

**PRL Board Meeting Minutes
February 20, 2020**

The regular meeting of the Parkland Regional Library Board was called to order at 12:34 p.m. on Thursday February 20, 2020 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jason Alderson, Glen Carrit, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Agnes Hoveland, Dana Kreil, Faye Leicht, Stephen Levy, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Alternate Lana Curle for Rick Pankiw, Alternate Mary Bugbee for Corby Parsons, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood, Ann Zacharias

With Regrets: Doreen Blumhagen, Douglas Chambers, Sandy Gamble, Cora Knutson, Gord Lawlor, Daryl Lougheed, Terilyn Paulgaard, Sonia Temple, and Doug Weir

Absent: Jackie AlMBERG, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, Trudy Kilner, Lonnie Kozlinski, Brenda McDermott, Josephine McKenzie, Roger Nichols,

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

Call to Order

Meeting called to order at 12:34 p.m. by Smith.

Smith welcomed everyone, and asked if there were any alternates present. There were two: Lana Curle for Rick Pankiw, and Mary Bugbee for Corby Parsons.

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.

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

Motion by Barbara Gilliat to excuse Doreen Blumhagen, Douglas Chambers, Sandy Gamble, Cora Knutson, Gord Lawlor, Daryl Lougheed, Terilyn Paulgaard, Sonia Temple, and Doug Weir from attendance at the board meeting on February 20, 2020 and remain members of the Parkland board in good standing.

1 OPPOSED
CARRIED
PRL 1/2020

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Les Stulberg, to accept the agenda as presented.

CARRIED UNANIMOUSLY

PRL 2/2020

1.2. Approval of minutes

Motion by Stephen Levy, to approve the minutes of the November 7, 2019 meeting as presented.

CARRIED UNANIMOUSLY

PRL 3/2020

1.3. Business arising from the minutes of November 7, 2019 meeting

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

2.8. Business Arising from the Consent Agenda

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

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

CARRIED UNANIMOUSLY

PRL 4/2020

3.1. Staff Long Service Awards

According to PRL's Human Resource Manual, "employees will be recognized with a monetary reward for long service with Parkland Regional Library."

In addition to a pin indicating the number of years of service, a monetary award is provided to staff.

Long service awards were presented by Smith to the following staff:

Russell Adams – 5 years

Steven Dobrowolski – 5 years

Alida Burnard – 15 years

Sandie Bilik – 15 years

3.2. Filled Positions on the Executive and Advocacy Committees

After adjournment of the November 7th board meeting, Shannon Wilcox volunteered to sit on the Advocacy Committee. With the appointment of Bill Rock to this committee during the meeting, there was still one vacant position.

Wilcox is a new appointee to the PRL Board. As the representative from Carstairs, she would be the only committee member from the southwest region of Parkland.

At the December 5, 2019 Executive Committee meeting, the Committee approved the motion to:

Appoint Shannon Wilcox to sit on the Advocacy Committee for a one-year term beginning November 2019, to be ratified by the PRL Board at the February 2020 board meeting.

CARRIED

The Advocacy Committee also endorsed Shannon Wilcox's appointment at their December 5th meeting.

However, as per the Advocacy Committee Terms of Reference, "*Members from the PRL Board for a one-year term are appointed/elected at the organizational meeting.*"

Motion by Janine Stannard to appoint Shannon Wilcox to sit on the Advocacy Committee for a one-year term that commenced November 2019.

CARRIED UNANIMOUSLY
PRL 5/2020

In a similar situation, PRL's Executive Committee has the ten-member maximum allowed by the Libraries Regulation section 25(1)(e).

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.

No Executive Committee member was selected for area #2 at the November 7, 2019 board meeting. Area #2 includes Camrose County, City of Camrose, and surrounding villages comprising a population of 28,676.

As per PRL policy, 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.

Agnes Hoveland, the board member representing the City of Camrose, volunteered to be on the Executive Committee after the November 7th board meeting.

