



PRLS Board Meeting Minutes

November 16, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday November 16, 2023 in the Combined Board Room, Lacombe.

Present: Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

With Regrets: Alison Barker-Jevne

Absent: Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

Visitors: Jocelyn Baxter, Diane Elliott

Staff: Hailey Halberg, Kara Hamilton, Emma McPherson, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:05 a.m. by Barb Gilliat.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Alison Barker-Jevne from attendance at the board meeting on November 16, 2023 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 55/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 56/2023

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the September 14, 2023 minutes. There were none.

Motion by Joy-Anne Murphy to approve the minutes of the September 14, 2023 meeting as presented.

CARRIED
PRLS 57/2023

1.3. Business arising from the minutes of the September 14, 2023 meeting

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

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. Joy-Anne Murphy asked to put the Budget Update on the active agenda as she had some questions. It was put on the agenda as *Agenda Item 2.4. - Business Arising from the Consent Agenda*.

Murphy sought and received some clarification regarding some lines found under the *"Support materials and Services Directly to Libraries"* section of the Budget Update.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 58/2023

3.1. Election of Board Chair

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

Gilliat turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Stephen Levy nominated Barb Gilliat, who allowed her name to stand. Shannon Wilcox nominated Bill Windsor, who also allowed his name to stand. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Ray Reckseidler to cease nominations.

CARRIED
PRLS 59/2023

A Zoom poll was presented and the results were: Barb Gilliat 34/40, and Bill Windsor, 6/40.

Barb Gilliat accepted the position of Board Chair. Sheppard turned the meeting back to Barb Gilliat.



3.2 Election of Executive Committee

Sheppard reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. 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 PRLS Board members representing that geographical area.

Jordon Northcott entered the meeting at 10:29 a.m.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

- Board Chair - Barb Gilliat
- Seat 2 - Carlene Wetthuhn
- Seat 3 - Deb Coombes
- Seat 4 - Len Phillips
- Seat 5 - Jamie Coston
- Seat 6 - Sarah Fahey
- Seat 7 - Dana Kreil
- Seat 8 - Debra Smith
- Seat 9 - Shannon Wilcox
- Seat 10 - Janice Wing

Motion by Gord Lawlor to accept the Executive Committee as appointed.

CARRIED
PRLS 60/2023

3.3. Marketing and Advocacy Report

Gilliat turned the meeting over to Gord Lawlor, who gave a verbal report regarding Advocacy efforts since the last board meeting.

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

Since Parkland and Yellowhead were the primary forces behind the Systems Advocacy Committee, Yellowhead Board Chair Hank Smit sent an email to the Chairs of the other five library systems to see if they still believed collective advocacy was desired or needed. Smit received no responses to his email.

One important note, at Parkland's September board meeting where the 2024 budget was approved by the board, the following motion was made:



Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The PRL/YRL Advocacy Committee will invoice the other systems for material provided in the future
- The committee will pursue ongoing COLA for library grants. The committee will send any letters produced to other systems to sign in support
- Parkland Staff need to find and evaluate the trade show banners used by the systems to see if they need replacing
- For RMA in March 2024, Gord Lawlor and Stephen Levy will volunteer to work a systems booth at the trade show – other volunteers are needed from the board

The Advocacy Committee also discussed strategies to engage Parkland board members to be effective advocates for the system in particular, and libraries in general.

Hailey Halberg then gave the Marketing Report. Parkland's October marketing initiatives were very successful Staff reported the following results:

- **3rd annual Golden Ticket Contest** – There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- **Library Card Sign-Up and Renewal Contest** – The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- **Internal Membership Drive** – There were over 1,700 new cardholders for October 2023 – a new record! The last highest was in September of 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals – Over 10% of their population!

In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials. Halberg then showed the finished video to the board.



3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023/2024 are:

Jul Bissell – Village of Elnora
Teresa Cunningham – Town of Penhold
Todd Dalke – Town of Sundre
Elaine Fossen – Village of Forestburg
Gord Lawlor – Town of Stetter
Stephen Levy – Village of Sedgewick
Jordon Northcott – Clearwater County
Ray Reckseidler – Village of Delburne
Deb Smith – Village of Loughheed
Harvey Walsh – Town of Olds

Motion by Twyla Hale to appoint Jul Bissell, Teresa Cunningham, Todd Dalke, Elaine Fossen, Gord Lawlor, Stephen Levy, Jordon Northcott, Ray Reckseidler, Deb Smith, and Harvey Walsh to the Advocacy Committee.

CARRIED
PRLS 61/2023

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Gilliat and Twyla Hale volunteered.

Motion by Len Phillips to accept Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2023/2024.

CARRIED
PRLS 62/2023

3.6. Compensation Policy Working Group Report

Twyla Hale, who was on the Compensation Policy Working Group, gave a PowerPoint presentation to the board regarding the work of the committee and their recommendations for Parkland's new salary grid and Compensation Policy. As a result of the review, and over a year's worth of work, the board decided to implement a new nine step salary grid. Before this could be done, it was necessary to rescind a previous motion which called for the reduction of the grid to seven steps.

Motion by Ray Reckseidler to rescind motion *PRLS 35/2022*.

CARRIED
PRLS 63/2023



Motion by Janice Wing to approve the 9-step salary grid for Parkland as well as the grids' corresponding compensation policy both to take effect January 1, 2025.

CARRIED

PRLS 64/2023

Twyla Hale left the meeting at 11:37 a.m.

Comfort break from 11:37 to 11:45 a.m.

