



PRLS Board Meeting Minutes

November 14, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:01 a.m. on Thursday November 14, 2024 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Paul Ashford, Alison Barker-Jevne, Jul Bissell, Wayne Clark, Lauren Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Sarah Fahey, Les Fee, Richard Forsberg, Dwayne Fulton, Twyla Hale, Kathy Hall, Pam Hansen, Cody Johnson, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Leonard Phillips, Sandy Shipton, Naomi Tercier, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Guests: Brenda Dennis, Diane Elliot – Alt., Maia Foster, Paul Peterson, Paul Webb – Alt.

With Regrets: Elaine Fossen, Shaleah Fox, Barbara Gibson, Joy-Anne Murphy, Dianne Roth, Les Stulberg

Absent: Todd Dalke, Tim Field, Cody Hillmer, Dana Kreil, Stephen Levy, Darryl Motley, Jas Payne, Shawn Peach, Ron These, Bill Windsor

Staff: Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:01 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 Janice Wing to excuse Elaine Fossen, Shaleah Fox, Barbara Gibson, Ricci Matthews, Joy-Anne Murphy, Dianne Roth, and Les Stulberg from attendance at the board meeting on November 14, 2024 and remain a member of the Parkland Board in good standing.

CARRIED

PRLS 43/2024

Agenda

1.1.2 Adoption of the Agenda



Gilliat asked if there were any additions or deletions to the agenda.

Motion by Ray Reckseidler to accept the agenda as presented.

CARRIED
PRLS 44/2024

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the September 12, 2024 minutes. There were none.

Motion by Len Phillips to approve the minutes of the September 12, 2024 meeting as presented.

CARRIED
PRLS 45/2024

1.3. Business arising from the minutes of the September 12, 2024 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 Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 46/2024

3.1 Board Orientation

Sheppard spoke to the Municipal Council Library Orientation PowerPoint presentation that explained the structure of library service in Alberta.

Sheppard asked the board if they would like to attend board member training in January and when the sessions should be. There were requests for weekends, evenings, and during the day. Sessions will be scheduled in January.

Ricci Matthews entered the meeting at 10:34 a.m.

4.1 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.

Janice Wing nominated Barb Gilliat, who allowed her 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



Barb Gilliat became Parkland's Board Chair by acclamation. Sheppard turned the meeting back to Barb Gilliat.

4.2 Election of the 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. 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, Camrose County
- Seat 3 – Deb Coombes, Town of Bowden
- Seat 4 – Len Phillips, Town of Rocky Mtn. House
- Seat 5 – Marc Mousseau, Summer Village of Parkland Beach
- Seat 6 – Twyla Hale, City of Lacombe
- Seat 7 – No representative chosen
- Seat 8 – No representative chosen
- Seat 9 – Shannon Wilcox, Town of Carstairs
- Seat 10 - Janice Wing, Town of Innisfail

Those areas that did not select a member for the Executive Committee will have the opportunity to do so at the February board meeting.

Motion by Deb Coombes to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2024

4.3 Marketing and Advocacy Committee Report

Gord Lawlor presented the Advocacy Report. Parkland will not be appointing the Advocacy Committee pending an assessment of the committee's mandate and how to make it a more effective tool of the board.

The committee can be appointed at the February board meeting following a review of the terms of reference with recommendations by the Executive Committee which will meet in December and January. In particular, the role and duties of the Advocacy Committee members will be examined to determine whether a more practical "hands on" approach is needed. Rather than being mainly an advisory body, the Advocacy Committee might better served by working directly with local library boards and liaising with municipal and provincial politicians on public library related issues. Some of the things to consider include a broader scope of representation



from around the region when determining the Advocacy Committee's membership. Perhaps it needs to be based on representation similar to that of the Executive Committee.

Overall, the committee has much to be proud of. Over the years the committee has assisted with the development of many training materials and it was instrumental in creating an Advocacy Committee made up of the seven library systems which is still in operation despite meeting infrequently. Given that next year is a municipal election year and the importance of advocacy in the lead up to the elections, the board can anticipate a robust discussion on the future role of the Advocacy Committee in the New Year.

