

**PRL Board Meeting Minutes
February 21, 2019**

The regular meeting of the Parkland Regional Library Board was called to order at 1:08 p.m. on Thursday February 21, 2019 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jean Bota, Darlene Dushanek, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Robyn Gray, Bob Green, Megan Hanson, Jeanette Herle, Donnie Hill, Tim Hoven, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Ray Olfert, Corby Parsons, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Sharon Williamson, Ann Zacharias

With Regrets: Terilyn Paulgaard, Leonard Thompson, Bonita Wood, Jason Alderson, Doug Weir

Absent: Jackie Almberg, Jacqueline Boulet-Boden, Roger Gaetzman, Rhonda Hunter, Trudy Kilner, Lonnie Kozlinski, Faye Leicht, Angela Lorente, Brenda McDermott, Josephine McKenzie, Blair Morton, Leah Nelson, Roger Nichols, Gayle Rondeel, Jeannette Ruud

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

Call to Order

Meeting called to order at 1:08 p.m. by Smith.
Smith welcomed everyone.

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Levy, seconded by Lawlor to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 13/2018-19

1.2. Approval of minutes

Motion by Stulberg, seconded by Temple to approve the minutes of the November 8, 2018 meeting as presented.

CARRIED UNANIMOUSLY
PRL 14/2018-19

1.3. Business arising from the minutes of November 8, 2018 meeting

Smith asked if there was any business arising from the minutes. There was none.

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Sanchez, seconded by Herle to approve the consent agenda as presented.

CARRIED UNANIMOUSLY

PRL 15/2018-19

Goodwillie and Papst entered the meeting.

3.1. Staff Long Service Awards

Smith explained that according to PRL's *Human Resource Manual*, "employees will be recognized with a monetary reward for long service with Parkland Regional library ". A pin and a monetary award is provided to staff. Long service awards for 2019 were presented to:

Tim Spark – 15 years – pin and \$1000 cheque

Karyn Goodwillie – 10 years – pin and \$500 cheque

Victoria Papst – 10 years – pin and \$500 cheque

Smith presented Spark, Goodwillie, and Papst with their awards.

Goodwillie and Papst left the meeting.

3.2. Vacant Positions on Parkland's 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."

At the November 8, 2018 organizational meeting, two of Parkland's electoral constituencies were left vacant. These were area #2 and #10. Robyn Gray, the board member representing the City of Camrose, and Megan Hanson, representing the Town of Sylvan Lake had come forward to volunteer to be on the Executive Committee after the November 8, 2018 board meeting.

Smith asked for volunteers to the Executive Committee three times, with no additional volunteers.

Motion by Trautman, seconded by Boda to appoint Robyn Gray from the City of Camrose to Parkland's Executive Committee representing electoral constituency #2.

CARRIED UNANIMOUSLY

PRL 16/2018-19

Motion by Kreil, seconded by Ryan to appoint Megan Hanson from the Town of Sylvan Lake to Parkland's Executive Committee representing electoral constituency #10.

CARRIED UNANIMOUSLY
PRL 17/2018-19

3.3. PRL Strategic Plan 2019-2021

At the November 2018 board meeting, the board supported the idea that the goals from the 2016 - 2018 strategic plan were still valid and should be used as the basis for a new 2019-2021 strategic plan. Staff were tasked to work with the Executive Committee to review the objectives of the current strategic plan to determine whether new objectives were necessary, any old objectives were no longer relevant, or if any objectives needed to be modified.

Schalm explained that the new Strategic Plan is a continuation of what Parkland has been doing for the last three years. The four goals are the same, with slightly different wording than the 2016-2018 Strategic Plan. The Objectives have been re-written so that the outcomes are included in and measurable within the Objectives themselves.

Due to some recent pronouncements from the Public Library Services Branch (PLSB), a new section has been included in the plan. The new section "Activities that Support the Strategic Plan," describes ongoing activities by PRL that require identification by the Alberta *Libraries Regulation*, as tasks that library systems must carry out.

The needs assessment process for developing the new strategic plan, which is also required by the *Libraries Regulation*, was put at the end of the plan. (see Part 4, 18 (1) of the *Libraries Regulation*).

PRL's old mission statement was replaced with a new mission statement. The new mission statement was developed by Parkland staff and Executive Committee members during a facilitated session at their January 24th meeting. A mission statement is another requirement of the *Libraries Regulation*.

