

Executive Committee Meeting Minutes
March 8, 2018

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

Staff: Ron Sheppard, Anna Alexander, Donna Williams

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

1. Acceptance of the agenda

Motion by Stannard to accept the agenda as presented.

CARRIED

2. Acceptance of January 25, 2018 Executive Committee Minutes

Motion by Sanchez to approve the January 25 2018 minutes.

CARRIED

Levy entered the meeting at 10:12 a.m.

3. Review of the Action Items

Sheppard reviewed the Action Item List. The items regarding the outlet libraries from the October 12, 2017 meeting in relation to other action items is not a priority at this time.

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

CARRIED

4. Outlet Annual Reports

Parkland Regional Library is the governing board for four library services points in the region. They are Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library. Under the Alberta Libraries Act, the Parkland board must approve the annual reports for these service points.

Sheppard reported there is usually a delay in bringing these reports forward for approval since these four libraries usually do not have their reports completed in time for the February board meeting. The annual reports have been submitted to the Public Library Services Branch as required by the February 28 deadline.

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

CARRIED

5. PRL Building RFPs

Smith reported that decisions will need to be made on the proposals.

The meeting had to go *in-camera* to discuss the proposals submitted in response to the RFP. Two proposals were submitted by member municipalities that had representatives on the executive committee. Due to a potential conflict of interest, both members decided to leave the meeting of their own volition.

Ferguson and Depalme left the meeting at 10:35 a.m.

Motion by Green to go *"in-camera"* at 10:37 a.m.

A lunch break was taken at 12:15 p.m.

Olfert left the meeting at 12:30 p.m.

Meeting called back to order at 12:50 p.m.

Motion by Cryderman to go *"out-of-camera"* at 1:45 p.m.

Motion by Alderson to accept the proposals as submitted for information.

CARRIED

Motion by Stannard that the Executive Committee directs administration to send a clarification list to the proposals submitted.

CARRIED

6. Adjournment

Motion by Sanchez to adjourn the meeting at 1:50 p.m.

Chair