Motion by Wayne Clark to receive the Marketing and Advocacy Committee Report for information.

CARRIED
PRLS 49/2024

4.4 Board Signing Authorities

Sheppard reviewed. According to board policy 4.4.20, Parkland Regional Library System requires that two trustees act as signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Barb Gilliat and Twyla Hale volunteered to be Parkland's board signing authorities.

Motion by Gord Lawlor to appoint Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2024-2025.

CARRIED
PRLS 50/2024

4.5 Strategic Plan Work Plan

Sheppard reviewed. Included in the package was a copy of Parkland's 2023-2027 Strategic Plan Work Plan. We are only on year two of the plan and work is ongoing.

While we have had many successes, we have also observed that despite providing significant resources to libraries, particularly in the areas of advocacy and marketing, it appears they are not utilizing them. Also, as we try to develop a collective identity and cooperation between the libraries as outlined in the plan, there is a tension between those libraries that have a collective vision versus those libraries which prefer to emphasize a local focus.

Motion by Ray Reckseidler to receive Parkland's Strategic Plan Work Plan for information.

CARRIED
PRLS 51/2024

4.6 Budget Approval Update

Sheppard reviewed. As of the date of the meeting, Parkland's budget was approved by 70% of the municipalities representing 85% of the population. The Parkland budget for 2025 has been passed.



Motion by Sarah Fahey to receive for information.

CARRIED

PRLS 52/2024

4.7 Board Member Survey Results

Gilliat reviewed. Included in the package was the results of the three-question survey given to board members at the end of their September 12th meeting. Response to the survey was good and the comments were, in general, gratifyingly positive.

A number of issues raised are related to technology or connectivity problems on the user's end. A couple of other issues could potentially be addressed by amending the "ground rules," and there is one comment which has less to do with how to conduct board meetings and more about disagreeing with a board decision.

Motion by Edna Coulter to receive for information.

CARRIED

PRLS 53/2024

4.8 Letter to the Board by Debra Smith

Parkland Vice-Chair Debra Smith has indicated she will not be seeking further appointment. Her last meeting as a member of the Parkland board was the Executive Committee meeting held on October 17th.

Smith joined the board in 1998 after participating in a restructuring period that ended in 1997 when changes to the School Act resulted in Parkland losing its primary source of income. Remaining on the board continuously since joining, Smith has been Parkland's longest serving board member and was Board Chair from 2011-2023. The Parkland Board and staff thank her for her unwavering support and long-term service.

Motion by Teresa Cunningham to receive Smith's letter for information.

CARRIED

PRLS 54/2024

Jackie Northey left the meeting at 10:52 a.m.

Leonard Phillips left the meeting at 10:58 a.m.

Jordon Northcott left the meeting at 11:00 a.m.

4.9 Updates

4.9.1. Director's Report

4.9.2. Library Services Report

4.9.3. IT Report

4.9.4. Finance & Operations Report

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

Motion by Harvey Walsh to receive the Director's, Library Services, IT, and Finance & Operations Report for information.



CARRIED
PRLS 55/2024

4.10. Parkland Community Update

Carstairs Public Library won the Ministerial Award for 2024 for their *Tough Topics* programming boxes. Topics include depression, addiction, and consent.

Cremona Municipal Library partnered with FCSS to host a visit with Santa on November 13th with goodie bags and photo opportunities.

Delburne Municipal Council hosted Director Ron Sheppard and Board Chair Barb Gilliat for a council orientation about library service in Alberta. Council was very appreciative of their time and information.

Penhold & District Public Library hosted a local indigenous chef at their library for an event that partnered with the local school so that children could serve food to visiting dignitaries. The library is also hosting a community Christmas event on November 22nd with Santa and Christmas carols.

Stettler Public Library is gearing up for their annual Wine Survivor fundraiser put on by their Friends group. The event has gone online and continues to be very popular.

5. Adjournment

Motion by Carlene Wetthuhn to adjourn the meeting at 11:22 a.m.

CARRIED
PRLS 57/2024

Chair