The Strategic Plan is an extremely important document as it drives all the work that Parkland does. It is a broad, high level document.

After some discussion the board decided to adopt the plan as presented.

Motion by Green, seconded by Olfert to approve the Parkland Regional Library Strategic Plan for 2019-2021 as presented.

CARRIED UNANIMOUSLY
PRL 18/2018-19

3.4 Advocacy Committee Terms of Reference

At the November board meeting, the board mandated that an Advocacy Committee be created and terms of reference developed. The Executive Committee was assigned the task of developing terms of reference for presentation at the February 21st board meeting. Staff and the Executive Committee

developed a draft terms of reference for an Advocacy Committee during their meetings on December 13th and January 24th.

Board volunteers who sit on the Advocacy Committee will be reimbursed for participating in meetings. In accordance with PRL policy, trustees will receive \$100 per half day of honorarium for attending meetings and mileage reimbursement at a rate of \$0.505 per km. for travel to attend in-person meetings.

The terms of reference state that the committee should have a membership of between 7 and 10. Smith asked for volunteers, and 8 board members volunteered. The Board Chair is on the committee ex-officio.

Meetings will be in-person or virtual depending on the preference of the Advocacy Committee. The first meeting of the advocacy meeting will be at 10:00 a.m. on March 14, 2019.

Motion by Temple, seconded by Levy to approve the Advocacy Committee terms of reference as presented.

CARRIED UNANIMOUSLY
PRL 19/2018-19

Motion by Sanchez, seconded by Rock to appoint Steven Levy, Norma Penney, Barb Gilliat, Jeannie Fisher, Gord Lawlor, Jeanine Stannard and Cora Knutson to the Advocacy Committee.

CARRIED UNANIMOUSLY
PRL 20/2018-19

3.5. 2018 in Review – Approval of the 2018 Annual Report

Each year the PRL Board is required to approve Parkland Regional Library's annual report for submission to Alberta Municipal Affairs.

Sheppard and Schalm had prepared a handout outlining information and statistics from the last 2 annual reports. Sheppard highlighted some of the information in the handout. One area of concern is that the drop in materials allotment has meant fewer physical items (books, DVDs, etc.) are being purchased by member libraries. In many cases, the allotment collected by Parkland is the only money many libraries receive for materials. Unfortunately, Parkland has had to reduce allotment to pay for eContent and computers for libraries. Sheppard encouraged municipalities to increase funding at the local level to support library collections.

A few other highlights include:

- eContent collection and use have increased significantly.
- Circulation has continued to rise.
- Resource sharing (interlibrary loan) has increased substantially.
- Visits to library websites and the online catalogue has also increased significantly.

Some narrative comments to the Annual Report include:

- Our regular purchase of computers for member libraries in 2018 = 93 desktops and 11 laptops.
- The decision to go for a new building rather than a renovation. Staff anticipate opening in the summer of 2020.
- Parkland managed to get the right to sell the building and the caveat by the province removed on our land title document.
- PRL made the decision to switch to the Polaris ILS for implementation in early March.
- Parkland subscribed to core of eResources that include:
 - Consumer Reports
 - Solaro
 - Ancestry Library Edition
 - Tumblebooks (coming later)
- PRL completed a new strategic plan.
- The board decided to create an Advocacy Committee.
- PRL also extended thanks to the Public Library Services Branch for the building funding and for the funding for First Nations activities but it needs to be sustained.

The board also added to the report that if possible SuperNet bandwidth increases be made for libraries with high computer use and that stable operating funding be maintained.

Motion by Stannard, seconded by Fossen to approve the 2019 Survey and 2018 Annual Report for Parkland Regional Library as amended.

CARRIED UNANIMOUSLY
PRL 21/2018-19

3.6. Consequences of Withdrawal from System Membership

Last fall, the Executive Committee requested a list detailing the consequences of withdrawal from system membership by a municipality with a local municipal library board.

Should Parkland ever be in a situation where a municipality was going to withdraw, cost could be assigned to the items on the list tailored to each municipality. It would clearly demonstrate how cost effective it is to belong to a regional system. In addition, there are many services a municipal library would be unable to provide without being part of a regional system due to provincial policies and licensing contracts.