Smith asked if representatives from area #2 were satisfied with the nominee.

Motion by Cindy Trautman to appoint Agnes Hoveland, representing the City of Camrose, to Parkland's Executive Committee representing electoral constituency #2.

CARRIED UNANIMOUSLY
PRL 6/2020

3.3. Board Member Attendance Letters

As Parkland continues to work on municipal engagement and legislative compliance, staff have been developing methods to track board member attendance at meetings. Included in

the package were two draft letters from PRL's Board Chair that will be sent if a board member misses two and/or three meetings in a row. This is to remind municipalities and board members that if a board member misses three consecutive meetings they are disqualified from the board and must be reappointed by their municipal council.

Also included was a letter that will be sent to municipalities when staff are aware that a board member has reached 9 consecutive years of service.

Motion by Jason Alderson to receive for information.

CARRIED UNANIMOUSLY

PRL 7/2020

3.4. 2019 in Review – Approval of the 2019 Annual Report

Schalm reviewed the 2019 Annual Report. The PRL Board is required to complete and submit the Public Library Services Branch (PLSB) Annual Report and Library System Survey each year. The data is collected in order to compile a statistical snapshot of library services across the province. Most of this data does not measure progress towards Parkland's strategic goals and objectives, and thus is not necessarily meaningful outside of the province-wide context. The annual reporting form has been revised from previous years, mostly through the removal of administrative data that the PLSB is gathering in other ways. At the end of the report is a section for Comments, which includes achievements as well as concerns. No additional comments or concerns for documentation in our annual report were brought forward.

Annual Report Highlights

The number of items in the system catalogue remains stable, though there was a small (2%) decrease in material ordered. This demonstrates that that libraries rely primarily on their PRL allotment (\$1.13 per capita) to purchase new items, with little additional support from local budgets or other funding sources.

Use of eLibrary collections increased by 37% from 2018, a clear indication that patrons are interested in and taking advantage of increased digital content. Through CloudLinking, patrons can now borrow eBooks from the four regional libraries in TRAC. PLSB's contract with RBDigital for eAudio province-wide increased the number of available titles to 9,500 and expanded digital content to 1,550 eComics as well.

While virtual use of the library (visits to library websites and the catalogue) increased by 12%, physical delivery remained consistent with 2018 levels, making 2019 the first year we did not experience an increase in the movement of materials around the system and the province. In 2019, PRL migrated to Polaris, an entirely new Integrated Library System (ILS), and significant staff resources were allocated to implementation and rollout. This included 24 of the 40 training sessions delivered in 2019 and a significant increase in helpdesk support. Because of this investment, PRL libraries reported that the rollout of the new ILS was a smooth process for both staff and patrons.

PRL also provided training opportunities for trustees and councilors through all 4 PRL board meetings, one-on-one public library board sessions, five council visits, and a P.D. Day that attracted eleven councilors and thirteen trustees among the 95 attendees.

The migration to Polaris was an opportunity for PRL to establish better data gathering practices than we had with Horizon. Staff are now able to gather more accurate data in measures such as collection management, circulation and resource sharing activity. Due to this change, staff is not comparing 2019 statistics to previous years data gathered from the Horizon ILS.

One board member reported that the new interlibrary loan software, Relais D2D, has been difficult to operate for library managers and the public. The TRAC libraries and the academic libraries are not on Relais D2D at this time and will likely not be included for several months. Any comments or concerns about Relais D2D should be directed to the PLSB, with the correspondence copied to Parkland.

Motion by Ray Olfert to approve the 2020 Survey and 2019 Annual Report for Parkland Regional Library.

CARRIED UNANIMOUSLY
PRL 8/2020

3.5. Return on Investment Templates

All board members in attendance received a copy of their municipal ROI before entering the meeting. Schalm explained that the ROIs were developed in consultation with the Advocacy Committee as a tool to demonstrate the financial value of municipal membership in Parkland.

