

Executive Committee Meeting Minutes
April 5, 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, Briana Huether

Meeting called to order at 10:03 a.m. by Smith.

1. Acceptance of the agenda

Agenda Item #6 – PRL Logo Update was moved to the beginning of the agenda.
Motion by Green to accept the amended agenda as presented.

CARRIED

2. Acceptance of March 8, 2018 Executive Committee Minutes

Motion by Stannard to approve the March 8, 2018 minutes.

CARRIED

6. PRL Logo Update – Briana Huether

Briana Huether, PRL's Communication Coordinator, reported on the update for PRL's logo. With the changes in growth for 2018 – advocacy plan, plan of service, building plan, and the 60th anniversary in 2019, it was thought that a change in PRL's branding should be done at this time. The current logo was changed in 2008 and with 5 different shades of green, the logo does not always come out looking the same depending on where it is printed. The vision and mission statements should also be updated.

Huether asked the committee if they would like her to pursue this project and get price quotes for a logo revision. A suggestion was made to contact the local high school to see if some students would design a new logo. Huether will get a design and price quotes and bring them back to the May 10th meeting.

Motion by Green for administration to look into a new logo and bring design costs back to the May 10th Executive Committee meeting.

CARRIED

Huether left the meeting at 10:35 a.m.

3. Draft 2017 Audit

Williams and Sheppard reviewed the audit with the Executive Committee. The audit was a clean audit, and there were no prior year recommendations and there were no

current recommendations to note. This is the eighth year with no recommendations related to changing PRL's financial practices.

Sheppard and Williams reviewed the various statements and schedules of the audit. There is a surplus of approximately \$72,000. Reasons for the surplus included vacant staff positions and a CIP grant of \$50,000.

Motion by Stannard to recommend that the board approve the *Parkland Regional Library Financial Statements and Independent Auditor's Report and Report to the Board* as presented.

CARRIED

4. Review of PRL Investments

According to Parkland's Annual Agenda policy, the Executive Committee is to review PRL's investments at least twice a year. The meetings for the review of investments in 2018 occur in April and October.

In recent years, PRL only invests its funds in GICs and in a conservative, managed bond portfolio.

In the current economic climate, staff did not recommend any changes to PRL's investment strategy. Staff were also not planning locking PRL's money into GICs since funds may be required on short notice in support of PRL's new headquarters building project.

Motion by Levy to leave Parkland's investment strategy as it currently is.

CARRIED

5. Budget 2019

Staff will be working on the 2019 budget over the next few weeks and need to know how much of an increase in the requisition, if any, will be acceptable to the board and member municipalities.

In 2018, the increase in the p.c. requisition was only 1% over the 2017 p.c. requisition. The population figures used for grants will likely be the 2016 population figures from the provincial government. So no increase in the provincial operating grant is anticipated. The First Nations grant of approximately \$109,000 will not be rolled into PRL's budget. There will be some new restrictions from the government on the use of this grant; therefore, the 2019 budget will be built around the assumption that the grant will be an externally restricted fund. Parkland has not been informed what these restrictions will be.

Staff presented the Executive Committee with four budget scenarios. These were not draft budgets but provided an indication of how much known costs like vehicle

maintenance, staffing costs, and licensing costs will affect the 2019 budget. Depending on whether, or how much, the board is going to allow for wage increases have a significant impact on the budget. Increases in the scenarios were 2.1%, 3.3%, 4.2%, and 5%.

After some discussion on the salary aspect of the budget, the committee wanted to keep the grid current by adding the CPI increase to the salaries.

Motion by Stannard for administration to create the 2019 budget with up to a 3.3% increase in the per capita requisitions and to keep the salary grid current by using the Consumer Price Index rate.

CARRIED 1 OPPOSED

7. Board Meeting Room Setup

Sheppard reported that finding enough room to accommodate staff and trustees at board meetings is becoming a challenge. Staff have received a number of complaints about the lack of space.

In the past, the board room was setup in classroom style but members of the board complained because they could not hear. So the meeting has been setup in a box formation which allows board members to see each other face-to-face and hear better. However, the box setup is very restrictive for space.

Another option for board meetings is to hold meetings off-site. Staff investigated the costs for holding meetings off-site. After contacting different venues, it was determined holding board meetings off-site would cost between \$1,000 and \$1,400 per year.

After some discussion, it was decided to setup the meeting room in classroom style with the rows staggered and have microphones available for those speaking at the meeting. The Executive Committee did not want to spend money to hold meeting off-site.

Motion by Cryderman, to not take meetings off-site.

CARRIED

A lunch break was taken at 11:50 p.m.

Depalme left the meeting at 11:55 a.m.

Ferguson left the meeting at 12:40 p.m.

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

8. Clarification of PRL's Building RFPs.

Motion by Sanchez to go "*in-camera*" at 12:51 p.m.

Motion by Olfert to go "*out-of-camera*" at 1:58 p.m.

9. Adjournment

Motion by Stannard to adjourn the meeting at 2:10 p.m.

Chair