



PRLS Board Meeting Minutes

February 22, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 9:29 a.m. on Thursday February 22, 2024 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Doug Booker, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Jeff Eckstrand, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Kathy Hall, Pam Hansen, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

With Regrets: Twyla Hale, Marc Mousseau, Bill Rock

Absent: Deb Coombes, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Dana Kreil, Darryl Motley, Jordon Northcott, Shawn Peach, Sandy Shipton, Harvey Walsh, Patricia Young

Visitors: Margaret Law

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

Call to Order

Meeting called to order at 9:29 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 Stephen Levy to excuse Twyla Hale, Marc Mousseau, and Bill Rock from attendance at the board meeting on February 22, 2024 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 01/2024

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 Ray Reckseidler to accept the agenda as presented.

CARRIED

PRLS 02/2024

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the November 16, 2023 minutes. There was a correction to the minutes on the bottom of page 8 of the package. It referred to the 2021 budget, it should read the 2024 budget.

Motion by Jackie Northey to approve the minutes of the November 16, 2023 meeting as amended.

CARRIED

PRLS 03/2024

1.3. Business arising from the minutes of the November 16, 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.

Motion by Len Phillips to approve the consent agenda as presented.

CARRIED

PRLS 04/2024

3. Board Orientation by Dr. Margaret Law

Gilliat turned the meeting over to Law.

Ricci Matthews entered the meeting at 9:57 a.m.

Law spoke of the importance of the board member's role to the organization, and the importance of acting in the best interest of Parkland when acting as a Parkland board member. She also reviewed the Libraries Act and Regulations, and what they say about the roles and responsibilities of board members. She used a PowerPoint which will be emailed to board members after the meeting.

4.1 Request to Amend the Parkland Master Agreement – Population Invoicing

Diane Roth left the meeting at 10:25 a.m.

Sheppard introduced the issue. Since 2021, board members have debated which population figures should be used by Parkland for invoicing municipalities. For this to happen, it would require a change of clause 8.3 of Parkland's membership agreement. According to clause 17, to change the agreement, it would require that the amendment be passed by the board after



which it be submitted to the member municipalities for approval. Unanimous consent would be necessary for the change to become effective immediately. Otherwise, the amendment would be deemed approved with 13 months' notice if 2/3 of the municipalities representing 2/3 of the population agreed to the amendment.

Jas Payne entered the meeting at 10:43 a.m.

Included in the package was:

- Documents supporting the amendment to the agreement
- Documents supporting leaving the amendment as is
- The legal opinion from May 12, 2022 demonstrating that Parkland's current use of the Population Estimates produced by Alberta Treasury Board and Finance for invoicing municipalities is in compliance to the current wording of the membership agreement.
- A copy of the *Parkland Regional Library Agreement*

It was also brought to the board's attention that the population figures published by Municipal Affairs have been updated very recently, and will continue to be updated annually.

After much discussion, the issue was called to a vote. A zoom poll was initiated and the motion was defeated 14/21.

Motion by Carlene Wetthuhn to amend Clause 8.3 of the PRLS master agreement to "The population of a municipality that is a Party to the Agreement shall by the same population as used for the calculation of the most recent library grants issued by the Public Library Services Branch."

DEFEATED 14/21

PRLS 05/2024

There was some discussion about conducting a major revision of the membership agreement. Staff were instructed to gather information on the cost of revising the agreement, what the process might entail, and what within the agreement might warrant changing. This information is to be brought back to the Executive Committee and provided to the board in May or at a later date.

4.2. 2023 in Review – Approval of the 2023 Annual Report

Les Stulberg left the meeting at 11:07 a.m.

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs that has been approved by the Parkland board. Sheppard reviewed the Parkland Annual Report.

Motion by Edna Coulter to approve the Parkland Regional Library System's 2024 Public Library Survey and 2023 Annual Report as presented.

CARRIED



4.3. Approval of the 2023 Outlet Annual Reports

Newland reviewed the Annual reports to the PLSB from Parkland's four outlet libraries, Brownfield Community Library, Nordegg Public Library, Spruce View Community Library and

Water Valley Public Library, for which Parkland is the governing board. Under the Alberta's Libraries Act, the PRLS Board must approve the annual reports for these service points.

Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Len Phillips to approve the annual reports and plan of service for Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED
PRLS 07/2024

4.4. Marketing and Advocacy Committee Report

Lawlor spoke to the Advocacy Committee report, and the importance of advocating for public libraries. Among the items reported on Parkland's Advocacy Committee has set draft goals for 2024. Those goals are:

1. To continue to advocate for a cost-of-living adjustment to provincial operating grants and/or another infusion for increased library funding
2. To continue demonstrating leadership in the formulation of unified advocacy efforts by the seven library systems
3. To continue to focus on advocacy to the system board
4. To continue to help libraries and library boards advocate for themselves at the local level

Other major items deemed to be advocacy priorities include increasing funding for SuperNet bandwidth from the provincial government and helping libraries advocate effectively with their local municipal councils since many libraries are still struggling with insufficient funding.

Motion by Gord Lawlor to receive the Marketing and Advocacy Committee Report for information.

CARRIED
PRLS 08/2024

4.5.1. Director's Report

4.5.2. Library Services Report

4.5.3. I.T. Report

4.5.4. Finance & Operations Report



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

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

CARRIED
PRLS 09/2024

4.6. **Parkland Community Update**

Stettler Public Library has a new laser engraver and 3D printer. They will be participating in the Stettler trade show on April 12-14 with the 3D printer making items for children. Also, the Rotary Club of Stettler funded a unit that provides an immersive experience in the library.

Camrose Public Library is holding an event regarding intellectual freedom on February 22, 2024.

The Innisfail Public Library has recently updated their Plan of Service. They will be celebrating their 120th anniversary on April 13th from 11:00 – 2:00.

The Penhold Library distributed two pamphlets explaining how to get started with eResources and their year in review. They spent their TD Summer Reading prize on a baby grand piano and are working on ways to integrate music into their programming.

Carstairs Public Library received a grant that allowed them to purchase two pickup lockers for patrons to pick up library materials outside of library hours.

Todd Brand is giving a free seminar on Parliamentary Procedure in Strathmore on March 9th.

5. **Adjournment**

Motion by Gord Lawlor to adjourn the meeting at 11:30 a.m.

CARRIED
PRLS 10/2024

Chair