

**PRL Board Meeting Minutes
November 8, 2018**

The regular meeting of the Parkland Regional Library Board was called to order at 1:04 p.m. on Thursday November 8, 2018 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jason Alderson, Jean Bota, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Bob Green, Jeanette Herle, Tim Hoven, Cora Knutson, Gord Lawlor, Stephen Levy, Ray Olfert, Corby Parsons, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Jack Lyle for Cindy Trautman, Doug Weir, Sharon Williamson, Rhonda Hunter, Bonita Wood, Ann Zacharias

With Regrets: Megan Hanson, Elizabeth Luck, Bill Rock, and Gayle Rondell

Absent: Jackie AlMBERG, Jarred Booth, Jacqueline Boulet-Boden, Roger Gaetzman, Dwayne Grover, Donnie Hill, Trudy Kilner, Lonnie Kolinski, Dana Kreil, Brenda McDermott, Josephine McKenzie, Dwayne Fulton, Blair Morton, Leah Nelson, Roger Nichols, Megan Patten, Chris Ross, Jeanette Ruud, Heather Ryan, Leonard Thompson

Staff: Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Wiebe, Anna Alexander, Jen Kendall

Call to Order

Meeting called to order at 1:04 p.m. by Smith.

Smith welcomed everyone and asked them to introduce themselves.

Janine Stannard entered at 1:06 p.m.

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Herle, seconded by Penney to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 1/2018-19

1.2. Approval of minutes

Motion by Green, seconded by Lawlor to approve the minutes of the September 13, 2018 meeting as presented.

CARRIED UNANIMOUSLY
PRL 2/2018-19

1.3. Business arising from the minutes of September 13, 2018 meeting

Smith asked if there was any business arising from the minutes. Nothing was brought forward.

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda.

Motion to approve the consent agenda as presented was made by Stannard, seconded by Levy.

CARRIED UNANIMOUSLY

PRL 3/2018-19

3.1. Election of Chair

Smith turned the meeting over to Sheppard. Sheppard asked for nominations from the floor for the position of Board Chair. Stannard nominated Debra Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Stulberg that nominations cease, seconded by Lawlor.

CARRIED UNANIMOUSLY

PRL 4/2018-19

Smith became Board Chair by acclamation. Smith accepted the position and resumed the duty of chair.

3.2. Election of Executive Committee

PRL's Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Regulation allows for:

25(1) (e) provision for the establishment of an executive committee of not more than 10 persons when the number of members of the library system board is more than 20, and a statement of the powers and duties of that committee;

The Board Chair accounts for one seat on the committee.

In accordance with Parkland's master agreement with the municipalities,

"Members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRL Board members representing that geographical area."

On occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat representing that group of municipalities shall remain vacant until the next time the Executive Committee is appointed by the board during the next organizational meeting of the Parkland Board.

Members were divided into groups and a representative chosen from each area. The Executive Committee was chosen as follows:

Board Chair	Debra Smith – Village of Lougheed
Seat 2	No Representative Chosen
Seat 3	Sharolyn Sanchez – Town of Penhold
Seat 4	Jason Alderson – Town of Rocky Mountain House
Seat 5	Kevin Ferguson – Town of Ponoka
Seat 6	Bruce Gartside – Village of Donalda
Seat 7	Ray Olfert – Town of Blackfalds
Seat 8	Janine Stannard – County of Paintearth & Town of Coronation
Seat 9	Bob Green – Town of Carstairs
Seat 10	No Representative Chosen

Motion to accept the Executive Committee members as appointed by Temple, seconded by Lawlor.

CARRIED UNANIMOUSLY
PRL 5/2018-19

3.3. Board Signing Authorities

Parkland Regional Library requires that two trustees act as cheque signing authorities. It is most convenient if the Board signing authorities live or work close to PRL headquarters. Signing authorities are required if a single transaction exceeds \$45,000 or if the Director is not available to sign cheques.

Currently the staff signing authorities are:

Ron Sheppard:	Director
Colleen Schalm:	Manager of Consulting Services
Tim Spark:	Network Administrator
Karyn Goodwillie:	Collections Librarian

In our Finance Department, Donna Williams, the Manager of Finance and Operations, Alida Burnard, PRL's Finance Technician, and Kara Wiebe, Finance and Operations Clerk, all will have full access to financial records, accounts, and safety deposit box at PRL's banking institution. However, they are not signing authorities.

Smith asked if there were volunteers who were close to Lacombe and able to come to Parkland to sign cheques. Ray Olfert from Town of Blackfalds and Barbara Gilliat from Village of Alix let their names stand as signing authority.

