

**PRL Board Meeting Minutes  
September 17, 2020**

The regular meeting of the Parkland Regional Library System Board was called to order at 1:05 p.m. on Thursday September 17, 2020 in the Front Office Room, Lacombe.

**Present:** Debra Smith (Board Chair), Gord Lawlor

**Present via Zoom:** Jason Alderson, Jackie Almberg, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, Amanda Derksen, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Megan Hanson, Jeanette Herle, Agnes Hoveland, Trudy Kilner, Cora Knutson, Lonnie Kozlinski, Dana Kreil, Stephen Levy, Daryl Lougheed, Philip Massier, Leah Nelson, Ray Olfert, Rick Pankiw, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Patricia Toone, Cindy Trautman, Sharon Williamson Bill Windsor, Bonita Wood, Ann Zacharias

**With Regrets:** Doreen Blumhagen, Blair Morton, Les Stulberg, Sonia Temple, Doug Weir

**Absent:** Wendy Aschenbrenner, Glen Carrit, Clark German, Barb Gilliat, Josephine McKenzie, Corby Parsons, Chris Ross, Shannon Wilcox

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

Smith welcomed everyone, and a roll call was done for all the members attending via Zoom.

**Call to Order**

Meeting called to order at 1:05 p.m. by Smith.

According to section 31 (1) of the Alberta Libraries Act,

Board member disqualification:

*31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.*

As part of PRL's compliance procedures, board members who send regrets should be officially excused at the start of each meeting.

Motion by Ray Olfert to excuse Doreen Blumhagen, Blair Morton, Les Stulberg, Sonia Temple, and Doug Weir from attendance at the board meeting on September 17, 2020 and remain members of the Parkland board in good standing.

CARRIED UNANIMOUSLY  
PRL 24/2020

## **1.1 Agenda**

### **1.1.2 Adoption of the Agenda**

Motion by Stephen Levy to accept the agenda as presented.

CARRIED UNANIMOUSLY

PRL 25/2020

### **1.2. Approval of Minutes**

Motion by Gord Lawlor to approve the minutes of the May 28, 2020 meeting as presented.

CARRIED UNANIMOUSLY

PRL 26/2020

### **1.3. Business arising from the minutes of May 28, 2020 meeting**

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

### **2.6. Business Arising from the Consent Agenda**

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

Motion by Bruce Gartside to approve the consent agenda as presented.

CARRIED UNANIMOUSLY

PRL 27/2020

### **3.1. Advocacy Committee Activity**

Smith turned the meeting over to Gord Lawlor for the Advocacy Committee report. Lawlor introduced the Advocacy Committee members to the board and thanked all of them for their hard work and contributions over the last year.

In his report, Lawlor emphasized the important role libraries have played during the pandemic. Most libraries continued to offer services of some form to the public and Parkland spent additional money to provide eContent. Face masks are also being distributed to patrons through libraries with the *Masks for Albertans* initiative.

eBook circulations have gone up 43%, while eAudiobook and eMagazine circulations have increased by 25% each since before the pandemic. Learning resource use has also seen dramatic increases, as more students are accessing online learning instead of attending school. Solaro, an Alberta Curriculum learning support database, has been accessed 2.5 times more often. And, in August alone, there were 80,778 library Wi-Fi sessions! That's 80% of the overall 103,016 Wi-Fi sessions since the pandemic started.

Deb Smith added that studies show that whenever the economy declines, library use increases. This is not a time that we can reduce investment in libraries. During this economically challenging time our libraries are more important than ever to our residents.

Lawlor emphasized that board members must all recognize the vital need for supporting libraries financially with their own councils at the municipal level.

Motion by Jason Alderson to receive for information

CARRIED UNANIMOUSLY  
PRL 28/2020

### **3.2. Approval of PRL Budget 2021**

Sheppard reviewed the 2021 Budget. It presents a zero percent increase to the municipalities for their requisition. It was noted that the municipalities don't want a lot of explanation with the proposed budget, just the bottom line.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures
- Materials Allotment is being calculated at \$1.13 per capita
- Freight has been reduced with PLSB's change to government courier services, PRLS will now have shipments dropped here at headquarters
- Postage Reimbursement expense has declined with the use of Polaris and PRLS standards for libraries for ship to patron requests
- The Audit expense line (3.1) has increased due to our LAPP triannual audit requirement.
- Insurance increased slightly due to adding cyber insurance to Parkland's Policy
- Publicity/Trade show expenses reduced based on five-year averages
- Trustee expenses have increased by \$2,000 to accommodate the Advocacy Committee meetings
- Provincial grants amount to approximately 45.5% of PRLS' total income.

At the end of the budget documents is the Budget Supplement where planned reserve transfers are detailed. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$197,400.

After some discussion the 2021 proposed budget was put to a vote.

Motion by Philip Massier to approve the Parkland 2021 Budget as presented.

