

**Executive Committee Meeting Minutes
June 21, 2018**

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

Absent with regrets: Jason Alderson

Staff: Ron Sheppard, Donna Williams, Tim Spark, Kara Wiebe

Meeting called to order at 10:04 a.m. by Smith.

1. Acceptance of the agenda

"Board Member Attendance at PLC Meetings" Item 7 added after Item 6.

Verbal update on a possible library at Maskwacis.

Motion by Levy to accept the agenda as amended.

CARRIED

2. Acceptance of May 10, 2018 Executive Committee Minutes

Motion by Stannard to approve the May 10, 2018 minutes.

CARRIED

3. Review of the Action Items

Sheppard reviewed the Action Item List.

- New logo updates will most likely be at the August meeting.
- Sheppard asked if we should remove the "Develop cost formula/model for the Parkland Board to charge municipalities for PRL to operate their library service points", as PRL will probably not have a chance to decide anything for at least a year.

Motion by Sanchez to reexamine in the next strategic plan the issue of developing a cost formula/model for the Parkland Board to charge municipalities for PRL to operate their library service points and remove this item from the current Action Item List.

CARRIED

4. 2019 Budget Projections

Sheppard reviewed parts of the 2019 Budget Projections. Overall, PRL only anticipates increasing the per capita requisition to municipalities by \$28,385.24 over our 218,348 service population. This equals a thirteen cents per capita increase or a 1.6% increase in the requisition.

Provincial grants amount to approximately 45.5% of PRL's total income.

Of the 2019 budget expense lines, 19 lines remained the same compared to 2018, 11 went up, 8 went down, and 1 was new.

Smith asked if there were any questions from the committee. Levy asked if there are designated funds put into the Vehicle reserve each year. Sheppard answered that if there are surplus funds, they go directly to the reserves. We don't have to specifically build reserves for vehicles. Williams talked about the new consulting vehicle purchase for PRL and that due to demands on the current consulting vehicle that we will keep both automobiles in service for now.

Motion by Stannard that the Executive Committee recommend that the Parkland Board approve the 2019 budget as presented.

CARRIED

Spark entered the meeting at 10:25 a.m.

5. Polaris Migration

Over the past 16 years, staff have been able to make Horizon integrated library system (ILS) work for the region. However, it has become increasingly difficult and costly (both in software and staff time) to provide patrons and member library staff with the capabilities they expect in a modern ILS. In fact, some libraries have started to complain about the functionality of the Horizon ILS. Unfortunately, due to Horizon's limitations, we cannot improve certain aspects of Horizon's performance.

At the present time, PRL is in a unique position in that we have both the resources and capability to migrate to a new ILS. Not many libraries have that option. This is an opportunity to move to a system that will allow us to better serve the needs of patrons in our communities while giving the region the ability to grow with the times and continue to integrate with other systems in Alberta and beyond.

Parkland has been paying approximately \$74,000 per year to run Horizon. Polaris licensing will likely be at least \$10,000 more a year in ongoing costs. However, staff believe that this increase can be worked into the budget. As for one-time migration costs, they are estimated to be approximately \$200,000.

Staff plan on applying for a Community Initiatives Program (CIP) grant to help offset costs and is planning on forgoing the purchase of computers in 2019 to help replenish the technology reserve. At present \$91,700 for the purchase of computers for member libraries is being budgeted for.

Migration Costs: \$110,510.36 CAD

Ongoing Licensing Costs: \$87,091.40 CAD

Total: \$197,601.76 CAD

With some extra money for contingencies, staff are asking for \$225,000.

Staff were asking for up to \$100,000 from the Technology Reserve currently valued at \$328,467 and up to \$125,000 from the Unrestricted Operating Fund. The Unrestricted Operating Fund is currently valued at \$178,792.

The reason for selecting the Polaris ILS is because there are very few which are suitable for public libraries and used on any scale in Canada. Presently in Alberta, there are only three ILSs; Polaris, Symphony and Horizon; the latter two are both Sirsi/Dynix products.

Levy asked if the Committee could approve the expenditure of reserve funds without board approval because of the cost of the decision. Sheppard said that they could based on PRL's Finance Policy.

After discussing the cost vs. the benefits of migration, the committee endorsed the decision to migrate to the Polaris Integrated Library System.

The Executive Committee did want PRL staff to investigate the possible advantages of a U.S. dollar account to attempt to protect Parkland from the fluctuations in the value of U.S. currency in relation to the Canadian dollar. This investigation will be added to the "action item" list. Almost all of the companies PRL licenses software from are in the U.S.

Motion by Stannard that the Executive Committee approves up to \$125,000 from the Unrestricted Operating Fund and up to \$100,000 from the Technology Reserve for the migration from the Horizon to Polaris ILS project to take place in 2018 through 2019.