Motion by Stulberg, seconded by Stannard, to accept Ray Olfert and Barbara Gilliat as PRL's board signing authorities.

CARRIED UNANIMOUSLY
PRL 6/2018-19

3.4 2019 Alberta Library Conference Attendees.

In 2019, Parkland will pay for three board members and the board chair to attend the Alberta Library Conference held in Jasper between April 25 and April 28. The current criteria to attend ALC is as follows:

Parkland will pay hotel costs, meals, session registration costs, and transportation costs. Travel will be reimbursed at a rate of \$0.505 per km for use of a personal vehicle. Trustees should rent a car where possible since this will save significantly over mileage reimbursement.

Parkland will pay the expenses for trustees that desire to attend pre-conference sessions.

Spouses and other family members can attend the conference but any additional costs associated with bringing family members or guests must be borne by the trustee.

If trustees have attended ALC before on behalf of Parkland, or are an alternate PRL Board member, we instruct them not to put their name in the draw to attend ALC. We have budgeted for three trustees plus the board chair to attend ALC in 2019.

Eight board members interested in attending the ALC entered a draw. Three names were drawn. The remaining 5 names will be kept in case one or more of the three chosen are not able to attend for any reason. The following three people's names were drawn to attend ALC:

Norma Penney – Village of Clive
Sonia Temple – Village of Cremona
Terilyn Paulgaard – Town of Provost

3.5. PRL 2019-2021 Strategic Plan

According to the Alberta Libraries Regulation section 18(2), *"A library system board shall review and file with the Minister a copy of its plan of service with goals and objectives every 3 years following the date on which the plan was previously filed with the Minister."*

In compliance with legislation, an extensive consultation process in 2015 was undertaken to determine Parkland's member needs. As a result of the consultation, the Parkland Regional Library Board identified four primary strategic priorities. These priorities became the basis for PRL's 2016-2018 strategic plan.

The needs identified were as follows:

- Residents, elected officials, and decision makers need to be aware of public and regional library services, to hear the "library story" in a meaningful way that resonates with them, and understand the library's importance in and value to the community.
- Public library staff and trustees need affordable and accessible learning opportunities to gain the skills and knowledge needed to develop and operate modern, sustainable local library service that is responsive to community needs.
- While celebrating and capitalizing on commonalities across the system, the uniqueness and diversity of individual communities and libraries needs to be recognized and allowed to flourish.

- The differences among member communities and libraries, including the disparity in population and economic growth/stability, need to be recognized and accounted for in regional planning.

A survey was developed and sent out in early October to ask Parkland stakeholders whether they believed:

- the needs identified in 2015 were still relevant,
- have already been met, or
- have since become irrelevant.

Respondents were also asked to identify any other local or regional needs not already addressed in the four strategic priorities. Open for nearly four weeks, the survey had 122 respondents. Audiences targeted by the survey included member municipalities, Parkland board members, board trustees and staff from member libraries, and staff from Parkland headquarters.

Based on the survey results, the needs identified in 2015 are still remarkably valid. Excluding sub-questions, six main questions were asked. The results were that:

1. Over **98%** of respondents believe: Residents, elected officials, and decision makers need to be aware of public library services and understand the local library's value to the community.
2. Almost **95%** of respondents believe: Residents, elected officials, and decision makers need to be aware of regional library services and understand the regional library's value to our community.
3. Over **97%** of respondents believe: Public library staff and volunteers need affordable and accessible learning opportunities to gain the skills and knowledge they need to deliver effective library services.
4. Over **98%** of respondents believe: Library trustees need affordable and accessible learning opportunities to gain the skills and knowledge they need to effectively govern our public libraries.
5. Over **95%** of respondents believe that: While celebrating and capitalizing on commonalities across the system, the uniqueness and diversity of individual communities and libraries needs to be recognized and allowed to flourish.
6. Over **91%** of respondents believe: Differences among members need to be recognized and accounted for in regional planning.

The survey results clearly validate the continued relevance of the needs identified during the 2015 needs assessment process and did not yield any additional needs. Since the needs from 2015 have not changed, the goals set forth in the current 2016 – 2018 strategic plan are also still legitimate. Those goals are:

1. Libraries will have a strong and supportive relationship with local and provincial governments that recognize the value of public libraries and prioritize public library service.
2. Municipalities will have sustainable and effective library service.

3. Parkland Regional Library member municipalities will have an effective and responsive system board.
4. Parkland residents will have a greater awareness of the public library and regard public libraries as an essential part of their communities.

