

**Executive Committee Meeting Minutes
October 4, 2018**

Present: Debra Smith, Dana Depalme, Bob Green, Stephen Levy, Ray Olfert,
Sharolyn Sanchez, Janine Stannard, Kevin Ferguson

Absent with regrets: Jason Alderson, Deb Cryderman

Staff: Ron Sheppard, Donna Williams, Kara Wiebe

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

Olfert entered at 10:10 a.m.

1. Acceptance of the agenda

Smith amended the agenda to add an item under 2a, Building

Motion by Stannard to accept the agenda as amended.

CARRIED

2. Acceptance of September 30, 2018 Executive Committee Minutes

Motion by Levy to approve the September 30, 2018 minutes.

CARRIED

3. Action Item List

Sheppard reviewed the Action Item List.

1. New Logo will be suspended until PRL can establish and refine our collective identity. Input will be garnered from member library staff at the next Public Libraries Council (PLC) meeting on October 15, 2018.
2. Sheppard asked for ideas how to complete a cost benefit analysis for trade shows. Most were in favor of Parkland being at 2 tradeshow annually, as the benefits of being present outweigh the cost. The consensus was that a cost analysis for trade show attendance will be done by staff and will be revisited at a later date.

Motion by Stannard to accept the Action Item list as presented for information.

CARRIED

Building Update

Sheppard gave a verbal update on the new headquarters building; PRL is waiting on the required Ministerial permission to sell the current headquarters building from the Minister of Municipal Affairs. Board members who recently attended the AUMA trade show met with the Deputy Minister from Municipal Affairs and the Minister of Justice

to discuss Parkland's situation. Both the Deputy Minister and Minister were aware of the delays in receiving permission to sell our current headquarters building and are working to resolve the issue as quickly as possible.

Staff are currently looking into potential properties in Lacombe for purchase.

The installation of the SuperNet is going to be more costly than anticipated. Network Administrator, Tim Spark expected the cost to be approximately \$50,000 to \$100,000, and the current estimate is \$210,000-\$260,000. Spark is inquiring if the health services building adjacent to one potential lot will have SuperNet installed as this could possibly reduce the cost significantly by combining the two SuperNet builds..

Depalme entered at 10:30 a.m.

There is a new possibility of purchasing a large lot (7.88 acres) with an intact building that could be renovated. PRL would probably be able to subdivide the land and sell a large portion for a profit. This could give PRL funds for renovations in the future.

There was a suggestion to have Parkland hire a building project manager because PRL staff time may be overtaken by details of the building project. Another view that was expressed was that another project manager will slow progress by adding another layer to the communication structure between PRL staff and the Tricon project manager creating extra paperwork and delaying decisions on construction.

If PRL hired an independent project manager it could cost an extra \$40,000-80,000. An RFP would have to be done and presented to the Board. Sheppard proposed that PRL first receive permission to sell the current headquarters building and decide on the new headquarters location. Once there is an accurate estimate of the total cost of the new headquarters building and a better feel for how PRL management will work with Tricon, this possibility may be revisited. The consensus is to leave this on the table until staff have more information.

4. Review of Investments

Staff do not recommend PRL change its investment strategy. Staff does not think that funds should be locked in to long term investments at this time as it is not known when the funds will be needed for purchases related to the new headquarters building.

Motion by Olfert to leave PRL's investment strategy as it currently is.

ONE OPPOSED
CARRIED

5. Collins Barrow merger with RSM Canada

On September 7, Parkland received an email from PRL's auditors, Collins Barrow, of a merger between their company and RSM Canada LLP.

RSM International is a global leader in audit, tax and consulting services for middle market companies. RSM Canada LLP is the Canadian member firm and they will acquire substantially all of the assets of three Collins Barrow offices in Alberta. The transaction is expected to close by early November 2018, pending final regulatory approvals and customary closing conditions. Through RSM Canada, Parkland will have access to RSM's expertise, including additional consulting services and expanded areas of industry focus, and global expertise. This is being viewed as a progressive change and should only have a positive impact on Parkland. If PRL staff or board members are dissatisfied with audit services subsequent to this merger, Parkland can always switch auditors. Staff will be conducting an RFP for auditing services for another three-year contract in 2019.

Motion by Levy to receive for information.

CARRIED

Williams left the meeting at 11:05 a.m.

6. Review of ALC Attendance Criteria

Traditionally, PRL pays for three board members in addition to the Board Chair to attend the Alberta Library Conference (ALC) being held in Jasper between April 25 and April 28, 2019.

Parkland will pay hotel costs, meals, session registration costs, and transportation costs based on \$0.505 per km mileage reimbursement.

If trustees are interested in attending the Alberta Library Conference, they enter their name in the draw to be held at the November 8th board meeting.

PRL has budgeted for three trustees plus the board chair to attend ALC in 2019. The Executive Committee decided to continue sending the same number of board members to ALC as in previous years. Also the consensus was that PRL will pay for the conference and pre-conference fees plus hotels as necessary.

Motion by Depalme to have Parkland pay for board members to attend pre-conference sessions but otherwise leave the attendance criteria unchanged from the previous years.

CARRIED

7. Strategic Plan Work Plan Update

Parkland's current strategic plan expires at the end of 2018. If one examines the plan, one may observe that the most significant number of incomplete initiatives are related to the themes of communications, advocacy, and marketing. Staff are currently looking at how to best address advocacy, marketing, and communications for both Parkland as an organization and for our member libraries.

Staff were wondering if this full work-plan should be provided to the board in November and how it should be presented. Staff think it would be remiss to not show the board how much work has been achieved by this organization.

The consensus is that the Strategic Plan Work Plan will be included in the Consent Agenda.

Motion by Sanchez to accept the updates to the Strategic Plan Work Plan for information.

CARRIED

8. Dates for 2019 Meetings

Sheppard presented proposed dates for the 2019 board meetings. The Executive Committee found them acceptable.

February 21, 2019	1:00 p.m. – 3:00 p.m. (Annual Report, Year in Review)
May 23, 2019	1:00 p.m. – 3:00 p.m. (2018 Financial Statements presented)
September 12, 2019	1:00 p.m. – 3:00 p.m. (Budget presentation for 2020)
November 7, 2019	1:00 p.m. – 3:00 p.m. (Organizational meeting)

The Executive Committee will select their 2019 meeting dates at their December meeting following the November organizational board meeting.

Motion by Green to recommend the board approve the dates as presented.

CARRIED

9. Board Agenda November 8, 2018

Staff will send a reminder on October 9th regarding the Advocacy workshop on October 24th.

Ken Allen with the Public Library Services Branch will be asked to come and give a half hour orientation for new board members.

Green will submit an ALTA report.

Motion by Green to go *"in camera"* at 11:29 a.m.

Motion by Olfert to *"go out of camera"* at 11:48 a.m.

CARRIED

Motion by Stannard that the Director's Evaluation was successful and Sheppard will receive a 2.2% increase in wages commencing January 2019.

CARRIED

10. Adjournment

Motion by Ferguson to adjourn the meeting at 11:54 a.m.

Chair