



# PRLS Board Meeting Minutes

November 27, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 10:00 a.m. on Thursday November 27, 2025 in the Small Board Room, Lacombe.

**Present:** Barb Gilliat

**Present via Zoom:** Clint Walker alt. for Janet Adam, Jackie Almberg, Skyla Attfield, Alison Barker-Jevne, Denise Boniface, Laureen Clark-Rennie, Shelley Cook, Curtis Cook, Teresa Cunningham, Lana Curle, Todd Dalke, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Matthew Goudy, Kathy Hall, Pam Hansen, Ryanna Hansen, Lindsay Holmen, Kimberlee Hunter, Joe Iwanicki, Mona Mah alt. for Victor Kelly, Troy Lambert, Bryce Liddle, Lori Lindseth, Paul Looser, Julie Maplethorpe, Lyle McKellar, Marc Mousseau, Joy-Anne Murphy, Leah Nelson, Cindy Orom, Amanda Peffers, Scott Pfeiffer, Bill Rock, Sandy Shipton, Maxine Steil, Matthew Sumegi, Leona Thorogood, Brenda Dennis alt. for Cory Twerdoclib, Carlene Wetthuhn, Shannon Wilcox, Stephen Wyse

**Guests:** Haley Amendt, Diane Elliott, Maia Foster, Delayne Golby, Channing McDonald

**With Regrets:** Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews

**Absent:** Delijiah Antaloczy, Les Fee, Darryl Motley, Naomi Tercier, Teri Underhill

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

## Call to Order

Meeting called to order at 10:00 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. Gilliat asked for a motion to excuse Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib from attendance at the board meeting on November 27, 2025 and remain a member of the Parkland Board in good standing. Matthew Goudy made a counter motion.

Motion by Matthew Goudy to discontinue the practice of making motions to excuse regrets at the beginning of Parkland's board meetings.

CARRIED  
PRLS 48/2025



## Agenda

### 1.1.2 Adoption of the Agenda

Motion by Matthew Goudy to accept the agenda as presented.

CARRIED

PRLS 49/2025

### 1.2. Approval of Minutes

Gilliat asked if there were any amendments to the September 11, 2025 minutes. There were none.

Motion by Carlene Wetthuhn to approve the minutes of the September 11, 2025 meeting as presented.

CARRIED

PRLS 50/2025

### 1.3. Business arising from the minutes of the September 11, 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 Shannon Wilcox to approve the consent agenda as presented.

CARRIED

PRLS 51/2025

### 3.1 Board Orientation

Sheppard presented a short orientation about being a board member on the Parkland Board.

### 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.

Sarah Fahey 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 Carlene Wetthuhn to cease nominations.

CARRIED

PRLS 52/2024



Barb Gilliat became Parkland’s Board Chair by acclimation. 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 are 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 – Ryanna Hanson, Red Deer County
- Seat 4 – Todd Dalke, Town of Sundre
- Seat 5 – Marc Mousseau, Summer Village of Parkland Beach
- Seat 6 – Shaleah Fox, Village of Donalda
- Seat 7 – No representative chosen
- Seat 8 – Elaine Fossen, Village of Forestburg
- Seat 9 – Shannon Wilcox, Town of Carstairs
- Seat 10 - Joe Iwanicki, Town of Sylvan Lake

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

Motion by Teresa Cunningham to accept the Executive Committee as appointed.

CARRIED  
PRLS 53/2025

#### **4.3 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 Sarah Fahey volunteered to be Parkland’s board signing authorities.

Motion by Carlene Wetthuhn to accept Barb Gilliat and Sarah Fahey as PRLS’ board signing authorities.

CARRIED  
PRLS 54/2025



#### **4.4 Future of the Advocacy Committee**

Sheppard reviewed. Over the years, Parkland has done a number of activities to help member libraries with advocacy. Overall, staff have experienced very low uptake compared to the amount of staff time and effort spent on these initiatives.

Furthermore, despite offering to have Parkland Advocacy Committee members provide advocacy training, none of Parkland's libraries have availed themselves of those services. While PRLS provincial advocacy efforts have been quite successful, efforts to assist member libraries have not. Staff suggested that it may be time to rethink where PRLS should put its resources.

Options included:

- Given the increasingly limited role for Parkland's Advocacy Committee, its functions should be absorbed by the Executive Committee with an advocacy component being part of each Executive Committee meeting. Regular advocacy discussion will also continue at board meetings.
- Instead of having a Parkland Advocacy Committee, Parkland will host member libraries at meetings at which PRLS will support and assist local advocacy efforts. Parkland will help in any way we can. This may include helping libraries develop their own advocacy plans from scratch or supporting an existing plan through the production of documents, messaging, materials production, or whatever is required. This idea has already been shared with some libraries and is proving very popular.
- Parkland can also support libraries with promoting collective advocacy goals. For example, if several libraries want to lobby a school division or the provincial government on a particular topic, PRLS can assist them in any way they see fit.

Approaching advocacy in this manner allows the local libraries to be the initiator and driving force with their advocacy efforts. These proposals clearly, unambiguously separate Parkland's advocacy efforts from those of member libraries and also allow member library boards to take full ownership and direction of their advocacy efforts with all the professional resources and support PRLS can offer.

