



PRLS Board Meeting Minutes May 19, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:04 a.m. on Thursday May 19, 2022 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, Barb Gilliat, Norma Penney

Present via Zoom: Jackie AlMBERG, , Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Amanda Derksen, Jeff Eckstrand, Jul Bissell (alternate for Lisa Ferguson), Marie Flowers, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Leonard Phillips, Lori Reid, Teresa Rilling, Bill Rock, Heather Ryan, Les Stulberg, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

With Regrets: Doug Weir, Alison Barker-Jevne, and Gail Knudson

Absent: Edna Coulter, Bruce Gartside, Guy Lapointe, Daryl Lougheed, Bryce Olson, Ray Reckseidler, Diane Roth, Sandy Shipton, and Sharon Williamson

Guests: Margaret Law – in person, Lindsey Schmidt and Rebecca Slater (MNP) - Zoom

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Haley Amendt, Hailey Halberg

Call to Order

Meeting called to order at 10:04 a.m. by Smith.

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

Motion by Len Phillips to excuse Doug Weir, Alison Barker-Jevne, and Gail Knudson from attendance at the board meeting on May 19, 2022 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 15/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Teresa Cunningham to accept the agenda as presented.

CARRIED
PRLS 16/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the February 24, 2022 minutes. There were none.

Motion by Jackie Almborg to approve the minutes of the February 24, 2022 meeting as presented.

CARRIED
PRLS 17/2022

1.3. Business arising from the minutes of the February 24, 2022 meeting

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

2. Business Arising from the Consent Agenda

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

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

CARRIED
PRLS 18/2022

3.1. Approval of the 2021 Audit

Shawn Peach left the meeting from 10:12 to 10:17 a.m.

Lindsey Schmidt and Rebecca Slater from Parkland's audit company, MNP, presented the audit.

The *Parkland Regional Library System 2021 Audit Findings Report to the Board of Directors/Executive Committee for December 31, 2021*, two additional letters to the Board and the *Financial Statements December 31, 2021* were provided by PRLS's auditors MNP. In their report, the auditors state:

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 12, 2021, for the preparation and fair presentation of the Library's financial statements in accordance with Canadian public sector accounting standards. We believe these financial statements are complete and present fairly, in all material respects, the financial position of the Library as at December 31, 2021, and the results of its operations and its cash flows, in accordance with Canadian public sector accounting standards.

Parkland received a clean audit. However, the auditor had three recommendations in their management letter, first, that the Finance Department develop a succession plan, in anticipation of staff retirements. They also noted that the building reserve is below the recommended minimum, stating that the Executive Committee is aware of this and are planning on slowly bringing the reserve up to minimum levels over the next few years. The last recommendation is to change amortization for Parkland's computers from 30% to 50% in order to better reflect the actual value of Parkland's computers.

Motion by Jackie Northey to approve the *Parkland Regional Library System 2021 Audit Findings Report to the Board of Directors/Executive Committee for December 31, 2021* and the *Financial Statements for December 31, 2021* as presented.

CARRIED
PRLS 19/2022

Lindsey Schmidt and Rebecca Slater left the meeting at 10:31 a.m.

3.2. 2023 Requisition Increase

At their March 24th meeting, Parkland's Executive Committee passed the following motion:

Motion by Philip Massier to direct staff to create a 2023 budget with a .20 cent increase in the requisition level on the most current population figures, and if the population numbers for the region drop, to increase the requisition sufficiently to equal the extra income originally projected.

CARRIED

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

At the time of posting the meeting package, the rate of inflation for Alberta as determined by the Federal Government was at 6.5% over this time last year.

There was considerable debate over using Treasury Board population estimates for invoicing municipalities. Despite this, the board upheld the original motion made by the Executive Committee.

Motion by Philip Massier to direct staff to create a 2023 budget with a .20 cent increase in the requisition level on the most current population figures, and if the population numbers for the region drop, to increase the requisition sufficiently to equal the extra income originally projected.

CARRIED

PRLS 20/2022

3.3 2023 Budget and Population Numbers

At the last Executive Committee meeting there was a long discussion regarding which population figures Parkland should use for invoicing municipalities. The committee was asked to revisit a decision that was made in 2021.

According to clause 8.3 of Parkland's master agreement when invoicing members for the requisition:

"The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs." However, according to the Government of Alberta's website "The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future."

