

**PRL Board Meeting Minutes  
November 7, 2019**

The regular meeting of the Parkland Regional Library Board was called to order at 12:35 p.m. on Thursday November 7, 2019 in the PRL Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Cora Knutson, Gord Lawlor, Faye Leicht, Daryl Lougheed, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood, Ann Zacharias, Gavin Bates (Alternate for Glen Carrit), Greg Harris (Alternate for Dwayne Fulton),

**With Regrets:** Glen Carrit, Agnes Hoveland, Philip Massier, Heather Ryan, Stephen Levy

**Absent:** Jackie Almberg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, May Douglas Chamber, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Brenda McDermott, Josephine McKenzie, Blair Morton, Roger Nichols, Rick Pankiw, Corby Parsons, Chris Ross, Sonia Temple,

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

**Guests:** Bob Green, Ken Allan and Miranda McGuire (PLSB)

**Call to Order**

Meeting called to order at 12:35 p.m. by Smith.

Smith welcomed everyone, and asked them to introduce themselves.

**1.1 Agenda**

**1.1.2 Adoption of the Agenda**

Motion by Stulberg, to accept the agenda as presented.

CARRIED UNANIMOUSLY  
PRL 59/2018-19

**1.2. Approval of minutes**

Motion by Sanchez, to approve the minutes of the September 12, 2019 meeting as presented.

CARRIED UNANIMOUSLY  
PRL 60/2018-19

**1.3. Business arising from the minutes of September 12, 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.

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

CARRIED UNANIMOUSLY

PRL 61/2018-19

**3.1. Trustee Orientation by Ken Allan and Miranda McGuire, Board Member Orientation**

Smith called the meeting back to order at 1:40 p.m.

**3.2. Election of Chair**

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

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

Motion by Windsor that nominations cease.

CARRIED UNANIMOUSLY

PRL 62/2018-19

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

**3.3. 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.*

Included in the package was an information page which demarcated the electoral constituencies within Parkland. These boundaries were approved by the PRL board at their February 22, 2018 meeting.

On occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipality or 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 municipality or 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 Mtn. 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 – Town of Coronation
Seat 9	Heather Ryan – Town of Olds
Seat 10	Megan Hanson – Town of Sylvan Lake

Motion by Penney to accept the Executive Committee as appointed.

CARRIED UNANIMOUSLY  
PRL 63/2018-19

### **3.4. Advocacy Committee Activity**

The Advocacy Committee has met once since the last board meeting. Nevertheless, they have been able to move forward on several objectives.

- A brief What you need to know trustee handout is in its first draft. Board members received it at this meeting.
- A Return on Investment (ROI) document that demonstrates the value municipalities receive from their membership in Parkland is nearing completion.
- The committee is working to educate PRL board members on their role as trustees and to promote attendance at board meetings. Staff will now track board member attendance so they can advise municipalities when a trustee misses two consecutive meetings. Under the Libraries Regulation it is assumed that a trustee who misses three consecutive meetings has resigned. Committee members have also committed to reaching out to new board members and helping them navigate meetings and get up to speed.
- There will soon be a document that clarifies the role of council in relation to their local library board.
- Advocacy Committee members contributed thoughts on how libraries are well positioned to help the provincial government balance their budget (for example, as an agency for service delivery).
- They discussed the value of regional library staff manning a booth at the AUMA trade show and are investigating whether presenting a session at AUMA instead would be a better use of time and money for this conference.

Thanks to the enthusiasm of committee members, they have accomplished a lot since their first meeting in March 2019. One priority for the December meeting will be revisiting their overall advocacy plan to assess their past and future activities for moving towards their objectives.

### **3.5. Election of Advocacy Committee**

Lawlor stated that all of the current Advocacy Committee members wish to continue their service to the PRL Board; there is room for two more members. The current Advocacy Committee working group members are:

Gord Lawlor, Chair – Town of Stettler  
Barb Gilliat, Vice Chair – Village of Alix  
Jeanny Fisher – Town of Daysland  
Stephen Levy – Town of Sedgewick  
Norma Penney – Village of Clive  
Janine Stannard – Town of Coronation  
Cora Knutson – Town of Bentley  
Deb Smith, Ex Officio – Village of Lougheed

Lawlor called for volunteers for the Advocacy Committee. Bill Rock from the Village of Amisk volunteered.

Motion by Ebden to appoint Gord Lawlor, Barb Gilliat, Jeanny Fisher, Stephen Levy, Norma Penney, Janine Stannard, Cora Knutson, Deb Smith and Bill Rock to the Advocacy Committee.