Of Parkland's 64 member municipalities, there are a number that do not appoint a library board. Most of these are counties or summer villages. In the case of the counties, four of the ten have service points where the Parkland board is the governing board. Should they withdraw from the system, they would be forced to form a library board which would be onerous for them or they would have to cease regular public library services.

For any municipality that withdrew, a minimum \$60 non-member fee would be applied to anyone from their community wanting service from a Parkland member library.

Motion by Olfert, seconded by Stulberg to receive for information.

CARRIED UNANIMOUSLY
PRL 22/2018-19

3.7. Building Update

Included in the board package is a copy of the Certificate of Title showing that the Parkland Library Board now owns, and has full discretion related to the disposition of the current headquarters building. The board can now sell the building. Notice of the discharge of the caveat preventing the sale of the building arrived on the afternoon of December 21, 2018.

Parkland staff met with Tricon Development Inc. on January 23, 2019 to discuss next steps. Tricon confirmed that they were still planning to go ahead with the purchase of the current headquarters building despite the delay.

The plan is to have the new headquarters building ready for occupancy in the summer of 2020. That gives time for the provincial grant for the new building to be spent by the deadline of December 2020. Tricon, PRL's builder, wanted details on the required functionality of the new headquarters building by mid-March, 2019. Staff completed this task and are now working on buying land. Impacting the overall land cost is the availability of a SuperNet connection to the property. Staff are considering a property adjacent to where Alberta Health Services is constructing a new building which may have the SuperNet run to it. Running some extra fibre optic lines through an existing connection could be hundreds of thousands of dollars less expensive than trenching and installing an entirely new line at a different location.

PRL will have to pay Tricon a leasing fee for the current headquarters building from the time of the sale of the current building until staff is ready to move into the new headquarters building. Tricon will inform PRL staff of the fee.

Motion by Stulberg, seconded by Green to receive for information

CARRIED UNANIMOUSLY
PRL 23/2018-19

3.8. CEFP Grant

Williams outlined the application for the Community Facility Enhancement Program (CFEP) Grant for the new headquarters building.

The following statement from the application guidelines clarifies the grant program's requirements.

Is there a matching funding requirement?

CFEP funding is approved on a matching basis. This means that the applicant must contribute an amount equal to or exceeding the actual CFEP grant. The matching funding may be in the form of cash or donated labour, equipment or materials, all of which must be specifically related to the project.

Also, in total, CFEP and any other Government of Alberta funding cannot exceed 50% of the total project cost.

The Government of Alberta has already provided \$2.4 million towards PRL's building fund which will be more than 50% of the total funding required for our new building project. At this point, Parkland is only able to contribute a little over \$2 million.

Parkland staff will investigate options for a "small stream" CFEP grant for furniture and fixtures once we get closer to making those purchases.

Motion by Bota, seconded by Trautman to receive for information.

CARRIED UNANIMOUSLY
PRL 24/2018-19

3.9. Policy Updates

2018 was a year of significant change for Parkland due to retirements and organizational restructuring. As a result, Parkland has made some editorial changes to our governance policies and bylaws.

Two sections within Parkland's Finance Policy required revision due to the recent change in position titles. In policy 4.4.7 the position title of "Assistant Director of Operations" has been changed to "Manger of Finance and Operations".

4.4.7 Capital Assets

All assets over \$1,000 will be capitalized. Assets under \$1,000 will be capitalized at the discretion of the Manager of Finance and Operations.

In similar fashion the "Assistant Director of Operations" has been changed to "Manager of Finance and Operations" in policy 4.4.19. Also in policy 4.4.19, the title of "Finance Clerk" has been changed to "Finance Technician".

In policy 4.5, an "s" was added to the title, "Gifts and Donation".

In the policy 4.7 "Information and Document Management", there is a sub policy 4.7.2 "Personal Information Banks". This policy is required under the "Freedom of Information and protection of Privacy Act (FOIP). This policy describes which administrative units of Parkland are responsible for the storage and maintenance of confidential information. As a result of last year's organizational changes, Parkland's departments were renamed. These name changes have to be reflected in our policies. So in policies:

4.7.2.1

4.7.2.2

4.7.2.3

"Administration" has been replaced with "Finance and Operations Unit".

In policy 4.7.2.4, "Administration and Finance" is replaced with "Finance and Operations Unit and Director's Office".