The potential problem for Parkland was that the last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board.

At the March 2021 Executive Committee meeting, the committee decided to use the population numbers from Treasury Board and Finance to invoice municipalities because, as the GOA's own

website stated; " *The municipal Affairs Population list has been discontinued and **will be replaced** by population estimates from Treasury Board and Finance in the Future.*" The interpretation at the time was that the population estimates from Treasury Board are **replacing** the Municipal Affairs population lists.

Member municipalities were informed of this change, as was the Parkland board at their meeting in May 2021. The board and Municipalities were again informed when the budget was distributed last autumn.

After much discussion on this subject by the Executive Committee, staff were instructed to seek a legal opinion on a number of issues. Based on the legal opinion obtained:

- There is no need to change our membership agreement to use the population figures from Treasury Board to invoice member municipalities.
- It would appear that PRLS should be using the population figures from the Treasury Board for the purpose of invoicing municipalities.
- If Parkland were to switch to using the federal census numbers for invoicing municipalities, then the municipalities would have to change the membership agreement.
- Switching to the federal census numbers is redundant because according to GOA's website, the federal census will be used to update the Treasury Board population estimates.
- The funding level or funding model used by Municipal Affairs has no bearing on the invoicing models outlined in Parkland's master agreement. How the GOA chooses to distribute funding is an entirely separate issue from how Parkland invoices its member municipalities.

Following on the previous agenda item, some board members indicated that Parkland's master agreement be amended to utilize the recent federal census population figures for the purpose of calculating the amount of the levy when invoicing municipalities.

Motion by Barb Gilliat to receive the legal opinion from Susan Alexander-Smith, QC for information, and to follow her recommendation for building the 2023 Budget using the Treasury Board Estimates.

CARRIED
PRLS 21/2022

3.4. Parkland's Strategic Plan 2023-2025 Update

In February, there were three focus groups facilitated by Shari Hansen, a Community Development officer with Alberta Culture and Status of Women. At these focus group sessions, Hansen spoke with groups of key Parkland stakeholder groups to get input for PRLS' 2023-2025 strategic plan. While much of the data collected needs further analysis before it is truly useful, a number of key themes have emerged. The emerging priorities for Parkland's member libraries include:

- Marketing assistance including communications
- Advocacy

- Sustainable funding (which is tied to both effective marketing and advocacy)
- Assistance with HR issues
- An increased emphasis on eContent in several different categories
- Creating an environment that fosters an overall increase in the professionalism of member library service through better collection development, collaboration and partnerships developing critical thinking and analysis while at the same time sharing and celebrating the uniqueness of each library and their individual accomplishments. In such an environment, libraries can share ideas and support one another.

Due to the irregular services demanded of member libraries caused by COVID-19, and because it is only now and with some uncertainty that “normal” services are being resumed, another focus group session was held on May 4th to go over the data collected at the February focus group sessions to see if the emerging priorities accurately reflect the services member libraries would like to see Parkland develop. Formal work on Goals and Objectives will begin shortly.

Motion by Joy-Anne Murphy to receive for information.

CARRIED
PRLS 22/2022

Comfort Break 11:31 – 11:40 a.m.

3.5. Indigenous Library Services

On April 1st 2022, two years after the Maskwacis library service point closed due to the COVID-19 pandemic, the library service point had a soft opening. The Howard Buffalo Memorial Centre doors remain locked but patrons are welcome by appointment.

Before opening, Parkland staff preformed IT updates, a collection inventory, and ensured the space was ready for public access. Since opening, Parkland staff have maintained open hours on Tuesdays and Thursdays from 11:00 a.m. – 2:00 p.m.

Parkland has hired an individual to run the library service at Maskwacis for 21 hours a week. Reporting to Parkland, this person will be responsible for library programming, circulating library materials, and promoting the use of the library and its resources.

Parkland staff have so far ordered 390 new items for the collection at Maskwacis and will begin the process of weeding outdated materials. They have also purchased additional shelving units to allow for expansion of the collection and a slat wall will be installed to create a designated display area to promote the collection.

In addition, Parkland staff are in early stages of establishing library service for the O’Chiese and Sunchild reserves, as they are also a part of Parkland’s indigenous grant.

Motion by Stephen Levy to receive for information.

