

**PRL Board Meeting Minutes
September 13, 2018**

The regular meeting of the Parkland Regional Library Board was called to order at 1:08 p.m. on Thursday September 13, 2018 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jackie Almberg, Deb Cryderman, Dana Depalme, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Bob Green, Tim Hoven, Dana Kreil, Gord Lawlor, Stephen Levy, Blair Morton, Leah Nelson, Ray Olfert, Corby Parsons, Norma Penney, Rosella Peterman, Teresa Rilling, Chris Ross, Heather Ryan, Sharolyn Snachez, Janine Stannard, Les Stulberg, Cindy Trautman, Doug Weir, Shailen Weselak, Bill Windsor, Ann Zacharias

With Regrets: Jeanette Herle, Josephine McKenzie, Bill Rock, Patricia Toone, Sharon Williamson

Absent: Jackie Almberg, Jarred Booth, Jacqueline Boulet, Roger Gaetzman, Amber Griffith, Donnie Hill, Trudy Kilner, Cora Knutson, Lonnie Kolinski, Brenda McDermott, Duncan Milne, Roger Nichols, Rick Pankiw, Megan Patten, Terilyn Paulgaard, Sonia Temple, Leonard Thompson

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

Call to Order

Meeting called to order at 1:08 p.m. by Smith.

Smith welcomed everyone and asked everyone to introduce themselves.

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Levy, seconded by Stannard to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 33/2017-18

1.2. Approval of minutes

Motion by Green, seconded by Olfert, to approve the minutes of the May 24, 2018 meeting as presented.

CARRIED UNANIMOUSLY
PRL 34/2017-18

1.3. Business arising from the minutes of May 24, 2018 meeting

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

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. Sheppard spoke on the ILL Study in the Director's Report and encouraged board members to read it if they had not already.

Motion to approve the consent agenda as presented for information was made by Rilling, seconded by Cryderman.

CARRIED UNANIMOUSLY
PRL 35/2017-18

3.1. Approval of PRL's 2019 Budget

Sheppard spoke to the 2019 budget. The bottom line increase to the requisition will be 1.6% or 13 cents per capita. This is based on the 2016 population figures and assumes the Provincial grant remains the same. The Operating grant is \$5.55 per capita. Over 45% of Parkland's income is from provincial government grants.

In compliance with expectations from the Government of Alberta, a First Nations Provincial Grant expense line has been created as a separate pool of funds to spend on First Nations activities. This grant is calculated at \$5.55 per capita.

The eContent line has been reduced significantly since Parkland has drastically cut funds for the previously supported government sponsored streaming media resource hoopa.

The building - Repairs/Maintenance line has been reduced simply because staff have reassigned the cost of carpet cleaning, window cleaning, and other custodial type activities to the Janitorial/Outdoor maintenance expense line.

Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland's Compensation Policy.

Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down and 1 was new.

The staff vehicle purchases this year were clarified; PRL traded in one vehicle when the two new staff vehicles were purchased. All vehicle purchases were achieved within budget.

The continuation of attendance at the AUMA and RMA trade shows by staff was also discussed. Sheppard shared how he and the other regional systems leaders are questioning the need to attend them anymore. Smith stated that PRL is already booked for AUMA for this month, but suggested staff have a cost analysis done to determine the value of continuing the practice. A straw vote was held to determine how many board members felt there was value in continuing to attend the trade shows. Results were: 20 for, 8 against.

Another item questioned was why Parkland belongs to various associations like RMA, TAL and the ALA. In most cases belonging allows Parkland to obtain preferred pricing on purchases and licensing.

Motion to approve PRL's 2019 Budget as presented by Green, seconded by Alderson.

CARRIED UNANIMOUSLY
PRL 36/2017-18

3.2. Advocacy Development

Schalm gave a slideshow presentation on the importance of Parkland developing an advocacy plan.

On the morning of the May 24th board meeting, Parkland held an advocacy workshop facilitated by PRL staff members Colleen Schalm and Rhonda O'Neill. 34 attended.

While some draft key messages were developed at the May 24th workshop, there was not sufficient time to further develop or refine key messages for PRL.

Parkland's current strategic plan work plan has, as an action item, "By 2017, the PRL Board will have developed an advocacy plan for Parkland Regional Library."

Since more work needs to be done, the Executive Committee has decided to hold another advocacy plan development workshop on October 24th. The workshop will run from 9:00 a.m. to 3:30 p.m. Lunch will be provided and mileage for board members who choose to attend will be reimbursed at \$0.505 per km.