CARRIED  
1 OPPOSED  
PRL 29/2020

### **3.3. PRL Governance Policy Revisions**

Sheppard reviewed the proposed changes to the Parkland Governance and Outlet Policies. Over the last few months Parkland has had to undertake a significant number of policy revisions:

- At the recommendation of our auditor, Parkland's Finance policy has required three updates. The recommended updates are detailed in the accompanying management letter from MNP. The policy revisions follow and are detailed in red.

- Staff also believe that Parkland needs a “Request for Reconsideration of Library Materials” policy in case someone challenges a book or other item held in Parkland’s in-house collection. There are also a number of housekeeping changes included in Parkland’s Governance policies.
- A number of Parkland’s Outlet Policies had to be updated to reflect changes in Employment Standards. There were also a number of housekeeping changes, including an updated Records Retention Schedule, with some updated timelines and the option to keep records in an electronic format.
- Travel costs for outlet library staff are quite high. Parkland staff are suggesting that a flat-rate reimbursement be applied rather than a per kilometer reimbursement.

At the request of the Executive Committee at the June 25th meeting, Parkland staff have developed an inclusivity statement to add to the PRL Policy manual.

An addition to section 2.3, Motions at Board Meetings was also changed with some clarification to procedures regarding recording votes.

The inclusivity statement is all the more important at this time given the highly divisive issues currently effecting politics and society.

Also, Parkland has always been fortunate to have long-term staff. Following the compensation review that was conducted in 2017, a “Cost of Living and Compensation” policy was developed.

One issue the policy does not address specifically, is what happens when staff reach the end of the salary grid. In order to manage staff expectation, the following amendment should be considered.

*When staff reach the last step of their line on the salary grid, they will only be eligible for an increase in salary equal to the percentage increase of the Consumer Price Index (CPI). Salaries are to never exceed the amount of the final step of their salary line.*

*The Director’s salary is negotiated separately and is not included within the salary grid.*

At their last Executive Committee meeting held on August 20<sup>th</sup>, some members were concerned that the name of the Unrestricted Operating Fund was confusing. The Unrestricted Operating Fund functions as one of Parkland’s reserves. At the request of the Executive Committee, they recommend the name be changed to the *Unrestricted Reserve* so the name is consistent with the other reserves found in Parkland’s Finance Policy.

Sheppard asked if there were any questions or anything the board wanted changed. There was none.

Motion by Heather Ryan to approve the changes to Parkland’s Governance and Outlet Library Policies as presented.

CARRIED UNANIMOUSLY  
PRL 30/2020

### **3.4. 2021 Board Meeting Dates and Times**

Deb Smith reviewed the board meeting dates and times survey that was sent out to the board previous to the meeting.

In June, Parkland received a letter from Lacombe County requesting that the Parkland Board review the date of its board meetings. The dates upon which the board holds its meetings frequently conflict with when Lacombe County holds its council meetings.

Parkland has always had difficulty accommodating the different schedules of the many individuals on the board. The restriction on gatherings imposed by the government due to COVID-19 have only added another layer of complexity to organizing board meetings.

To try and accrue data from as many board members as possible, a survey was sent out on August 7<sup>th</sup> which closed on September 9<sup>th</sup>. There were 42 respondents.

Based on the raw data, the majority of board members want to have virtual board meetings on Thursday mornings. At the board's direction, staff will take the information provided and create a proposed schedule of meetings for the consideration of the board at their November meeting.

#### **3.5.1. Director's Report**

#### **3.5.2. Library Services Report**

#### **3.5.3. IT Report**

Colleen Schalm stated that there was a correction needed in the Library Services Report. For the library card design contest winners, the names were incorrect in the report. Sophia from Innisfail was the first-place winner and Arianne from Rocky Mountain House was the second and third place winner.

Smith asked if there were any questions regarding the Director's, Library Services or the IT reports. There were none.

Motion by Ray Olfert to receive the Director's, Library Services and IT reports for information.

CARRIED

PRL 31/2020

### **3.6. Parkland Community Update**

Sedgewick and District Municipal Library is sending books to the elementary school teachers with a craft that corresponds with the book. Their library board is considering holding a small contest in relation to the activity.

Stettler Public Library's Summer Reading Program was held outside. They have also eliminated late fees. Despite this, their revenues have barely gone down.

Sylvan Lake Municipal Library has also eliminated late fees.

Olds Municipal Library will be purchasing "meeScan" for their patrons, a self-check-out application that library patrons can use with their smartphone or tablet.

Clive Public Library has done some amazing work in creating a green space that sits between the library and the next building. It is very close to being completed.

Lougheed and District Public library's donation jar brings in more money than late fees ever did.

**4. Adjournment**

Motion by Kevin Ferguson to adjourn the meeting at 2:14 p.m.

CARRIED

PRL 32/2020

Meeting adjourned at 2:14 p.m.



---

Chair