

**Executive Committee Meeting Minutes**  
**January 24, 2019**

Present: Debra Smith, Bob Green, Ray Olfert, Sharolyn Sanchez, Janine Stannard, Kevin Ferguson, Bruce Gartside, Megan Hanson, Jason Alderson, Robyn Gray

Staff: Ron Sheppard, Kara Hamilton, Donna Williams, Colleen Schalm  
Tim Spark, Karen Goodwillie

Meeting called to order at 10:05 a.m. by Smith.

Olfert entered at 10:07 a.m.

1. Acceptance of the Agenda

Sheppard had an addition to the agenda; Item 12 - Library Service for Bowden Penitentiary.

Motion by Stannard to accept the agenda as amended.

CARRIED

2. Acceptance of December 13, 2018 Executive Committee Minutes

Motion by Gartside to approve the December 13, 2018 minutes as presented.

CARRIED

3. Action Item List

Sheppard reviewed the Action Item List.

Motion by Alderson to accept the Action Item list as presented.

CARRIED

4. Building Update

Sheppard went over the recent developments of Parkland's building project. Included in the package was the Certificate of Title showing that the Parkland Library Board now owns, and has full discretion related to the disposition of the current headquarters building. Simply put, the board can now sell the building. Notice of the discharge of the caveat preventing the sale of the building arrived on the afternoon of December 21, 2018.

Sheppard highlighted page 2 of the Certificate of Title (included in the package) and noted that the address was an old box number that Parkland no longer holds. It was stated that as long as the actual land title number was correct, that it would not prove to be an issue.

Parkland staff met with Tricon Development Inc. on January 23, 2019 to discuss next steps. Tricon confirmed that they were still planning to go ahead with the purchase of the current headquarters building despite the delay.

The plan is to have the new headquarters building ready for occupancy in the summer of 2020. That gives time for the provincial grant for the new building to be spent by the deadline of December 2020.

Tricon wants details on the required functionality of the new headquarters building by mid-march, 2019. Staff will be working on first buying the land, and then formulating our needs for the next 20-30 years of a new headquarters building. Impacting the overall land cost is the availability of a SuperNet connection to the property. Staff are considering a property next to where Alberta Health Services is constructing a new building which may have the SuperNet run to it. Running some extra lines vs. newly installing SuperNet at another location drastically changes the cost of location.

PRL will have to pay Tricon a leasing fee for the current headquarters building from the time of the sale until staff is ready to move into the new headquarters building. Tricon will inform PRL staff of the fee.

Williams explained that there is a Community Facility Enhancement Grant (CFEP) that Parkland will apply for. The deadline for submission for the grant is October 1 of each year. Staff will have to be cautious of spending, as it is not permitted to spend any funds before the application for the grant. Staff will not know if the grant application was successful until March 2020.

Motion by Alderson to receive for information.

CARRIED

#### 5. 2019-2021 Strategic Plan Development

Included in the package was a draft version of Parkland's 2019-2021 Strategic Plan. The only addition to the plan required by legislation is a mission statement. Once completed, the plan will be presented to the board for their review and approval at the February 21<sup>st</sup> board meeting.

Once approved, a work plan populated with initiatives will be developed to accomplish the goals of the strategic plan.

Discussion followed about some of the wording of the goals and objectives of the strategic plan. Some wording was changed slightly.

The afternoon was spent crafting a new mission statement for the plan, which was not quite finished. Staff were instructed to take the concepts provided by the group and develop some options for a mission statement which were to be emailed to the

Executive Committee for their review and vote. The statement with the most votes would be forwarded to the PRL Board as part of the strategic plan.

Motion by Green to recommend the board approve the strategic plan as amended.

CARRIED

The Executive Committee took a break from 11:05-11:14 a.m.

6. Advocacy Committee Terms of Reference

At the December 13<sup>th</sup> Executive Committee meeting, Terms of Reference for PRL's Advocacy Committee were reviewed and changes were recommended. The recommended changes to the terms of reference were made. Sheppard reviewed the revised Terms of Reference with the Executive Committee. There were no further amendments or comments.

Motion by Stannard to recommend to the Parkland Board approve the Terms of Reference for the Advocacy Committee as presented.

CARRIED

7. 2018 Financial Statement

Included in the package was a set of financial statements for the period ending December 31, 2018. The surplus for 2018 is estimated to be \$254,823. This amount is easily explained. While some individual budget lines were over expended, in 2018 Parkland was successful in obtaining another Community Initiatives Program (CIP) grant, membership fees were slightly higher than anticipated due to a population increase for the region, and with retirements and other staff changes, Parkland saved significantly on the staff wages and benefits lines due to temporarily vacant positions.

