



PRLS Board Meeting Minutes

September 11, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 9:06 a.m. on Thursday September 11, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Kathy Hall, Pam Hansen, Megan Hanson, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Joy-Anne Murphy, Jordon Northcott, Jacque Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Naomi Tercier, Paul Ashford alt. for Leona Thorogood, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Guests: Haley Amendt, Diane Elliott, Maia Foster, Barbara Gibson, Rhonda O'Neill

With Regrets: Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Harvey Walsh

Absent: Delijiah Antaloczy, Jul Bissell, Wayne Clark, Jeff Eckstrand, Tim Field, Matthew Goudy, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Darryl Motley, Bill Windsor

Staff: Karyn Goodwillie, Hailey Halberg, Kara Hamilton, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 9:06 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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 Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Shawn Peach, and Harvey Walsh from attendance at the board meeting on September 11, 2025 and remain a member of the Parkland Board in good standing.

CARRIED

PRLS 32/2025



Agenda

1.1.2 Adoption of the Agenda

Motion by Gord Lawlor to accept the agenda as presented.

CARRIED

PRLS 33/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the May 15, 2025 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 15, 2025 meeting as presented.

CARRIED

PRLS 34/2025

1.3. Business arising from the minutes of the May 15, 2025 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. There was none.

Motion by Paul Patterson to approve the consent agenda as presented.

CARRIED

PRLS 35/2025

Les Fee entered the meeting at 9:18 a.m.

3.1 2026 Parkland Budget

Sheppard reviewed the proposed 2026 budgets. At the May board meeting the board asked staff to bring two identical budgets back to the board at the September meeting, with the only difference being an additional cost of living (COLA) increase to staff. Budget scenario A only provided eligible staff a step up the salary grid while scenario B provided a step and COLA. After some discussion, the board decided to approve the budget scenario granting staff a step up the grid but not COLA.

Some points to note include:

- Overall, expenditures are anticipated to increase by .99% in 2026
- To balance the budget, it will be necessary to increase the municipal requisition/levy by eighteen cents.
- The budget for 2026 is based on a new population figure of 223,641 (+1,615 population)
- Provincial grants amount to approximately 41% of Parkland's total income.

Motion by Phillip Massier to approve 2026 budget scenario B.

DEFEATED

PRLS 36/2025



Motion by Paul Ashford to approve 2026 budget scenario A.

CARRIED

PRLS 37/2025

3.2 New Salary Grid

Sheppard reviewed. For the last several years, Deputy Directors at Parkland were remunerated based on line 1 of the salary grid, the manager line. For the extra duties expected from the Deputy Director, an additional \$5,000 stipend was added to their salary.

With the retirement of Donna Williams, the role of Deputy Director has been fixed as a specific position within the organization. As a result, an additional line has been added to the salary grid specifically attributable to the Deputy Director. The new line was created after inquiring with the other library systems what their Deputies are paid and by comparing the approximate variations in the lines of the current Parkland grid. With the departure of two senior staff, the addition of the new salary line has no material effect on the salary line of the 2026 budget.

With the addition of the new line on the salary grid, Parkland's Cost of Living and Compensation policy had to be changed. In the policy, it states *"The Deputy Director will receive a stipend in addition to their salary."* With a new grid line for the Deputy Director, the line referring to the stipend can be removed.

Motion by Carlene Wetthuhn to approve the Compensation Policy as amended.

CARRIED

PRLS 38/2025

Marc Mousseau entered the meeting at 9:55 a.m.

3.3 Board Members Appointed by Multiple Municipalities as their Representative

Julie Maplethorpe reviewed. At present, three board members represent multiple municipalities on the Parkland Board as follows:

Shaleah Fox

Village of Donalda / S.V. of Rochon Sands

Alison Barker-Jevne

Village of Bawlf / Village of Bittern Lake / Village of Edberg / Village of Rosalind

Julie Maplethorpe

S.V. of Birchcliff / S.V. of Half Moon Bay / S.V. of Jarvis Bay / S.V. of Norglenwold / S.V. of Sunbreaker Cove

According to the Alberta Libraries Act, Section 16, any municipal member of a library system may appoint a person to the system board who is acceptable to municipal council. There is no prohibition whatsoever in Alberta's library legislation, Parkland's policies, bylaws, or membership



agreement preventing one person from representing multiple municipalities on a system board. However, none of the previously mentioned documents state whether those individuals who represent multiple municipal jurisdictions are to be accorded one vote per jurisdiction they represent.

