

**Executive Committee Meeting Minutes
March 14, 2019**

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

Absent with regrets: Sharolyn Sanchez

Staff: Ron Sheppard, Colleen Schalm, Kara Hamilton

Meeting called to order at 10:07 a.m. by Smith.

1. Acceptance of the Agenda

There were no additions to the agenda.

Motion by Stannard to accept the agenda as presented.

CARRIED

2. Acceptance of January 24, 2019 Executive Committee Minutes

Motion by Green to approve the January 24, 2019 minutes as presented.

CARRIED

3. Action Item List

Sheppard reviewed the Action Item List. Staff would like to remove the Logo Vendor Selection/Design from the Action Item list. As yet, PRL does not have a Marketing and Communications staff person. The newly formed Advocacy Committee should have some input to what is selected as well. It was decided that the Logo Vendor Selection/Design item on the Action Item list would be removed for now.

Motion by Gray to accept the Action Item list as amended.

CARRIED

4. Outlet Annual Reports

There are four library service points for which the Parkland Board is the governing board. Under the Alberta Library Act, the PRL Board must approve the annual reports for these service points. They are:

Brownfield Community Library – County of Paintearth
Nordegg Public Library – Clearwater County
Spruce View Community Library – Red Deer County
Water Valley Public Library – Mountain View County

Sheppard and Schalm reviewed the Outlet Annual Reports. There were a couple of items that didn't make sense compared to the previous year's report. There were statistical corrections for Nordegg's Annual Report, under *workstations with internet access*, the report states 4. It should be 3, making the *total workstations* 5 instead of 6. Also, under *Length of workstation sessions (minutes)* it states 11,895. The correct number is 60, making the *Percentage of time workstations in use* 6.8% instead of 1.73%. Finally, the total number of workstation hours was 170, not 51.75.

For Spruce View's Annual Report, the *Workstations with internet access* should be 1, not 0, making the *Total workstations* 1. Lastly the *Percentage of time workstations in use* should read 19.87% instead of 0.00%

These corrections have been made and the Nordegg and Spruce View Annual Reports will be re-submitted to the Public Library Services Branch (PLSB).

Motion by Alderson to approve the annual reports from Brownfield Community Library and Water Valley Public Library as presented, and from Nordegg Public Library and Spruce View Community Library as amended.

CARRIED

5. Building Update

On February 26th, PRL staff conducted a walk-through of PRL's current headquarter building with staff from Tricon in an attempt to give our developers a better idea of our processes as they begin working on the design of a new building. Ideally, Parkland will have a design completed in May.

Tricon did request that PRL provide a real property report. Staff have contacted Bemoco Land Surveying Ltd from Red Deer to provide the survey. The cost is approximately \$2,000. Bemoco was recommended by Tricon.

Tricon will also be conducting a new, current valuation of the PRL headquarter building and will bear the costs for that valuation. Tricon is also working on a draft purchase and lease agreement. PRL will have to lease our current headquarter building from Tricon from the time of its sale until the new building is complete.

The City of Lacombe's Tax Assessment of the property was approximately \$2.6 million, and PRL's market value assessment of the property was \$1.9 million.

As yet staff have not purchased land for a new building since it is not known if the Alberta Health Services (AHS) building adjacent to a potential lot will be installing the SuperNet. If the AHS building has the SuperNet and Parkland can share the cost of building the connection, the parcel of land adjacent to the AHS building will be the most affordable option. Sharing the cost of the SuperNet installation would be worth

a savings of between \$100,000 and \$150,000, and is the only way that PRL can save significant money on land.

Motion by Ferguson to receive for information.

CARRIED

6. Red Deer County Service Points

About a year ago, Red Deer County began discussions with Parkland about extending library services to County residents living in the area of Benalto. Benalto is a Hamlet located approximately 13 kilometers west of the Town of Sylvan Lake. Benalto has 177 residents but serves a larger area of between 700-800 rural residents.

Red Deer County would like to establish a library presence in Benalto at the old school in that community. The school closed in 2016.

