unfortunately, there are some significant challenges related to funding a new system headquarters. Public libraries, which include regional library systems, are subject to the *Alberta Libraries Act*. Under the *Act*, there are significant restrictions on how money can be borrowed by a system board for erecting or repairing system headquarters.

The central challenge for PRL is that the region has no easy means to pay for a new building except by selling the current building. This cannot be done until a new building is complete. However, a new building cannot be undertaken unless:

- PRL can partner with another organization or municipality for a shared facility,
- One or more municipalities are willing to loan the PRL Board money or take out a loan on PRL's behalf, or
- A builder/developer assists us with some sort of lease-to-own option.

To this end, an RFP was issued on February 6<sup>th</sup> with a deadline of February 28<sup>th</sup>. The RFP was issued to local area builders and to all member municipalities. A total of six proposals were received. Four were from local builders and two were from member municipalities.

The quality of the proposals varied and after reviewing them the Executive Committee desired clarification on some points. As a result, the Executive Committee directed that a request for clarification document be developed and sent to those agencies that submitted proposals in response to Parkland's RFP. All six agencies responded with additional information. Their deadline was March 23<sup>rd</sup>.

At the February board meeting the Executive Committee was empowered to act on behalf of the PRL board with respect to the evaluation of any proposals that were submitted. The committee was further charged with making a recommendation as to whether Parkland headquarters would be renovated or a new building obtained. Subsequent to the first decision, the Executive Committee was to make a recommendation on which proposal was to be the preferred for a new headquarters.

When members of the Executive Committee reviewed the final submissions, they determined that there was only one viable option for the construction of a new headquarter building. This was because five of the six options would have placed a very significant financial burden on member municipalities as Parkland attempted to pay off the construction debt.

To ensure fairness, the Executive Committee insisted on the development of an evaluation tool to rate the merits of each proposal based on criteria developed by the committee. The committee then reviewed the proposals, the additional supplementary information, and the

proposal synopsis document prepared by staff. They then ranked the proposals as a group at their May 10<sup>th</sup> meeting.

As a result of the review, the Executive Committee made the recommendation to pursue the construction of a new headquarters building and selected a builder.

Following on the decision made by the Executive Committee at their earlier meeting, a motion was made by Bob Green that the board select the anonymous builder "F" based on the scoring chart used by the Executive Committee mentioned earlier. However, a lengthy discussion ensued since some members of the board wanted the names of the agencies that submitted proposals identified by name prior to voting. By contrast other board members believed that the selection of the successful proposal could occur based on criteria alone to avoid prejudice. As a result of the discussion, Green withdrew his motion. Subsequent to the withdrawal of Green's motion, a motion was made to go in-camera.

Motion to go in Camera by Dana Kreil, seconded by John Rimmer.

Board went in Camera at 2:13 pm

CARRIED UNANIMOUSLY  
PRL 27/2017-18

Roger Nichols made motion to come out of camera, seconded by Norma Penney

CARRIED UNANIMOUSLY  
PRL 28/2017-18

Came out of camera at 2:37 pm

Motion by Bob Green to instruct staff to pursue the construction of a new headquarters building rather than a renovation, seconded by Jeanette Galahad.

CARRIED UNANIMOUSLY  
PRL 29/2017-18

Motion by Janine Stannard to select the proposal by Tricon Developments as the successful bid for a new headquarter building for Parkland Regional Library, seconded by Shailen Weselak.

CARRIED UNANIMOUSLY  
PRL 30/2017-18

The other proposals were submitted by Eagle Builders, Element Precast Inc., The Town of Ponoka, Red Deer County, and Scott Builders Inc.

### 3.4. First Nations Services

Parkland Regional Library is in an excellent position to assist with the creation of a public library on the Maskwacis First Nations Reserve.

Located 47km north of Lacombe, Maskwacis is a large community comprised of four First Nations bands. They are the Montana, Samson, Louis Bull, and Ermineskin First Nations. Collectively the reserve is home to over 17,000 residents. Their population level is close to that of the city of Camrose.