CARRIED

Spark left the meeting at 10:51 a.m.

6. Building Update

Since the last board meeting quite a few steps have been taken related to the headquarters building project. Sheppard talked about PRL needing to find a new lawyer. Our current lawyer is in Edmonton and does not do much for building, contracts or property sales. PRL is trying to keep our business local (within the Red Deer area). Staff have found some good possibilities but asked the committee members for additional recommendations.

Sheppard, Williams and Spark met with Tricon, and they said that they would not buy our building without the approval of the Minister of Municipal Affairs, as there is a caveat in our original Title deed that PRL cannot sell the building without prior approval of the minister responsible for libraries, or the property would revert to the province.

Sheppard commented that Tricon will come to our current facility for a second time to look at our processes and assess what we need for functionality in a new building

design. Levy commented that it doesn't make sense to spend \$400,000 based on the estimated square foot construction cost for a board room for board meetings that only happen four times a year. Sheppard agreed that practical workspace needs to be a priority over a boardroom and that it would only cost about \$6,000 annually to rent a space for board meetings. Sanchez inquired if we are allowed to rent out space, if we did have a board room? Williams and Sheppard said that yes, there are provisions for that, but PRL has done that in the past and it wasn't a great experience. Green commented that it doesn't make sense to build a boardroom for the cost although he likes the idea of a rental income. He also commented that it could be costly for staff if it is being rented outside of PRL's business hours. Cryderman inquired if it is acceptable to not have a boardroom built? Sheppard replied that PRL will assume that we will go offsite for board meetings in the future unless the builders are able to come up with a functional and cost appropriate option. The members of the Executive Committee agreed.

Sheppard commented that we could have solar panels built in or will have the ability to add them later. There are possible grants to be had for "green" building initiatives.

Green inquired if there were available copies of the Tricon RFP proposal for his own information. It was agreed that they are available to board members but not for public knowledge.

7. Board Member Attendance at Parkland Libraries Council Meetings

Three times a year, PRL holds Parkland Libraries Council Meetings. The purpose of these meetings is:

- To discuss topics that directly affect or impact Parkland member libraries and staff.
- To generate recommendations for action by PRL and/or by member libraries on these topics to enhance consistency of services and processes throughout the region.
- To share news from our own libraries that fosters a collegial environment, facilitates innovation, and leads to increased cooperation between libraries.

Normally, between twenty and thirty staff from member libraries attend. Discussion and information sharing occur. Often these meetings serve as a venue for libraries to present their challenges and requests for service from Parkland.

Headquarter staff discussed the desirability of having executive committee members attend these meetings. It would make the committee more aware of local library concerns and help add context to items for discussion that are brought to Executive Committee meetings. PRL management staff believe that such a liaison type activity would help explain the origins of many of the initiatives and budgetary items PRL management staff bring before the board.

Typically, meetings are from 10 a.m. to 3 p.m. with lunch provided. The morning part of the meeting is where discussion occurs. The afternoon is usually a professional development component often with guest speakers.

Staff assume that any executive committee member attending these meeting would be reimbursed for their travel and receive the appropriate honorarium.

Cryderman is concerned about small libraries not being able to attend the meetings while the council is paid to attend. Can PRL assist in this? Sheppard replied that it was too expensive and not feasible; the cost to send Executive Committee members is minimal. Levy suggested the Executive Committee have a rotation of two members at a time attend the PLC meetings so that everyone has a chance to attend.

Motion by Levy to appoint two Executive Committee members to attend the next PLC meeting, and to continue this activity ongoingly.

CARRIED

8. New Library on Maskwacis.

Sheppard attended a meeting with the Maskwacis Education Schools Commission (MESC) on June 15 with Dr. Dianne Davidson and Colette Poirtras with Alberta Municipal Affairs, and Shirley Cire. The MESC board represents the four Nations and eleven schools on Maskwacis. The group presented on Government and PRL First Nations initiatives and Sheppard explained the costs of system membership.

The meeting was very successful with the MESC board agreeing to join Parkland and establish a public library. A formal vote is expected at the meeting of the MESC Board in July.

The cost of MESC to join Parkland is \$8.12 per capita. However, with PRL's material allotment, the provincial operating grant and PRL's computer allotment, the immediate return on investment is \$6.98. There is also a one-time Provincial Establishment Grant of \$10.27 per capita, totaling an estimated \$127,193.95. The grants are issued based on the official 2016 Municipal Affairs Population List. As long as MESC agrees to PRL membership agreement, we will proceed.

9. Adjournment

Motion by Stannard to adjourn the meeting at 11:48 a.m.

Chair