The standing practice on the Parkland Board has always been that each board member only gets one vote.

After some discussion, the board decided that board members would continue to be accorded one vote each. Staff will bring a change in policy back to the board in November affirming that each board member is accorded one vote.

Motion by Julie Maplethorpe to recognize board members who are appointed as representatives to the PRLS Board for multiple municipalities to be awarded one vote per municipality whereby the votes are cast are unanimous in nature from the representative, and the votes will not be split.

DEFEATED
PRLS 39/2025

3.4 Reserve Transfers

Sheppard reviewed. Parkland does not budget for reserves. However, in years where the auditors adjust the level of the Unrestricted Reserve due to their year-end adjustment (usually budget surpluses), Parkland uses these funds to replenish other reserves.

As of May 31st, the Unrestricted Reserve was valued at \$308,007. To replenish Parkland's reserves, at their June 19th meeting, the Executive Committee moved funds from the Unrestricted Reserve to other reserves as follows:

- \$14,500 to the Building Reserve to bring that reserve to recommended minimum level of \$250,000.
- \$12,295 to the Equipment/Furnishings Reserve to bring it up to its recommended maximum level of \$50,000.
- \$125,000 to the Technology Reserve which has a recommended maximum of \$500,000. Following the transfer, the Technology Reserve balance was \$308,329.
- \$25,000 into the vehicle reserve since Parkland's staff vehicles are starting to age and will eventually need replacing. The current value of the Vehicle Reserve is \$204,454.32.

Following these transfers, the Unrestricted Reserve has a remaining balance of \$131,212.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 40/2025



3.5 Investment Signing Authority

Sheppard reviewed. Parkland's investments are managed by RBC Dominion Securities. Donna Williams, who was also the head of Parkland's Finance & Operations Unit, and Ron Sheppard were the only individuals authorized as signing authorities allowed to make changes related to Parkland's bond portfolio. With Donna's retirement, Valerie Schellenberg as the new head of the Finance and Operations unit and Andrea Newland as Deputy Director have been added as signing authorities in addition to the Director.

Motion by Paul Patterson to receive for information.

CARRIED
PRLS 41/2025

3.6 HR Manual Changes

Sheppard reviewed. According to board policy 4.11.1 and 4.11.2, the board needs to be informed of all changes to the Human Resource Manual and Organizational Chart.

A new position has been created at Parkland; The Library Services Assistant. Reporting to the Deputy Director, the Library Services Assistant is primarily responsible for providing support to the Library Services team and to other departments within Parkland. Funding for this position became available when Parkland's Finance Technician retired in April. The Finance Technician position was eliminated.

Other changes to the Human Resource Manual include limiting the number of sick days part-time staff can accumulate to 45 days. Management also decided to allow temporary, contracted employees to be paid for all designated holidays and the three "board days" at Christmas.

Reimbursement rates have also been updated for un-receipted meal expenses to the current Government of Alberta rates.

In addition, Parkland's mileage reimbursement rate was updated from \$0.550 to \$0.570 per km to conform with the new provincial rates.

The same reimbursement rates have also been updated in Appendix II, the "Finance Reimbursement Schedule" of Parkland's policy manual. Nordegg has been removed from the schedule since it is no longer a Parkland outlet library.

Reimbursement rates had not been updated since 2015.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 42/2025

3.7 Advocacy and Marketing Report

Halberg reviewed. Parkland staff have created a new social media strategy. The last social media strategy was implemented in 2021 and was quite basic. The new strategy expands on goals,



target audiences, platforms, and content. The aesthetic of the new strategy remains the same, with the main change being pivoting away from posting mostly collections-based content and including posts on PRLS services, highlighting member libraries, and advocacy. Parkland also wants to differentiate ourselves from public libraries and use our content to communicate with member library staff, as well as educate the public on our services and purpose.

Municipal Advocacy Materials

Parkland staff have completed a number of municipal advocacy materials for member library staff and boards to use in the upcoming municipal election. These documents will be made available on the Parkland website for member library boards. An email will be sent out and telephone calls will be made to member libraries offering further assistance from the Advocacy Committee.