All municipalities fall into one of four member types:

- Municipality with a library board
- Municipality without a library board
- Municipality without a library board, with an outlet library
- Municipality with a library board, without a library.

Financial return on investment varied slightly depending on the type of municipal member. Schalm pointed out that Advocacy Committee members and PRL staff were prepared to answer any questions from the board. Every board member should understand and be able to present their ROI to their own municipality.

After some discussion, board members were satisfied with the ROIs, and were reminded to contact PRL with any further questions.

Following the meeting, board members were strongly encouraged to present their ROI to their municipal council. This is part of Parkland's advocacy aimed at educating municipal stakeholders.

Motion by Bill Rock to accept the PRL Return on Investment documents for information.

CARRIED UNANIMOUSLY
PRL 9/2020

3.6. Advocacy Committee Report

Stannard reviewed the Advocacy Committee report. The Advocacy Committee has met twice since the last board meeting in November. The focus of these meetings has been to finalize the Return on Investment (ROI) templates, demonstrating financial and other benefits member municipalities receive, as well as to review Parkland's Advocacy Plan and establish specific goals,

objectives and tactics for 2020. The committee will focus efforts on municipal stakeholders this year.

A session proposal to share Parkland's advocacy work has been accepted at the Northern Lights Library System conference. A committee member and PRL staff will present together on May 29th in Elk Point.

Included in the board package was PRL's current Advocacy Plan for to keep the board informed. The plan outlines target audiences, advocacy goals and objectives, plus specific tactics with timelines and assigned responsibility.

Smith mentioned that Parkland is seen to be at the forefront of Advocacy work in the province and has been recognized as a leader in this area among the other regional systems.

Motion by Sharolyn Sanchez to receive for information.

CARRIED UNANIMOUSLY
PRL 10/2020

3.7. PRL Strategic Plan Review

Schalm reviewed PRL's Strategic Plan for 2019-2021.

Parkland's strategic plan, in conjunction with the PRL mission and vision, drive the allocation of the organization's resources including staff, money, technology, and space/equipment. The 2019-2021 strategic plan has four goals with accompanying outcome-focused objectives plus some responsibilities mandated by the Alberta Libraries Regulation section 18(3).

Much of the organization's core work supporting member libraries is encompassed in the five mandated functional requirements of region-wide collection management and cataloguing, employing qualified staff, providing information service and programming support, providing appropriate headquarters facilities, and participating in the provincial resource sharing network.

Other priorities stem from the board's strategic plan. Included in the package was PRL's activity plan outlining initiatives and tasks undertaken in 2019 to support the strategic priorities. Responsibility for some items extends to the PRL board, and member library staff and trustees.

The activity plan was presented to keep the board informed of specific and measurable work toward Parkland's goals and objectives. The board was invited to share comments or concerns about the Strategic Plan and related activities.

Motion by Norma Penney to receive for information.

CARRIED UNANIMOUSLY
PRL 11/2020

3.8. Building Update

Smith turned the meeting over to Sheppard, who explained the progress on the new building.

Sheppard was pleased to report that all agreements with the builder have been signed and the construction of PRL's new headquarters is well underway. \$2.5 million in funding, which includes the entirety of the Government of Alberta renovation grant, has been transferred to the board's builder of choice, Tricon. Based on the construction schedule, PRL is planning to move into the new headquarters building by the end of October 2020.

At the recommendation of PRL's lawyer, the board should ratify the signing of the contracts for the construction of the new headquarters.

According to PRL policy 4.4.9:

"The Director or designate is authorized to sign contracts on behalf of Parkland Regional Library."

At the September 13, 2018 meeting of the PRL board, they passed the following motions:

Motion by Bob Green to instruct staff to pursue the construction of a new headquarters building rather than a renovation, seconded by Jeanette Herle

CARRIED UNANIMOUSLY
PRL 29/2017-18

Motion by Janine Stannard to select the proposal by Tricon Developments as the successful bid for a new headquarter building for Parkland Regional Library, seconded by Shailen Weselak.