A breakdown is provided below:

Under budgeted salaries:	\$103,004
Under budgeted benefits:	\$ 73,470
Additional Membership Income:	\$ 52,650
<u>CIP Grant:</u>	<u>\$ 50,000</u>
Total:	\$279,124

These amounts are just estimates until reviewed by the auditors. Given the cost of the Polaris migration and a new building, the residual funding is most welcome.

Motion by Alderson to accept for information

CARRIED

## 8. PLSB Updates

Sheppard provided some updates from the Public Library Services Branch (PLSB) meetings he and Deb Smith attended in early December.

Sheppard pointed out a number of changes in the way provincial legislation is being interpreted.

PRL should receive notice before a board meeting that an alternate will be attending for a regular board member, or their vote may be considered invalid.

In the *Libraries Regulation*, Part 4, Section 18:

*A Regional Library shall review and file with the Minister a copy of its plan of service with goals and objectives every 5 years following the date on which the plan was previously filed with the Minister.*

According to the current interpretation of the *Regulation*, the Plan of Service only needs to be reviewed and filed every three years. A new plan does not need to be produced.

The PLSB currently has an RFP issued for replacement of VDX as the province's resource sharing software. The PLSB is also reviewing the Government Courier Service contract to see if a more efficient and cost effective method for interlibrary loan delivery can be found. The Alberta interlibrary loan system is the most complicated in Canada.

PLSB is trying to increase the rate of library cardholders among the indigenous population, which is still very low compared to the rest of the population.

Supernet costs could change as Bell bought Axia. Prices aren't anticipated to change until spring, when they could increase. The Government of Alberta pays the connection costs for public libraries in Alberta.

All the library grants will be delayed this year due to the election. New budgets will most likely need to be developed no matter who is elected to government.

There will be no meeting with the Minister of Municipal Affairs at the Alberta Library Conference due to the anticipated election.

## 9. Parkland's 60<sup>th</sup> Anniversary

2019 marks Parkland's 60<sup>th</sup> anniversary. In normal circumstances this would be a Jubilee year. However, planning a major event to celebrate Parkland's long existence while going through an integrated library system (ILS) migration and working on obtaining a new building seems to be a misuse of resources. Besides, Parkland hosted a major event just 10 years ago for our 50<sup>th</sup> anniversary.

One of the reasons for a low key acknowledgement of Parkland's anniversary is because we will likely have to plan a larger event when PRL (hopefully) obtains a new headquarters building within the next year or two.

The Executive Committee agreed that a smaller acknowledgement will be appropriate for the 60<sup>th</sup> anniversary and left it to staff to devise some sort of tribute.

10. Staff Recognition

For 2018, long service award recipients are:

- Tim Spark – 15 years
- Karyn Goodwillie – 10 years
- Victoria Papst – 10 years

Awards will be presented at the February 21<sup>st</sup> Board meeting.

11. Board Agenda February 21, 2019

There was one addition to the Board Agenda for February 21, 2019, there will be an ALTA report by Green. It will be placed under 3.10, Updates, as 3.6.4.

12. Library Service for Bowden Penitentiary

Parkland reached out to Bowden Penitentiary years ago and offered them library service for a fee. The penitentiary did not decide to take service from PRL at that time. Currently, offenders are borrowing books from the local library, but are subject to non-member fees. In Parkland's master agreement, it states *non-members* "refers to a resident of a non-participating jurisdiction."

*According to The Libraries Regulation Part 5, Section 22(b), "jurisdiction" means a municipality, an improvement district, a special area or a Metis settlement.*

Sheppard explained that according to the *Libraries Regulation*, the Penitentiary is not able to be a non-participating member because under the definition they don't qualify to be a jurisdiction.

The closest member libraries have been lending books to the prison's inmates for the most part and absorbing the cost of the non-member fees. Sheppard posed the question, should we waive the fees for the residents of the Bowden Penitentiary since they do not have the option to be a member of the system?

Motion by Stannard to recognize that Bowden Penitentiary does not represent a jurisdiction so does not qualify for non-resident fees.

CARRIED

Recess called at 12:05 p.m.

13. Facilitated Discussion Re: Mission Statement

12:55 p.m. Spark and Goodwillie entered the meeting.

1:50 p.m. Gray left the meeting.

2:10 p.m. Ferguson left the meeting.

2:40 p.m. Stannard left the meeting.

#### 14. Adjournment

Motion by Sanchez to adjourn the meeting at 3:00 p.m.

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Chair