CARRIED
PRLS 23/2022

3.6. Advocacy and Marketing Report

Gord Lawlor gave the Advocacy Report. The Advocacy Committee has reviewed the format for Parkland's 2021 Return on Investment (ROIs) They are posted on Parkland's website. He strongly encouraged board members to download and print the ROI for their municipality and present it to council. Also available on the Parkland website is a short infographic highlighting some of Parkland's many accomplishments in 2021 despite the challenges of the past year. Board members were encouraged to present the annual report synopsis to council in conjunction with their municipal ROI.

Gord Lawlor and Haley Amendt participated in Marigold's conference in Calgary and presented "Advocacy, Whose Role is it Anyway?" which was well received. At the conference, they discussed each region creating their own Advocacy Committee, and the committees sharing with each other. Also discussed was the notion of creating a provincial advocacy committee, with each regional system contributing members.

Hailey Halberg talked about Parkland's marketing activity. Parkland has selected 5 libraries to use as a pilot project for professional photography to support library marketing. The photography and video will be shot at the end of May and staff expect the edited photos and video in June. The libraries will be Rocky Mountain House, Caroline, Forestburg, Alix, and Amisk.

Staff will measure success by looking at how the photos are used, surveying libraries on the impact of the photos, and the success of the photos in Parkland's marketing content.

Last summer, Parkland had a public BBQ, magician, and open house to celebrate their new building. The event was such a success, staff have decided to hold it again this summer. This year, Parkland joined forces with Lacombe Days and will hold the event in July.

Parkland has created a new update email template for libraries and board members. You may have seen our sleek new design pop up in your inbox in the April. We are now able to track the open rates and which links are clicked so we can continually improve the information we send out.

Staff have spent a lot of time researching effective library signage and inviting spaces. A signage audit document has been created to help libraries evaluate their signage. Parkland has already completed signage audits for five libraries at their request.

The library display contest hosted by Parkland for the month of April is complete. There were 10 participating libraries that got over 4,000 views and 1,300 votes in the contest. The winners were Carstairs library, Camrose library, and Hughenden library. They have received credit towards Vistaprint Pro Shop to order marketing materials.

A video was then shown, "A Day in the Life of Parkland".

Motion by Carlene Wetthuhn to receive for information.

CARRIED

PRLS 24/2022

3.7. Parkland Community Update

Clive Public Library is resuming 'Free Movie Fridays'. The first one was last month, with 70 people in attendance.

Stettler Public Library has redone their Plan of Service. The library also now attends farmers markets throughout the summer in Stettler.

Cremona Municipal Library started a seed sharing program which has brought in a whole new demographic of patrons.

Ponoka Jubilee Library held a red dress event at the park on May 5th in order to communicate the effects of Missing and Murdered Indigenous Women.

Sylvan Lake Municipal Library is installing new flooring and is redesigning the library children's area. The library will be closed June 13 to 27th.

Castor Municipal Library has formed a *Friends of the Library* group who recently held a poetry reading for 21 people.

Sedgewick & District Municipal Library bought a new building and is moving to Main Street, hopefully in 2023.

Rimbey Municipal Library has a new addition on their library and they have re-opened.

Amisk Public Library is celebrating their 100th birthday in summer 2023 and are planning a party to celebrate.

Donalda Public Library has newly painted furniture and are working hard on their summer programs.

Penhold & District Public Library is holding a spice club, macrame night, and spy club. They are also partnering with FCSS to hold mom and dad children's programs. Lastly, they are holding a Battle of Alberta contest to win pizza for the game. They have hired 2 new summer programmers.

Caroline Municipal Library is continuing their programs: Soup to Seniors, crafting and sewing classes, plant exchanges, and much more.

Bentley Municipal Library has weekly crafts in a bag for parents to pick up, nature school for parents with children aged 2-5 years, and movie nights.

Eckville Municipal Library has a new manager.

Motion by Norma Penney to receive for information.

CARRIED

PRLS 25/2022

3.8.1. Director & Library Services Report

3.8.2. I.T. Report

3.8.3. Finance & Operations Report

3.8.4. ALTA Report

Smith asked if there were any questions regarding the Director & Library Services Report, IT, Finance and Operations, or ALTA Reports. There were none.

Motion by Stephen Levy to receive the Director & Library Services Report, IT, Finance and Operations, and ALTA Reports for information.

CARRIED
PRLS 26/2022

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 12:15 p.m.

CARRIED
PRLS 27/2022

Meeting adjourned at 12:15 p.m.

Chair