CARRIED UNANIMOUSLY
PRL 30/2017-18

Based on these motions and PRL policy, Parkland's Director proceeded with negotiations and the execution of a contractual relationship with Tricon Ventures Corporation and Tricon Development Incorporated for the construction of a new headquarters. The contracts were made available at the February 20th board meeting.

Motion by Stephen Levy:

PRL's Director had authority to sign the following contracts:

- Design-Build Contract
- Agreement of Purchase and Sale (Old and New – two contracts)

with Tricon Ventures Corporation and Tricon Developments Incorporated for the purpose of obtaining a new headquarters building for Parkland Regional Library. The Parkland Library Board further ratifies the signing of the three aforementioned agreements.

CARRIED UNANIMOUSLY
PRL 12/2020

Comfort break at 2:00 p.m.
Back in session at 2:16 p.m.

3.9. **Parkland Community Update**

Two weeks before the board meeting, staff sent out an email to PRL board members and member libraries asking:

What is the best thing that happened in your library last year? Why was it important for your library and/or your community?

May responses were received and included in the meeting package. At the meeting, Smith asked for additional community updates from board members present.

Wilcox spoke about **Carstairs** Public Library:

At the Carstairs library we had many great successes this year. We created a Giving Tree. Our Giving Tree Fundraiser raised just over \$700 and we also collected about 30 books that were donated and added to the collection. How it works is that we created small book ornaments to go on our Christmas tree. Each book represented a classic book we wanted to add to the collection and the cost of that book. Donors then selected the book they wanted to donate and made either a cash donation or brought a new copy of the book into the library, and they got to take the ornament home as a thank you. We plan on making this an annual Christmas time fundraiser and our next theme will be Travel, with our ornaments as little suitcases. We learned that keeping the cost of the donation in the \$20-30 range worked best.

Another great success was our outreach work. Outreach is how we are looking to connect with community members that might not have come into the library recently or may never have come into the library. We take something unexpected or flashy out to a community event. For example, I brought our new coding robot called Ozobot to the Parent Teacher night and we brought Freezies to the Christmas community event. This gets people to stop and talk with us and gives us a chance to invite them to join us at the library for future events, mention digital services we offer and just remind them we exist. It is a great way to make us a vital part of the community, boost our visibility and build connections. This last year we began making outreach a priority and it'll be a part of our plans going forward.

We are very proud of our library!

Bashaw is the most read community in Alberta for the second year in a row.

Amisk Public Library, the Lutheran church, Village of Amisk, and the MD of Provost are collaborating to provide an arts and culture centre in the church building with more space for programs.

Stettler Public Library has partnered with Stettler Learning Centre to offer Conversation Cafés. These help new Canadians develop language skills and learn about local culture. A benefit has been increased use of the library beyond the Conversation Cafés as residents make use of other services.

The library also partners with Jewel Theatre to screen TIFF films. The films are extremely popular in the community benefiting both the theatre and the library, which receives some of the revenue.

Lougheed & District Public Library has a fundraiser, using VIP Meats for meat sales. The library passes the list around the community for orders and the meat is delivered to the library. They raised \$4,000 in 2019.

For the August Fair the library booked Malcolm the Magician for the kids during the fair. It was very popular.

3.10.1. Directors Report

3.14.2. Library Services Report

3.14.3. IT Report

3.14.4. TopDraw Project Report

Smith asked if there were any questions regarding the reports included in the package. There were none.

Motion by Shannon Wilcox to receive the written reports for information.

CARRIED UNANIMOUSLY
PRL 13/2020

4. Adjournment

Motion by Dana Kreil to adjourn the meeting at 2:25 p.m.

CARRIED UNANIMOUSLY
PRL 14/2020

Meeting adjourned at 2:25 p.m.

Chair