CARRIED UNANIMOUSLY  
PRL 64/2018-19

After the meeting Shannon Wilcox volunteered for the Advocacy Committee.

### **3.6. 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. Currently the PRL staff signing authorities are:

Ron Sheppard	Director
Colleen Schalm	Manager of Library Services
Tim Spark	Manager of Technology Infrastructure
Karyn Goodwillie	Collections Librarian

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

New signing authorities will have to register at PRL's principal bank, ATB Financial.

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

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

CARRIED UNANIMOUSLY  
PRL 65/2018-19

### **3.7. 2020 Alberta Library Conference Attendees**

In 2020, PRL will pay for three board members in addition to the Board Chair to attend the Alberta Library Conference (ALC) being held in Jasper between April 23 – April 25, 2020. The current criteria to attend ALC is as follows:

Parkland will pay hotel costs, meals, session registration costs, and transportation costs. 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, family members, or other individuals 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 the ALC before on behalf of Parkland, or are an alternate PRL Board member, they were asked not to put their name in the draw. Nine board members interested in attending the ALC entered the draw. Three names were chosen. The remaining six 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:

Gord Lawlor – Town of Stettler

Ann Zacharias – Summer Villages of Sylvan Lake

Barb Gilliat – Village of Alix

### **3.8. Budget Approval Update**

Sheppard reviewed the Budget. There are currently enough municipalities that voted to pass the budget. Staff is still waiting for the population numbers necessary, as there is not quite enough yet.

Motion by Olfert to receive for information.

CARRIED UNANIMOUSLY  
PRL 66/2018-19

### **3.9. LAPP Audit**

The Local Authorities Pension Plan (LAPP) requires that an independent auditor or accountant conduct a compliance review (audit) at a minimum of once every three years for each employer in the Plan. During this process the auditor or accountant examines the employer's records, policies and procedures relevant to pension processes to confirm the accuracy and integrity of the data submitted and the processes followed. The auditor

or accountant reports the findings directly to LAPP's plan administrator, Alberta Pensions Services Corporation (APS), and to the employer.

Each LAPP employer has the option to file a compliance report annually or once every three years (triennially).

Parkland Regional Library had their audit completed for the 2016, 2017, and 2018 years by RSM Canada in May 2019.

APS administration has been in contact with Parkland staff and have completed their review of the report. APS has also confirmed that no actions are required on the three issues noted in the audit and that all transactions for the years audited are complete. Parkland received a positive Compliance Audit Report Card on October 22<sup>nd</sup> indicating that the audit is correct and complete.

The Executive Committee reviewed the audit at their October 10<sup>th</sup> meeting and were satisfied. No additional comments were offered.

Motion by Wilcox to receive for information

CARRIED UNANIMOUSLY  
PRL 67/2018-19

### **3.10. Review of PRL Investments**

Smith reviewed the briefing note for PRL Investments.

According to Parkland's Annual Agenda policy, the Executive Committee is to review PRL's investments at least twice a year. The meetings for the review of investments in 2019 occur in April and October. According to the Investment statement of PRL's Finance Policy:

*The Parkland Library Board recognizes the need for sound investment practices to support operations and reserve fund accounts. Investment earnings are to be maximized through activities which minimize risk but should ensure the rate of return is greater than the rate of inflation over the long term. To this end, funds shall be committed to appropriate investment vehicles until they are needed for current expenses.*

*Normally, Parkland has both long and short term investment strategies.*

*Long term strategies may include PRL's investment in vehicles such as, but not limited to, equities, mutual funds, and bonds. The Executive Committee is responsible for, and must approve all decisions relating to, PRL's long term investments. Parkland's Director and/or designate is then responsible for implementing the investment decisions of the Executive Committee.*

*Short term investments may include, but are not limited to, guaranteed investment certificates (GICs) and the management of funds in PRL's current bank account(s). The Director and/or designate has full discretion to make decisions and changes to PRL's short term investments.*

In past years, PRL invested its funds in GICs and in a conservative, managed bond portfolio. RBC Wealth Management, Dominion Securities manages PRL's bond portfolio.

Following PRL's policy of providing sound investment practices, the Executive Committee approved a change of financial institutions. Parkland is now working with ATB Financial, partly because our accounts receive superior interest rates. PRL has opened a Notice Demand Account, which is ATB's solution to continually rolling over short term GICs. The enhanced interest rate for the Demand Account is currently 2.05%. Staff project that funds will be required in the near future for PRL's land purchase and new building, and consequently moved \$1.3 million of the building fund into this account.