While the prospect of a public library is delightful news, there are some hurdles that need to be overcome. Currently, there is one public library located on a First Nations Reserve in Alberta. It is the Kainai Library on the Blood Reserve located within the Chinook Arch Regional Library System. At present, the Kainai model is the only successful model for establishing a public library on a First Nation reserve in Alberta. The way it works is as follows:

- A group on the reserve has to provide startup funding for a library, funding so membership can be obtained in a library system, and extra, ongoing, operational funding to support the library.
- Currently, under the Libraries Act, school authorities are allowed to join library systems so a local First Nations school authority would have to join the library system.
- The school authority would then appoint a person to the library system's board.
- Thus established, the library would become a service point (outlet library) of the library system.
- Since the library would be a system service point, a provincial operating grant (the rural library services grant) would be issued to the regional system based on the current rate (\$5.55 per capita) at the level of the reserve's population.
- This operating grant would be passed on directly to the public library on the reserve to support library operations.
- If a public library was set up this way on a reserve, it could participate as a full member of the provincial network. This would allow patrons to engage in interlibrary loan, the TAL card services, ME card service, TAL online, and the full repertoire of provincially licensed resources.

The reason for this complicated arrangement is that First Nations Reserves are located on federal land and are not classed as municipalities under the *Alberta Libraries Act*. However,

school authorities can join regional systems as a full member and can appoint an individual to the system board. Sections 15 and 16 of the Act State:

### **Joining an existing library system**

**15** *A municipality, improvement district, special area, Metis settlement or school authority may, in accordance with the regulations, become a member of a library system by complying with the terms of the agreement referred to in section 13, becoming a party to the agreement and receiving the approval of the Minister.*

1983 cL-12.1 s21;1998 c19 s8

### **Appointment**

**16** *A library system board shall consist of*

*(a) one member for each municipality, Metis settlement and school authority that is a member of the library system who is appointed by the council of the municipality, Metis settlement or school authority,*

For a library to be established, the four bands on Maskwacis would have to fund the Maskwacis Education Schools Commission (MESCC) at the rate of our municipal levy (currently \$8.12 per capita). The MESCC would then join Parkland as a regular member since they are a single body that represent all four bands on the reserve.

The main potential issue is that Parkland's policy on outlet libraries states we will no longer take any further service points. The policy states:

*4.8.1 Parkland Regional Library's role is to support the local public library in providing service to the community. In order to protect the investment of Parkland's members in the provision of public library service, as of December 31, 2002, Parkland will no longer accept any more applications for library service points (outlet libraries) where Parkland Regional Library Board is the governing board.*

However, this policy was created because the system did not want the responsibility for a service point when any municipality in Alberta could form a library board. This is not an option for reserves because legally they are not a municipality. For this reason, staff do not believe having the Parkland board accepting the role as governing board for a public library on Maskwacis requires changing the PRL policy on accepting additional outlet libraries. This is because of the legislative limbo reserves exist in. In fact, if a public library could be established on Maskwacis, there may be a possibility that the Libraries Act would be changed to allow First Nations Reserves to be treated as municipalities from a legislative standpoint.

Regarding Funding:

- The reserve would have to pay PRL's requisition.
- Joining the system would mean the library on Maskwacis would receive a \$5.55 per capita operating grant from the Government of Alberta.
- Parkland would receive a \$4.70 per capita operating grant from the Government of Alberta for the reserves' population.
- The Government of Alberta would provide a one-time establishment grant to Parkland calculated at \$10.27 per capita to help establish a library on Maskwacis and help bring it into the system.

After a brief discussion, the board decided that the Parkland Board would agree to become the governing board of a public library should one be established at Maskwacis because the reserve has no other way of establishing a public library. However, the board would not change its policy regarding taking additional library service points where the municipality could form a public library board.

Motion by Sharolyn Sanchez, seconded by Cindy Trautmann for Parkland board to make an exception to the board policy and accept the role of governing board should it be possible to establish a public library service point on the Maskwacis First Nations Reserve.

CARRIED UNANIMOUSLY

PRL 31/2017-18

John Rimmer left at 3:00 PM

### **3.5. Parkland Community Update**

#### **3.5.1. Carstairs**

Ministers Awards for Camrose and Carstairs.

#### **3.5.2. Camrose**

There will be a Harry Potter tea party at the Camrose Library on June 20<sup>th</sup>.

#### **3.5.3. Sedgewick**

An update from Stephen Levy- Sedgewick's Adult population is participating in a blanket ceremony with Indigenous leaders, Roy Louis (PRL Keeper of Knowledge), and Judy Louis (Educator) on May 30<sup>th</sup>, and with the school children on May 31<sup>st</sup>. More information was included in the package.



### **3.6.1 Library Services and Communications**

A written update from Library Services- Colleen Schalm, and Communications- Briana Huether, was included in the package.

### **4. Adjournment**

Motion by Leah Nelson, seconded by Donnie Hill, to adjourn the meeting at 3:01 pm.

CARRIED UNANIMOUSLY

PRL 32/2017-18

Meeting adjourned at 3:01 pm.

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Chair