Since lunch will have to be ordered, Parkland will send out registration details shortly. All board members who are able to attend this workshop are encouraged to do so.

Motion to receive for information by Stannard, seconded by Ryan.

CARRIED UNANIMOUSLY
PRL 37/2017-18

3.3. New Lawyer for PRL

Recently, Parkland Regional Library needed to find a new lawyer. PRL's previous lawyer, John Bilsland with the firm Weir Rowen, died suddenly in January 2018.

Members of Parkland's Executive Committee were asked to provide staff with ideas for lawyers. Staff also did a significant amount of research on different lawyers and legal firms within Parkland's general geographical area to find a suitable candidate. The principal criteria being sought in a lawyer included the following:

- Experience with contracts
- Land purchases/real estate
- Human resources and labor relations

- A background in municipal government legislation
- Reasonable fees

Staff also wanted a firm that was big enough to manage a wide variety of issues while at the same time small enough so PRL's business would be important to them.

Following up on one particular recommendation from a member municipality, Parkland has engaged the services of Suzanne Alexander-Smith, Q.C. She is a partner with Chapman Riebeek in Red Deer. Not only does Alexander-Smith and her firm possess the qualities Parkland needs, she was a former board member of Red Deer Public Library Board. Parkland's Director spoke at length with Alexander-Smith over the telephone and met with her on September 4th to discuss our headquarters building project.

Motion to receive for information by Stulberg, seconded by Olfert.

CARRIED UNANIMOUSLY
PRL 38/2017-18

3.4 Building Update

PRL has not yet received a response from the Public Library Services Branch (PLSB) regarding ministerial permission for PRL to sell the current headquarters building. The request has gone to the Ministry of Justice. The whole agreement with Tricon, PRL's approved builder, is contingent on them buying our current building, and without ministerial permission PRL is unable to move forward.

The next steps are to meet with the builders and designers to design a building that will be serviceable for the next 30 years. PRL also needs to make sure that government grant funding can be used for the purchase of a new building vs. a renovation as is stated in the PLSB capital grant agreement. On the advice of our lawyer, PRL needs to make sure there aren't procurement requirements with the Alberta government that could violate the agreement with Tricon.

Williams explained Parkland could apply for a Community Facility Enhancement Program (CFEP) grant that is for the development of community facilities. The large stream grant potentially funds work between \$125,000 and \$1,000,000. There is also a small stream grant up to \$125,000. The deadline for application for the large stream grant is October 1, two weeks away, so we are unlikely to be able to apply for it in time without ministerial approval.

One option is to apply for the small stream grant in January 2019, the other option is to apply as soon as we can for the large stream grant even though the deadline would be October 1, 2019. Williams is continuing to work on this project.

3.5. First Nations Services

PRL staff are hopeful that a public library might be established on Maskwacis. For this to happen the Maskwacis Education Schools Commission (MESCC) would have to join Parkland as allowed by the Alberta Libraries Act. However, MESCC is still in the process of considering this endeavor.

On a related note, PRL's Indigenous Liaison Shirley Cire is working on a provincial initiative for a province-wide writing contest to be presented through schools as part of the 2019 Lieutenant Governor Art Awards.

3.6. Parkland Community Update

Theresa Rilling (Town of Sylvan Lake) reported that their library clerks are competing to see who can sign up the most new members with library cards. They have a new employee in marketing. The library hosted a photography show and sale with local photographers recently. It was very well received.

Les Stulberg (Stettler County) reported that their library manager had resigned and they hired PRL's Rhonda O'Neill. He also reported that Stettler is at the top of the province for programming per capita.

3.7.1. IT

A paper copy of the IT report was included in the package.

3.7.2. Library Services Update

A paper copy of the Library Services report was included in the agenda package. The following items were discussed.

PRL's fall conference ReFRESHed! registration closes September 14th. The conference is open to library volunteers and Friends as well as member municipal councilors and administrators. It is free for all Parkland members.

The PRL wage survey was included in the package. PRL conducts a new wage survey every two years, the previous survey was conducted in the fall of 2015, and the current survey was conducted in the spring of 2018.

4. Adjournment

Motion by Stannard, seconded by Ferguson, to adjourn the meeting at 2:35 p.m.

CARRIED UNANIMOUSLY
PRL 39/2017-18

Meeting adjourned at 2:35 pm.

Chair