

**Executive Committee Meeting Minutes
August 30, 2018**

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

Absent with regrets: Jason Alderson, Kevin Ferguson

Staff: Ron Sheppard, Donna Williams, Colleen Schalm, Kara Wiebe, Anna Alexander

Meeting called to order at 10:08 a.m. by Smith.

1. Acceptance of the agenda

Smith amended the agenda so the Board Agenda became Item 11, Staff Update became Item 12 and Director's Performance Appraisal and Job Title became Item 13

Motion by Green to accept the agenda as amended.

CARRIED

2. Acceptance of June 21, 2018 Executive Committee Minutes

Motion by Levy to approve the June 21, 2018 minutes.

CARRIED

Sanchez entered at 10:10 a.m.

3. Action Item List

Sheppard reviewed the Action Item List.

1. Creating a list showing what municipalities will lose if they withdraw from the system has been moved to this fall.
2. New Logo will be suspended until PRL can establish and refine our collective identity. Input will be garnered from member library staff at the next Public Libraries Council (PLC) meeting.

Motion by Stannard to accept the Action Item list as presented.

CARRIED

4. 2019 Budget

There is one correction to Page 6, 1.3 Membership fees. It was typed as eleven cents, and should be thirteen cents. The document has been corrected.

There were some line adjustments in the budget to allow for the purchase of the TAL Core eContent subscription offered in July. Compared to the two items, Tumblebooks and Lynda.com which were requested at the May 10th Executive meeting this is \$9,000 lower. This new TAL Core offer includes 4 public library focused eResources:

Ancestry Library Edition, Consumer Reports, Solaro (homework help), and TumbleBook Library – Premium. There is no change to the budget's requisition.

Smith suggested we need a one page synopsis document to present to the municipalities for ease of reading in addition to the full 2019 Budget Report. This has been added to the action item list.

Motion by Stannard to accept the 2019 budget as presented for information.

CARRIED

5. Advocacy Workshop Report

On the morning of the May 24th board meeting, Parkland held an advocacy workshop facilitated by PRL staff members Colleen Schalm and Rhonda O'Neill. A report based on the outcome of the workshop was included in the package.

Parkland's current strategic plan work plan has, as an action item, "By 2017, the PRL Board will have developed an advocacy plan for Parkland Regional Library."

Since more work needs to be done, and the advocacy plan needs to be directed by the board, how does the Executive Committee want to move the advocacy plan forward? After discussion, it was decided that there would be a full day workshop open to anyone on the Executive and/or Board, held on October 24th starting at 9 a.m. Schalm will create an agenda for the workshop.

6. Building Update

Sheppard gave a verbal update on the new headquarters building, as there is not much to report. Tricon has been hired and is ready to go. We are waiting on the required Ministerial permission to sell the current headquarters building from the Minister of Municipal Affairs. The agreement with Tricon is contingent on PRL having permission to sell the current building, and then the next stage will be working with the architect on plans. Staff are currently looking into potential properties in Lacombe for purchase. The request for ministerial approval was sent to the Government of Alberta at the start of summer.

7. Polaris Migration Update

On July 12th, the contract with Innovative Interfaces Global Limited was signed for the migration from the Horizon integrated library system (ILS) to the Polaris ILS. Implementation has already begun and will progress in a planned and organized manner through to March 2019, when the new ILS will "go live". Parkland's member libraries have been informed of the migration. Staff from Polaris will be coming to PRL on September 5th and 6th, for an intense and detailed work session. While specific

dates are subject to change, the date for terminating Horizon will be some time after at the end of June 2019.

Motion by Stannard to accept for information as presented.

CARRIED

8. First Nations Outreach

Sheppard gave a verbal update regarding PRL's ongoing outreach efforts. Cire is continuing with the "Pop-Up" libraries into the fall.

Cire has been working with the Public Library Services Branch (PLSB) on a program to gather indigenous stories. This program has turned into a Provincial initiative that will be going out to all of the Alberta schools with the following age groupings; Kindergarten to grade 6, Grades 7-9, Grades 10-12, and adults. The program is open to anyone who has a story related to the indigenous population. This program is still in early development.

9. New Lawyer for PRL

As discussed at a previous Executive Committee meeting, Parkland Regional Library needed to find a new lawyer. PRL's previous lawyer, John Bilsland with the firm Weir Rowen, died suddenly in January 2018.

Staff did a significant amount of research on different lawyers and legal firms within Parkland's general geographical area to find a suitable candidate.

Following up on one particular recommendation, Parkland has engaged the services of Suzanne Alexander-Smith, Q.C. She is a partner with Chapman Riebeek in Red Deer. Not only does Alexander-Smith and her firm possess the qualities Parkland needs, she was a former board member of Red Deer Public Library Board. Parkland's Director spoke at length with Alexander-Smith over the telephone and she was not only delighted to work with Parkland, she offered a preferred rate!

Sheppard has a meeting set for September 4 to give her our background and will take the Tricon proposal for her to review.

Motion by Green to accept the information as presented.

CARRIED

10. New Vehicles Purchased

For 2018 the PRL Board approved up to \$70,000 for the purchase of a new cargo van and a new consulting/staff vehicle. When PRL made the purchase, the cost of the cargo van was \$31,646.50, leaving an available balance of \$38,353.50 for a staff vehicle.

Due to the demands of our First Nation's "Pop-up" library service, PRL's one staff vehicle was unable to meet the demands placed on it by Parkland's IT and consulting staff.

To address this situation, staff began looking at used vehicles. The result was that PRL obtained a "fully loaded" 2017 Dodge Grand Caravan from Empire Auto in Lacombe for \$26,500. The Caravan only had 13,000 km mileage and was in "new" condition. Subsequent to this purchase, staff also bought a 2014 Ford Transit with a little over 80,000 kms. It had been owned previously by a Ford dealership and was not a privately owned vehicle. PRL's cost was \$9,000.

The total cost for all three vehicles was under \$68,000 and thus below the amount authorized by the PRL board for vehicle purchases in 2018.

Motion by Olfert to receive for information.

CARRIED

11. Board Agenda

Item 3.2 was changed from Advocacy Development Workshop to Advocacy Development. Item 3.7.2 was changed from Consulting to Library Services Update.

Motion by Green to go "*in camera*" at 11:00 a.m.

Motion by Stannard to "*go out of camera*" at 11:30 a.m.

CARRIED

Motion by Cryderman that the Executive Committee continue with the Director's Evaluation.

CARRIED

Motion by Sanchez to continue with the job title of Director.

CARRIED

14. Adjournment

Motion by Olfert to adjourn the meeting at 11:40 a.m.

Chair