- On March 4th, Ron Sheppard and Colleen Schalm from Parkland met with Jo-Ann Symington, the Community Services Manager with Red Deer County to discuss library service.
- The County has budgeted significant funds to renovate the potential library facility in Benalto. It is also willing to contribute substantial ongoing funding to support Benalto and additional funding for Spruce View.
- The County may also be looking at a third library in the Hamlet of Springbrook. Springbrook is located between the city of Red Deer and the Town of Penhold just off Highway 2A. Springbrook has a population of approximately 1,500 and is growing. However, there are no concrete plans for a library in Springbrook at this time since there is no building available.
- PRL Staff have contacted Spruce View because they already have a library society, library manager and society board chair. Staff have not yet received a response as to the level of interest in having Spruce View take responsibility for a Benalto service point.
- Even if the Spruce View Community Library Society agreed to run a library in Benalto, from the standpoint of the Public Library Services Branch (PLSB) with Municipal Affairs, Parkland would have to treat Benalto as a separate library service point from a governance standpoint.
- There is a collection of children's books left from the school library.
- The local Family Community and Support Services, (FCSS) currently operates out of the old school.
- Parkland currently has a policy in place for not accepting any further library service points. If the library in Benalto were to be a Public Library, Parkland would have to rescind its policy or make an exception.

Discussion followed by the Executive Committee and a straw vote was taken, and 7 out of 9 members voted that they would not consider adding any more outlets to PRL, and may examine the idea of eliminating all service points entirely in the future.

The other issue identified by the Executive Committee is that taking on another library service point could be precedent setting. If Parkland takes on an additional service point for Red Deer County, then the board would have to be open to accepting further applications for outlet libraries where the Parkland board would become the governing board.

Red Deer County has other options if PRL says no to their preferred plan. Staff can still assist them with setting up an intermunicipal board.

At this point Parkland will not add another outlet. However Red Deer County can present a case to the board for PRL taking responsibility for another outlet library since reversing the policy on not taking additional outlet libraries is a board decision.

7. Strategic Plan Work Plan

Schalm entered the meeting at 11:15 a.m.

Goals 1 and 3 of the new Strategic Plan have a strong library trustee focus:

Goal 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.

Objectives (outcomes) demonstrating progress towards the goal:

- a) Municipal councils will provide ongoing, additional funding to support public library service in sufficient amounts to keep pace with inflation and operating cost increases, including wages.
- b) Member library boards will develop advocacy plans and will be effective advocates for public library service.
- c) The PRL board, its member councils, and local library boards will co-operate and collaborate to provide collectively the best possible library service to our communities. This might include initiatives such as the creation of inter-municipal library boards, staff sharing between libraries, remote library service in smaller communities, via unstaffed kiosks.

Goal 3. Parkland Regional Library member municipalities will have an effective and responsive system board.

Objectives (outcomes) demonstrating progress towards the goal:

- a) PRL Board members will be effective as a governing board and regional library advocates with the knowledge to explain their role, the purpose of the

regional system, and the relationship between the system, municipalities, and local libraries.

Since these objectives had such a trustee focus, the Executive Committee was asked for ideas on initiatives to support the identified goals. Their ideas included the following.

- More training needs to be provided on the differences between municipal and regional library services. Also on the differences between council and board roles. There really needs to be an ongoing method for training councils.
- More trustee workshops and trustee education in general.
- Better communication with council whether that is with the local municipal library or system level.
- Provide more training to councils on library funding.
- Institute a train the trainer program so board members can train local boards and councils.
- Return on investment or information on the benefits of system membership. Also what you would lose not being part of the system.
- At each board meeting give board members an assignment for something to take back to council.
- Provide councils information on the importance of our IT and network services.
- Put more information online whether it be in print or video format.
- Have a learning moment or learning component at each board meeting.
- Provide board members with talking points from PRL board meetings for presentation to council.

Schalm left the meeting at 11:54 a.m.

8. Board Education/ Board Meeting Evaluation

Board Education:

Over the last year, Parkland has included a Professional Development (PD) component in most of our board meetings. Does the Executive Committee wish to continue having a PD component at board meetings? When a board orientation was held at the end of the organizational meeting in November 2018, most meeting attendees left. So holding PD sessions at the end of meetings seems impractical.

The PD component is usually held at the start of board meetings. However, the May meeting is where the auditor presents the audit so the audit is usually the first item on the agenda.

After discussion the matter, the Executive Committee decided that at the May meeting we would start with the audit, proceed to the education component and

finish with the rest of the board meeting. A suitable topic for education could be how public library funding flows within the Alberta library structure.

Board Meeting Evaluation:

Over the years, Parkland has handed out an evaluation form to be filled out at the end of board meetings as a way of measuring board engagement and meeting effectiveness. Surveys are not always conducted lest they become routine and board members lose interest in filling them out.

The Executive Committee decided there was value in a survey and instructed Staff to work on some questions to bring back to the next committee meeting for approval, then they will be used at the board meeting in May.

9. PLC Meeting Attendance

Green will attend the PLC meeting in June.

10. Adjournment

Motion by Stannard to adjourn the meeting at 12:04 p.m.

Chair