In policy 4.7.2.5 "System/IT" is replaced with "Technology Infrastructure Unit".

Due to a FOIP requirement, PRL is also adding a section to our personnel Information Banks related to the sign in sheet at the reception desk by the front door.

4.7.2.6 Sign in Sheets

- Location: Finance and Operations Unit
- Information Maintained: name, date, time in, time out, and depending on which sign in sheet it is, the organization a person represents.
- Legal Authority: *FOIP Act*
- Accessed By: all Parkland Regional Library staff, member library staff, Parkland Board members, and members of the public
- Used for: Monitoring when staff and guests are in the building for security and emergency evacuation purposes.

A new appendix has been added to PRL's policy manual for dealing with responsibility for FOIP requests. Appendix III contains the Delegation and Assignment of Responsibility Tables in compliance with the *FOIP Act*.

There was also a change to the Appendix I, the Finance Reimbursement Schedule. The following sentence was added: "Expenses incurred by trustees for attending regular board meetings will not be reimbursed". There was a recent request by a board member to have their travel expenses reimbursed for attendance at board meetings. For the sake of clarity, it was decided to add that sentence to the PRL policy manual. Board meeting participation is viewed as an obligation expected of member municipalities. Therefore, board members are expected to seek reimbursement for associated board meeting expenses from their appointing municipalities.

The final change to the policy manual is found much earlier under the "Role of the Executive Committee" in policy 2.5.7. The words "the municipality or" have been removed since PRL does not allow large, individual municipalities or counties to obtain seats automatically on PRL's Executive Committee. Previously municipalities with a population over 15,000 automatically got a seat on Parkland's Executive Committee.

Sheppard asked if there was any input from the board to change or amend any of the mentioned policies. There were no comments.

Motion by Stannard, seconded by Gamble to approve the changes to PRL's policies as presented.

CARRIED UNANIMOUSLY

PRL 25/2018-19

3.10. Bylaw Updates

Sheppard explained that while policies can be approved by a single motion of the board, bylaws require three readings and therefore need to be dealt with separately from the policies.

In 5.5 the "*Freedom of Information and Protection of Privacy Bylaw*", the Manager of Finance and Operations is being removed as having secondary authority as "Head" as it relates to FOIP legislation. It is better to leave the Director as "Head" exclusively since the "Head" is responsible for all decisions made under the FOIP Act relating to requests for private information that Parkland might have. The authority to delegate decision making authority related to FOIP cannot be done easily, if at all.

Staff also removed the sentence "A list of acceptable fees are found in the accompanying documents." Organizations can charge fees for responding to requests for information covered by FOIP legislation. However the fees are set by the provincial government and are subject to change. Since this is the case, it is easier to look up online the current fees allowed under FOIP than it is to keep printed copies of the fee schedule in the policy manual. This is the reason for removing the reference.

Motion by Knutson, seconded by Stannard to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented. (First Reading)

CARRIED UNANIMOUSLY
PRL 26/2018-19

Motion by Green, seconded by Levy to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented. (Second Reading)

CARRIED UNANIMOUSLY
PRL 27/2018-19

Motion by Stannard, seconded by Temple to proceed to the third reading of the "Freedom of Information and Protection of Privacy Bylaw".

CARRIED UNANIMOUSLY
PRL 28/2018-19

Motion by Ryan, seconded by Herle to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented (Third Reading)

CARRIED UNANIMOUSLY
PRL 29/2018-19

3.11. Cost Analysis for Trade Show Attendance

At the September 2018 board meeting, staff were instructed to conduct an analysis of the cost for attending the trade shows associated with the AUMA and RMA conventions. Costs for trade show attendance have been shared among the seven regional library systems for many years. This occurs even in years when some of the directors have not been able to attend. Yearly expenses are hard to define because often times promotional items to give away at the trade shows are purchased sporadically and in varying amounts. Also, depending on how many delegates stop by the trade show booth, promotional items may last two or more years, or be used up in a single year.

To try and provide a best estimate, the direct costs from attending trade shows in 2018 are shown below. The costs outlined are equal to one seventh of the total cost and reflect what Parkland had to pay as PRL's portion shared among the seven systems. The costs do not include the expense for the creation of the regional systems banners used for display at the trade shows and other events. These have only been replaced once since 2005. As with everything else, the cost of the banners was shared equally by the seven regional systems.

