

Executive Committee Meeting Minutes
May 10, 2018

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

Absent with regrets: Dana Depalme.

Staff: Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm

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

1. Acceptance of the agenda

"Board Meeting Agenda" Item added after Item 4.

Motion by Stannard to accept the amended agenda as presented.

CARRIED

2. Acceptance of April 5, 2018 Executive Committee Minutes

Motion by Green to approve the April 5, 2018 minutes.

CARRIED

3. Review of the Action Items

Sheppard reviewed the Action Item List.

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

CARRIED

4. 2019 Budget Projections

Sheppard reviewed the 2018 draft budget projections. Administration was directed by the Executive Committee at their April 5 meeting to prepare a budget for 2019 with no more than 3.3% increase.

The 2019 budget is built around certain assumptions and priorities. They include that materials allotment will not be reduced and will remain at \$1.13 per capita. Staff will receive a COLA increase and step increase to their wages in 2019 in compliance with Parkland's Compensation Policy. Libraries have been requesting additional eContent but the Executive Committee felt that funding additional eContent was something the budget would not bear. The Executive committee did not support cost sharing eContent with the libraries. Finally due to information received from the Government of Alberta, Parkland will continue to use a minority portion of the First Nations grant (\$4.70 per capita) to fund operations with a majority portion calculated at \$5.55 per capita to be utilized directly for the provision of First Nations library services.

Two budget scenarios were presented. One required an increase in the requisition of 1.6% or thirteen cents. The other scenario which included additional eContent licences required a 3.3% increase or a twenty-seven cent per capita increase in the requisition.

After much discussion, the Executive Committee believed that the municipalities would not accept a 3.3% increase to the requisition and so endorsed the budget with the 1.6% increase.

Due to the possible move to a new building and uncertainties about the future allocation of the First Nations grant, staff were instructed not to develop budget projections for 2020 and 2021 since there are variables that would make anticipating the budget very difficult.

Motion by Levy to recommend to the board the budget with a 1.6% increase in the requisition for 2019.

CARRIED

The Executive committee wants an agenda item added to the May 24th board meeting for feedback on a requisition increase of 1.6%. The Executive Committee confirmed that staff are to prepare a 2019 budget only.

A break was taken at 11:40 a.m. to 11:45 a.m.

Colleen Schalm and Tim Spark left the meeting at 11:40 a.m.

Meeting called back to order at 11:45 a.m.

5. The agenda for the May 24th board meeting was discussed, and a number of amendments were made to the tentative agenda.

A lunch break was taken at 11:55 a.m. to 12:30 p.m.

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

Meeting called back to order at 12:35 p.m.

6. Clarification of PRL's Building RFPs.
Motion by Stannard to go *"in-camera"* at 12:37 p.m.

Motion by Stannard to go *"out-of-camera"* at 2:28 p.m.

Motion by Sanchez that the Executive Committee recommend the board pursue the construction of a new headquarter building rather than a renovation.

CARRIED.

Motion by Sanchez that the Executive Committee recommend that the board select proposal #F as the successful bid for a new building for Parkland Regional Library.

CARRIED.

7. Adjournment

Motion by Sanchez to adjourn the meeting at 2:35 p.m.

Chair