Staff believe that the goals from the existing strategic plan can be used to form the basis of the 2019-2021 strategic plan. Further, staff recommends that the Executive Committee, working in conjunction with PRL staff, review the objectives from the 2015 – 2018 strategic plan to determine the best ways to move forward in achieving the strategic goals in the new 2019 – 2021 strategic plan. If necessary, new objectives can be added to support the four principal goals. Irrelevant or attained objectives can be removed. The intention is to have a new strategic plan brought forward for board approval in February 2019.

Motion by Sanchez, seconded by Boda to receive the needs assessment survey for information

CARRIED UNANIMOUSLY

PRL 7/2018-19

3.6. PRL Advocacy Plan

Board member Norma Penney gave a report on PRL's Advocacy workshops, as she had attended and participated in both.

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

On the morning of the May 24th board meeting, the board held an advocacy workshop facilitated by PRL staff members Colleen Schalm and Rhonda O'Neill. Results of the workshop included some draft key messages and identified potential target audiences. There was not sufficient time to fully develop key messages or determine activities to support advocacy goals.

To continue the work, another full day workshop was held on October 24th. Attending board members developed an advocacy goal with objectives, and a key message. "Call to action" statements still need to be established for each of the target audiences.

A report detailing the results of the workshop was included in the board package. The board discussed whether the key message, goals, objectives and actions reflected the will of the board. This was important because advocacy is a key board responsibility. To move Parkland's advocacy efforts forward, the board needed to determine if they endorsed the advocacy goals, the advocacy objectives, the key message, and the list of actions found in the report designed to help achieve the advocacy goals.

The board supported all the findings in the advocacy report. However they realized advocacy needs to be an ongoing, sustained activity to be successful. Some advocacy goals can take years to achieve. Activities need to be evaluated for effectiveness and strategies need to be adapted over time. Only one advocacy goal was developed over the course of the two workshops.

As a result, the board decided to form an advocacy committee. The committee will report to the Executive Committee since the board meets too infrequently to make timely decisions. The board wanted terms of reference to be developed and brought to the February board meeting for their approval and to appoint the committee.

Motion by Penney, seconded by Levy to form an advocacy committee.

CARRIED
1 OPPOSED
PRL 8/2018-19

Motion by Levy, seconded by Paulgaard that the terms of reference be developed by the Executive Committee and be brought back to the February Board meeting and passed by the board.

CARRIED
2 OPPOSED
PRL 9/2018-19

Ken Allan entered at 2:10 p.m.

Motion by Stannard, seconded by Green that staff can start developing some of the initiatives that were developed and implement some of the actions now.

CARRIED UNANIMOUSLY
PRL 10/2018-19

A straw vote was taken to determine how many board members would be interested in sitting on an advocacy committee. Eight board members were interested.

3.7. Budget Approval Update

Sheppard reported that in accordance with the membership agreement, Parkland's budget must be approved by 2/3 of the member municipalities representing 2/3 of the population. Sheppard reported that 75% of the member municipalities representing 69.7% of the population has approved Parkland's budget for 2019. Of the budget approvals received, no one has not approved the budget. The budget is approved for 2019.

3.8. Dates for 2019 Meetings

The following dates for 2019 board meetings have been suggested:

February 21, 2019	1:00 p.m. – 3:00 p.m. (Annual Report, Year in Review)
May 23, 2019	1:00 p.m. – 3:00 p.m. (2018 Financial Statements presented)
September 12, 2019	1:00 p.m. – 3:00 p.m. (Budget presentation for 2020)
November 7, 2019	1:00 p.m. – 3:00 p.m. (Organizational meeting)

Motion by Green, seconded by Stulberg to accept the dates for 2019 meetings, subject to change if necessary.

CARRIED UNANIMOUSLY
PRL 11/2018-19

3.9. Parkland Community Update

Sonia Temple from the Village of Cremona reported that their renovated facility is now up and running. They opened in October and their expanded building has double the space, with large windows for natural light. They have increased hours and access to computers for the public. They have a children's area and coffee station. They have more programs offered and three staff. They have established a Sandra Herbert memorial scholarship to be given to one child each year.

3.10.1. Director's Report

Of the items contained in his report, when questioned, Sheppard stated that there is no news regarding ministerial permission to sell Parkland's headquarters building. He believes that the matter is currently with the Ministry of Justice.

3.10.2 Library Services Report

A paper copy of the Library Services report was included in the package.

3.10.3. IT Report

A paper copy of the IT report was included in the package.

4. Adjournment

Motion by Stannard, seconded by Stulberg, to adjourn the meeting at 2:35 p.m.

CARRIED UNANIMOUSLY
PRL 12/2018-19

Meeting adjourned at 2:35 pm.

Ken Allan presented a board workshop about the responsibilities and duties of a board member at Parkland Regional Library. It lasted about an hour, with 12 board members in attendance.

Chair