Parkland has continued to have a prominent role in provincial advocacy. Sheppard reviewed the resolution requesting an increase in library funding for the Alberta Municipalities conference.

Subsequently, representatives from Calgary and Parkland have been invited to a meeting with Dan Williams and his staff to discuss library funding and the proposed resolution on Friday September 12th.

The achievement of obtaining this meeting with the new minister is testimony to Parkland's long term advocacy efforts and demonstrates Parkland's importance provincially.

Motion by Joy-Anne Murphy to receive for information.

CARRIED
PRLS 43/2025

3.7a P.D. Component

Sheppard gave a short presentation to the board about Provincial and Regional Library Funding and how it impacts the Parkland budget.

Motion by Gord Lawlor to receive the P.D. presentation for information

CARRIED
PRLS 44/2025

Naomi Tercier left the meeting at 11:03 a.m.

3.8 2026 Meeting Dates

Sheppard reviewed the proposed 2026 meeting dates for Parkland's board meetings which will need to be reviewed by the Board at the organizational meeting in November.

February 26, 2026	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 21, 2026	10:00 a.m. – 12:00 p.m. (2025 Financial Statements presented)
September 17, 2026	10:00 a.m. – 12:00 p.m. (Budget presented)
November 19, 2026	10:00 a.m. – 12:00 p.m. (Organizational meeting)



The board discussed if it wants to continue meeting using Zoom or return to in-person meetings. If the board returns to in-person meetings, Parkland lacks the technology to record them. Zoom meetings are recorded and publicly available on our website. Recording in-person board meetings would require a significant upgrade in technology. Parkland also lacks the technology to host hybrid board meetings. After some discussion, it seemed there was appetite for one board meeting per year to be in person, in May. The board will review the matter again in November.

Motion by Teresa Cunningham to receive the 2026 board meeting dates for information.

CARRIED

PRLS 45/2025

3.9. Updates

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

Gilliat asked if there were any questions regarding the Director's Report, Library Services Report, or IT Report. There were none.

Deputy Director Andrea Newland added to her Library Services Report that she, along with a team of staff; will be visiting all of Parkland's member library staff by holding meetings based on counties. The intention is to ensure Parkland's services are as responsive as possible to member library needs.

Motion by Ray Reckseidler to receive the Director's, Library Services, and IT Reports for information.

CARRIED

PRLS 46/2025

Len Phillips and Edna Coulter left the meeting at 11:12 a.m.

3.10. Parkland Community Update

Carstairs Public Library is partnering with Moccasin House and the local museum on September 22nd to offer a day of interaction with Metis and indigenous culture.

Hughenden Public Library held their "Leg-up" event on September 11th where the library manager delivered books to patrons and schoolchildren in grades 4-6 on horseback.

Caroline Municipal Library held their annual garage sale with donated items that returned \$6,000 for the library.

Stettler Public Library is working with the local museum, the town, County of Stettler, and Board of Trade to present a number of indigenous activities on Saturday September 13th at the Stettler museum for Culture Days. In addition, the Friends of the Library are holding their Spooktacular book sale on October 11th.

Megan Hanson and Cal David left the meeting at 11:23 a.m.



Penhold & District Public Library has a "Power Hour" utility presentation for seniors. Their summer reading club tracker necklaces was, as always, very popular. They gave away 432 necklaces, and 3,445 beads (worth 20 minutes reading each), and there were 445 entries for their contest prizes. 68,900 minutes were read all together. In addition, their summer reading program held 37 programs for 407 children.

Cremona Municipal Library On August 18th, Cremona Public Library, Mountain View County, and the Cremona Recreation Board sponsored 4-time World champion Dallas Arcand, a First Nations hoop dancer to perform for residents of Cremona.

Board members Ray Reckseidler from the Village of Delburne and Gord Lawlor from the Town of Stettler expressed appreciation for their time on the Parkland Board.

Gilliat asked everyone to stay after adjournment to fill out a short three-question survey.

4. Adjournment

Motion by Ray Reckseidler to adjourn the meeting at 11:29 a.m.

CARRIED

PRLS 47/2025

Chair