

**Executive Committee Meeting Minutes  
January 25, 2018**

Present: Debra Smith, Jason Alderson, Deborah Cryderman, Dana Depalme,  
Bob Green, Stephen Levy, Ray Olfert, Sharolyn Sanchez, Janine  
Stannard

Staff: Ron Sheppard, Anna Alexander

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

1. Acceptance of the agenda

Motion by Levy to accept the agenda as presented.

CARRIED

2. Acceptance of December 7, 2017 Executive Committee Minutes

Motion by Green to approve the December 7, 2017 minutes.

CARRIED

Stannard entered the meeting at 10:08 a.m.

3. Review of the Action Items

Sheppard reviewed the Action Item List. At the December 7, 2017 Executive Committee meeting, staff was tasked to post the documents on PRL's webpage that are on the board members' USB sticks; to re-send letters to municipalities regarding Dwight Nagel's presentations to councils; draft a policy on Board chair terms; get a valuation of the current building; and re-vamp the composition of the Executive Committee using geographical areas only. All of the above have been completed.

Developing a costing formula for additional outlet libraries from the October 12, 2017 meeting in relation to other action items is not a priority at this time.

The completed items will be removed from the Action List.

Motion by Cryderman to receive the Action List update for information.

CARRIED

4. Composition of the Executive Committee

At the last Executive Committee meeting, staff was tasked to make changes to the composition of the Executive Committee taking out the 15,000 automatic seat statement.

Under the Alberta Libraries Act, system boards cannot have an Executive Committee of more than ten members. The board chair is accounted for one seat. By PRL policy,

in the current composition of the Executive Committee, municipalities with populations over 15,000 get an automatic seat on the committee. The City of Camrose and Red Deer County get automatic seats on the committee. Staff was also tasked to revise PRL's policy so that it eliminated the provision for automatic seats on the Executive Committee.

Parkland's current policy reads:

*2.5.6 PRL's Executive Committee will have a maximum of ten members as allowed for by The Libraries Regulations. The Board Chairperson accounts for one seat on the committee. All municipalities with a population of 15,000 or more will automatically get a seat on the Executive Committee. The remaining seats will be assigned based on a combination of geographical location and population.*

The new policy could read:

*2.5.6 PRL's Executive Committee will have a maximum of ten members as allowed for by The Libraries Regulations. The Board Chairperson accounts for one seat on the committee. The remaining seats will be assigned based on a combination of geographical location and population.*

Staff created two scenarios of the composition of the Executive Committee using geographical areas. The two scenarios were reviewed and compared to the current composition. Both scenarios will be presented to the board.

Motion by Olfert, to recommend to the board to use the Composition of the Executive Committee Scenario 1.

CARRIED  
2 OPPOSED

Donna Williams entered the meeting at 10:20 a.m.

##### 5. Valuation of PRL's HQ Building

At the last Executive Committee meeting, staff were asked to have a valuation of the current headquarter building. Parkland received \$2.4 million to renovate the current building or build a new building. A functional assessment was conducted by Group2. It was determined a renovation of the current building would cost between \$2.5 and \$3 million, and a new building was approximately \$4 million, not including the land.

In December, PRL obtained the services of Waters Commercial Appraisals Inc. to conduct the valuation of PRL's current headquarters building. The cost of the valuation was \$2,625. Waters Commercial Appraisals used two methods to establish the value of the building. Both appraisal methods valued the building at approximately \$2 million.

However, Parkland Regional Library cannot borrow money to build a new building. Section 24 of the Alberta Libraries Act states:

***Borrowing for library system boards***

***24*** A municipality or a school authority that is a party to an agreement described in section 13 may, with the approval of the Minister, borrow money to acquire real property for the purposes of a building to be used as the headquarters of a library system or for erecting, repairing, furnishing and equipping a building to be used as the headquarters of a library system, and section 10(2) and (3) apply to the borrowing of the money.

1983 cL-12.1 s30

This means the board will not have sufficient funds to pay for a new building. Another issue is selling the building. Parkland cannot sell the building without ministerial approval. Sheppard inquired with the Public Library Services Branch (PLSB) regarding the ministerial approval for selling the building. The board will need to send a request to Dr. Diana Davidson and she will forward to the minister for approval. The process is not particularly complicated.