Staff did not recommend changing PRL's overall investment strategy of keeping funds in a conservative, managed bond portfolio. PRL does not currently have funds invested in GICs.

The Executive Committee did not mandate any changes to PRL's investment strategy at their October 10<sup>th</sup> meeting.

Motion by Stulberg to receive for information.

CARRIED UNANIMOUSLY  
PRL 68/2018-19

### **3.11. Building Update**

Sheppard gave a report on PRL's new building project.

- Tricon Developments has forwarded PRL's application for a development permit to the City of Lacombe. Williams, along with representatives from Tricon, will present the request to council for approval on November 12<sup>th</sup>. Sheppard planned on attending but must attend the Sylvan Lake Council meeting on the same night to present Parkland's budget.
- Tricon is working on Engineering Drawings.
- Tricon is also working on the agreement between for the construction of the new building and selling of the current headquarters building to Tricon. When complete, this agreement will provide the most cost-effective way to finance the new building.
- Signing the agreement with Tricon should occur soon, since, based on the draft construction schedule, pouring the concrete pilings for the new building should occur by the end of November.
- Based on cost estimates, PRL may have to move more of its current furniture than expected. There may be insufficient money to purchase large amounts of new furniture.
- Staff have already investigated the cost of moving the contents of the current headquarters building. Representatives from Outsource Installations Ltd. have come to Parkland and taken an inventory of our building contents. A quote is being prepared so staff has an estimate for moving.
- Staff are also developing a moving plan since operations will have to be shut down for an as yet unspecified period.

- Based on the draft construction schedule, Parkland’s planned move in date is the end of October 2020.
- Bell/Axia has still not provided a quote for the installation of SuperNet to the new building.

Motion by Harris to receive for information.

CARRIED UNANIMOUSLY  
PRL 69/2018-19

### **3.12. Red Tape Reduction Feedback**

Included in the package was an email from the Public Library Services Branch (PLSB) with Alberta Municipal Affairs. The PLSB is soliciting ways of reducing government administrative inconvenience (red tape) as it affects Alberta’s public libraries.

At the Executive Committee meeting on October 10<sup>th</sup>, they asked staff to complete the questionnaire with suggestions, and present it to the board at this meeting.

After soliciting input from the board, staff were instructed to submit the survey to the PLSB. It was also decided that the survey will not be sent to each board member to fill it out individually.

Motion by Sanchez to accept the responses for the Reduction of Red Tape Feedback survey to send to the PLSB.

CARRIED UNANIMOUSLY  
PRL 70/2018-19

### **3.13 Dates for 2020 Meetings**

The following dates for 2020 board meetings have been suggested:

February 20, 2020	12:30 p.m. – 3:30 p.m. (Annual Report, Year in Review)
May 28, 2020	12:30 p.m. – 3:30 p.m. (2019 Financial Statements)
September 17, 2020	12:30 p.m. – 3:30 p.m. (Budget presentation for 2021)
November 12, 2020	12:30 p.m. – 3:30 p.m. (Organizational Meeting)

Motion by Gilliat to accept the dates for 2020 meetings, subject to change if necessary.

CARRIED UNANIMOUSLY  
PRL 71/2018-19

#### **3.14.1. Director’s Report**

#### **3.14.2. Library Services**

#### **3.14.3. Finance and Operations**

#### **3.14.4. IT**

#### **3.14.5. ALTA**

Sheppard asked if there were any questions arising from the PRL staff reports.

Motion by Fossen to accept the reports for information

CARRIED UNANIMOUSLY  
PRL 72/2018-19



### **3.15. Parkland Community Update**

Stettler Public Library will host a Wine Survivor night on November 16<sup>th</sup> at 7:00 p.m. The entry fee is \$20.00 and a bottle of wine. Last year they raised \$2,000.00 for the library.

Sundry Municipal Library held a \$500.00 contest to local artists to have a mural painted in their library, with the winner Dax Stringer unveiling the Barb Bell memorial mural on September 30<sup>th</sup>.

Alix Public Library won the contest for Library Card Sign-up Month in September with a whopping 34% increase in membership. They received the Nintendo Prize package from PRL. There was an overall rise in memberships across the Parkland region of 4.5%

The Public Library Services Branch (PLSB) has added new unlimited comic books online. It was also mentioned that Ancestry.com is free for the public in any PRL library.

### **4. Adjournment**

Motion by Stannard to adjourn the meeting at 2:41 p.m.

CARRIED UNANIMOUSLY

PRL 73/2018-19

Meeting adjourned at 2:41 p.m.

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Chair