AAMDC/RMA Spring 2018	
Two booths, carpet, counter, name tags	\$461.71
AUMA fall 2018	
Two booths, counter, name tags	\$468.43
Bill for pad folios and systems promotional brochures for the year	\$567.20
Grand Total for 2018	\$1,497.34

The costs do not include the cost of the director's time to attend these events, travel or hotel costs. Some years PRL's director is unable to attend one or more of these events, or a trade show might only last one day so hotel is not required. So on average, it would be reasonably accurate to say that even with hotel, meal, and travel costs, attending the two trade shows yearly costs approximately \$2000 excluding the director's wages.

No objections to Parkland's continued participation in the trade shows was voiced by the board.

Motion by Green, seconded by Stannard to receive for information.

CARRIED UNANIMOUSLY
PRL 30/2018-19

3.12. Human Resource Manual

A significant number of organizational changes have occurred over 2018 as a result of the compensation report provided by consultant Dr. Margaret Law. As a consequence, a full review of Parkland's Human Resource Manual was undertaken. This was a timely endeavor since changes in Alberta's Employment Standard's code had to be integrated into Parkland's procedures. Some highlights of the changes to the Human Resources Manual include:

- The probationary period has been extended from three months to one year for professional staff and six months for paraprofessional and clerical staff.
- Annual salary increases are no longer linked to a single, annual performance appraisal and the performance appraisal process has been changed drastically.
- The way lieu time is calculated has changed to comply with the new parameters established by Employment Standards.

- Whole new categories of leave have been added to comply with Employment Standards. The new types of leave are as diverse as Citizenship Ceremony Leave, Reservist Leave, or Disappearance of a Child Leave.
- Blue Cross rates went up (see Appendix I) mostly due to staff leaving the organization and using benefits while they still had access to them. Parkland also added an orthodontic benefit to the dental plan at nominal cost.
- Parkland has a new organizational chart.
- And PRL had to expand and clarify Parkland's position on workplace impairment due to the legalization of cannabis.

Due to the highly operational nature of much of the Human Resource Manual's contents, changes to it do not require approval by the board. However the board is to be informed of all changes to the HR Manual in case board members take exception to some aspect of the manual.

Sheppard asked if there were any questions related to the Human Resource Manual. After a few questions regarding benefits and wages, the board was satisfied.

Motion by Fossen, seconded by Lawlor to receive for information.

CARRIED UNANIMOUSLY
PRL 31/2018-19

3.13. Parkland Community Update Didsbury Municipal Library

Inez, the manager of the Didsbury library retired and Monique Fiedler has taken her place.

Olds & District Municipal Library

Olds is celebrating their 60th anniversary on June 6, 2019. Staff are trying to get some of the original staff members to attend.

Stettler Public Library

Stettler had started a pilot project to deliver books to the Hutterite children. It has been so successful that it is now a regular outreach of the library. They have even been nominated for the Premiers award for this work!

They also hosted a wine tasting event with a wine connoisseur and were able to raise \$2,600 for the library.

Stettler hosted a Raymond Cook Public event where they sold DVD's. The event exploded and they ended up having 400+ attendees and sold 147 DVD recordings of the event. It was wildly successful.

Lastly, the County and Town of Stettler increased the library's funding by 3%.

Eckville Municipal Library

Eckville Library received new (to them) shelving from Ponoka Jubilee Library and they are so grateful for Ponoka's generosity. Their library looks great!

Sylvan Lake Municipal Library

Sylvan has a new program bringing in animals for animal therapy. It is quite effective for bringing in new clientele that normally wouldn't come to the library.

Amisk Public Library

Amisk Library recently partnered with the RCMP and TransCanada for a butterfly release event. 185 people attended and the library received money towards solar panels.

3.14.1. Director's Report

3.14.2. Library Services

3.14.3 IT

3.14.4. ALTA

Smith asked if there were any questions or comments about the Director's, Library Services, IT and ALTA Reports. Since there was nothing to add, the meeting proceeded to adjournment.

4. Adjournment

Motion by Ferguson to adjourn the meeting at 2:42 p.m.

CARRIED UNANIMOUSLY
PRL 32/2018-19

Meeting adjourned at 2:42 pm.

Chair