Sheppard and Williams also met with Scott Builders to discuss a "lease to own" option where the builders would underwrite the balance of the cost for a new HQ building which Parkland could pay off either over time or when the current HQ building sells.

The City of Lacombe also suggested that a joint facility be built in conjunction with their new public works yard. Either of these situations is acceptable to the PLSB as long as the system board has its name on the title of ownership.

The Executive Committee decided that all member municipalities and potential builders are to be notified about the opportunity and challenges faced by the system board as it explores the possibility of a new system HQ. The intent is to see what municipalities may offer as an incentive to assist the system with obtaining a new HQ. This can also include relocating the HQ to another member community. The Executive Committee would also like to see what different builders may offer with a lease to own option.

Depending on the proposals PRL receives, the decision will be made about relocating or if a new HQ building is even feasible instead of a renovation.

Motion by Stannard that staff notify the member municipalities and local builders of the challenges and opportunity for PRL to obtain a new system HQ, and to accept proposals for evaluation to determine next steps.

CARRIED

Williams left the meeting at 10:50 a.m.

6. CIP Grant

Sheppard reported that Parkland Regional Library was successful in obtaining a Community Initiative Program (CIP) grant in the amount of \$50,000. This grant will be used to purchase computers for member libraries and our headquarters building. The money has not yet been received.

Motion by Green to receive the Community Initiative Program grant update for information.

CARRIED

Colleen Schalm entered the meeting at 10:55 a.m.

7. Advocacy Workshop

Schalm spoke on advocacy and the need for the Parkland Regional Library to create an Advocacy Plan. Part of PRL's Strategic Plan Work plan, states "By 2017, the PRL Board will have developed an advocacy plan for Parkland Regional Library".

Parkland staff would like to facilitate a 2 to 2.5 hour workshop for board members. The workshop covers:

- The differences between advocacy, marketing, and promotions;
- Defining goals and developing key messages for telling the library's story;
- Communication tools to carry out the plan; and
- Progress measurement guidelines.

After some discussion, it was decided this would be a task for the board as a whole to participate in. It was decided to have this workshop on the morning of the May 24 Board meeting and all board members be invited to attend.

Dana Palme left the meeting at 11:05 a.m.

8. Board Orientation

At the last Executive Committee meeting, it was decided to hold a trustee orientation the morning of the February 22 board meeting. However, staff from the Public Library Services Branch (PLSB) are unable to attend on this day. PRL trustees were to present on the role of the trustee and PRL's Director was to speak on Parkland's role, services, and budget. PLSB staff were to speak on library legislation and public library structure in Alberta.

After some discussion, it was decided that with the number of new board members, an orientation should still take place on February 22. Sheppard and Smith will do a short half hour or so presentation at the beginning of the 1:00 p.m. meeting.

Schalm left the meeting at 11:20 p.m.

9. Staff Recognition

According to PRL's *Human Resource Manual*, "employees will be recognized with a monetary reward for long service with Parkland Regional Library."

In addition to a pin indicating the number of years of service, a monetary award is provided to staff.

In 2018, Parkland has 3 staff who will be receiving long service awards. They are Donna Williams and Wendy Crews – each 20 years; and Rhonda O'Neill – 5 years.

Awards will be presented at the February 22<sup>nd</sup> Board meeting.

Motion by Green to receive the update on staff recognition for information.

CARRIED

10 First Nations Activity Report

Included in the package was a report from Shirley Cire, PRL's Indigenous Liaison, on her activities with the indigenous communities within Parkland. Cire has attended a lot of meetings and met with several people to discuss library service. Pop-up libraries are planned on two reserves and there is a possibility that a public library can be opened on Maskwacis.

Sheppard reported that the parameters for use of money from the PLSB for First Nations will change in 2018. There will be increased restrictions on how the money can be used. It cannot go into PRL's general operating budget. At the March 8 Executive Committee, there will a discussion on the effects this will have on the 2019 budget.

12. Staff Update

Sheppard reported on the changes to staff. Parkland staff is in the process of trying to replace the shipping receiving clerk; two librarians; and one cataloguer. Job ads have been posted for these positions.

Parkland may have to hire another librarian to cover the requirement to have a MLIS librarian for every 25,000 population figure.

13. Board Agenda

No changes were made to the draft board agenda.

13. Adjournment

Motion by Levy to adjourn the meeting at 11:55 a.m.

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Chair