3.7. Population Figures used by Parkland to Invoice Municipalities

Gilliat reviewed. In September, the following motion was passed by the board:

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

After discussing the matter at length, Joy-Anne Murphy asked that this matter be brought back to the board in November to solicit input and assistance from board members to compile and present documents supporting amending the membership agreement. The idea would be to create a package to be presented to the board in February, which would allow the board to hear the pros and cons for opening the membership agreement. This request was supported by Smith who made the following motion which was passed by the Executive Committee:

Motion by Deb Smith to bring the issue of population figures for invoicing municipalities to the board for decision in February.

Deb Smith and Stephen Levy agreed to prepare documentation for supporting not opening the Parkland agreement for amendment. Shannon Wilcox, Carlene Wetthuhn, Todd Dalke, Bill Windsor, and Joy-Anne Murphy volunteered to present for opening the Parkland agreement for amendment.

Staff will assist all parties in document preparation, and will contact the volunteers so that presentations can be made to the board in February.

Joy-Anne Murphy left the meeting at 11:56 a.m.

3.8. Dates for 2024 Meetings

The board reviewed the dates for PRLS' 2024 board meetings.

February 22, 2024	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 16, 2024	10:00 a.m. – 12:00 p.m. (2023 Financial Statements presented)
September 12, 2024	10:00 a.m. – 12:00 p.m. (Budget presentation)
November 14, 2024	10:00 a.m. – 12:00 p.m. (Organizational meeting)

The Executive Committee will select their 2024 meeting dates at their December meeting following the November organizational board meeting.



Janice Wing suggested that in the future, the proposed Board meeting dates be brought to the board at their September 2025 meeting, to make it easier for board members to plan.

Motion by Deb Smith to receive for information.

CARRIED
PRLS 65/ 2023

Cal David left the meeting at 12:06 p.m.

3.9. Board Meetings – Virtual or in-Person?

Sheppard reviewed. For 2023, the Parkland Board chose to hold two virtual meetings (February and November) and two in-person meetings (May and September).

At their October 19th meeting, the Parkland’s Executive Committee made the following motion recommending that for 2024 the board hold two virtual and two in-person meetings as in 2023.

Motion by Jamie Coston to recommend to the board that board meetings for 2024 remain with the May and September meetings being in-person and the February and November meetings being virtual.

CARRIED

There are advantages and disadvantages to both in-person and virtual board meetings. In addition, from a desire to enhance the transparency of board discussions and decisions, the Executive Committee made the following motion requiring that all board meetings be recorded.

Motion by Janice Wing to recommend to the board that all board meetings be recorded and posted publicly.

CARRIED

If the board chooses to hold in-person meetings, there would be an extra cost to recording the meetings, as staff would have to purchase equipment to do so. If meetings are entirely virtual, then there would be no additional cost since Zoom meetings are recorded already.

Since library board meetings are public meetings there is no expectation of privacy.

Parkland’s board meetings could be posted on our website just as many municipal councils do. Having Parkland’s meetings online would be an excellent way to counter misinformation.

Jas Payne left the meeting at 12:10 p.m.

Motion by Stephen Levy to hold two virtual and two in-person board meetings in 2024.

WITHDRAWN

Motion by Bill Windsor to hold all meetings in 2024 virtually.

CARRIED
PRLS 66/2023



3.10. Budget Approval Update

As of the date of the meeting, Parkland's budget was approved by 68% of the municipalities representing 77% of the population. The Parkland budget for 2024 has been passed.

Also included in the package was a letter of request from the Mayor of the Town of Didsbury requesting that the Parkland Board amend the PRLS 2024 budget. The board took no action to this request.

Motion by Dana Kreil to receive the budget update for information.

CARRIED

PRLS 67/2023

Jamie Coston and Edna Coulter left the meeting at 12:13 p.m.

3.11.1. Director's Report

3.11.2. I.T. Report

3.11.3. Library Services Report

3.11.4. Finance & Operations Report

Gilliat asked if there were any questions regarding the Director's Report, I.T. Report, Library Services Report, or the Finance & Operations Report. There were none.

Motion by Stephen Levy to receive the Director's Report, I.T. Report, Library Services Report, and Finance & Operations Report for information.

CARRIED

PRLS 68/2023

3.12. Parkland Community Update

Stettler Public Library loaned 80,000 units in 2023. The Stettler friends of the library are also holding their annual wine survivor fundraiser in December.

Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the Guinness Book of World records.

Janice Wing left at 12:15 p.m.

Jul Bissell left the meeting at 12:16 p.m.

The Sedgewick and District Municipal Library is holding two fundraisers; a pre-Christmas seafood sale, and a quilt fundraiser selling \$5 tickets until December 12th. The quilt has an estimated value of \$500.

Jordon Northcott, the board representative from Clearwater County, asked about amalgamations and dissolutions of municipalities, particularly Caroline Municipal Library, and what the options were going forward for the municipality. Sheppard offered to meet with the Clearwater County council at a future date.

Carstairs Public Library has hosted their first ever ComicCon, which was so popular that they will be holding it again next year with other partners.



Castor Municipal Library has a table at the local farmer's market and are partnering with the Elks on a raffle fundraiser. They have also been able to hire a summer student this past year, and hope to next summer as well.

Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Elaine Fossen and Bill Windsor left the meeting at 12:21 p.m.

4. Adjournment

Motion by Gord Lawlor to adjourn the meeting at 12:23 p.m.

CARRIED

PRLS 69/2023

Chair