After some discussion, it was decided that the Parkland board would not reappoint an Advocacy Committee for 2026, and the Executive Committee would be responsible for Provincial Advocacy. Libraries will be responsible to reach out to Parkland if they would like help with Advocacy. Parkland's Marketing Specialist will send out communication to the libraries explaining the change.

The Executive Committee will come back to the board in February with an Advocacy Report.



#### **4.5 Policy on Board Member Voting**

Sheppard reviewed. At the September 11<sup>th</sup> board meeting, Julie Maplethorpe, who represents five municipalities on the Parkland board, asked the board to consider letting board members have as many votes on motions as the number of municipalities they represent on the board.

After some discussion, the board voted on a motion to allow board members who are appointed as representatives to the PRLS Board for multiple municipalities to be awarded one vote per municipality. The motion was defeated. The board then decided that board members would continue to be accorded one vote each. Staff were instructed to bring a policy back to the board in November affirming that each board member represents only one vote.

A line has been added to *Policy 2.3 – Motions at Board Meetings*:

*“Individual board members only count for one vote each regardless of how many municipalities they represent on the board.”*

Motion by Matthew Goudy that individual board members only count for one vote each regardless of how many municipalities they represent on the board.

CARRIED

PRLS 55/2025

#### **4.6 Compensation Policy**

In 2017, and again in 2022, Parkland undertook compensation reviews which included a review of Parkland’s salary grid and benefits. As part of this process, the board implemented a “Cost of Living and Compensation” policy. Written within the policy is the expectation that the salary grid will be externally reviewed every three years at a minimum.

The Executive Committee discussed the matter at length at their October 16<sup>th</sup> meeting. Due to the length of time it took to implement Parkland’s new, shorter salary grid (in 2025), they believe the Cost of Living and Compensation policy should be changed. The Executive passed a motion recommending that compensation reviews should be conducted every five years rather than every three.

The board agreed that the policy should be changed to every 5 years.

Motion by Mona Mah to approve the Cost of Living and Compensation policy as amended.

CARRIED

PRLS 56/2025

#### **4.7 Protection of Privacy Policy**

Sheppard reviewed the changes required to Parkland’s policies and bylaws to adhere to the new POPA legislation. Earlier this year, the Government of Alberta (GOA) enacted the Protection of Privacy Act (POPA) which has replaced the Freedom of Information and Protection of Privacy Act



(FOIP). Parkland had been previously required by legislation to have FOIP policies and bylaws. These policies and bylaws have needed to be revised to conform with the new POPA legislation.

The most notable change was the creation of a Privacy Management Program (PMP) required by POPA (see 4.8). Note that Parkland's Office Administrator has been designated as PRLS' Privacy Officer while the Director remains the "Head", who is responsible for ensuring Parkland is compliant with privacy laws and responds to access to information requests.

The board also had to approve changes to the policies and bylaws of the board's three outlet libraries in the hamlets of Brownfield, Spruce View, and Water Valley.

Motion by Matthew Sumegi to approve PRLS' policy revisions to conform with the Protection of Privacy Act as presented.

CARRIED  
PRLS 57/2025

Motion by Leona Thorogood to approve PRLS' bylaw revisions to conform with the Protection of Privacy Act as presented.

CARRIED  
PRLS 58/2025

Motion by Joy-Anne Murphy to approve PRLS outlet policy revisions to conform with the Protection of Privacy Act as presented.

CARRIED  
PRLS 59/2025

Motion by Kathy Hall to approve PRLS Outlet bylaw revisions to conform with the Protection of Privacy Act as presented.

CARRIED  
PRLS 60/2025

#### **4.8 Marketing and Advocacy Report**

Halberg and Sheppard reviewed the Marketing and Advocacy Report.

##### **Marketing Report**

##### **Library Card Sign Up Month and Canadian Library Month**

Parkland organized contests for member library staff and patrons to participate in for Library Card Sign Up Month (September), and Canadian Library Month (October). These contests were well received and got great participation.

There were 30 participating libraries, 432 entries, and 981 total new members during the Library Card Sign Up Month Contest.



The Canadian Library Month Golden Ticket Contest had 39 participating libraries and 697 entries. The winner from Sylvan Lake Municipal Library received a West Edmonton Mall family fun package including tickets to the Word Waterpark OR Galaxyland, accommodation, gas, and meal gift cards, and tickets to the Telus World of Science.

### **Member Library Social Media Content Creation**

Sylvan Lake Municipal Library and Olds Municipal Library requested support with planning and filming content for their social media feeds. Parkland's Marketing Specialist, Hailey, planned 10 video ideas for each location and filmed them with the help of the staff at the library.

### **New Signage at Parkland Regional Library System**

Parkland staff completed a review of the signage around the headquarters building and made some changes. This includes decals on doors to direct delivery drivers and visitors, an "about Parkland" plaque to inform visitors looking for a public library, a sign facing the entrance road, and some promotional/advocacy messages throughout the building.

### **Advocacy Report**

#### **Meeting with Dan Williams, the Minister of Municipal Affairs**

On September 12<sup>th</sup>, Parkland's Director and Board Chair, along with Sarah Meilleur, the CEO of Calgary Public Library and her Board Chair Evan Legate met with Dan Williams, the Minister of Municipal Affairs, in Calgary. The purpose of the meeting was to discuss the resolution being presented at the Alberta Municipalities convention this November and its associated funding request. The resolution follows:

***IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to update the per capita rate to \$6.94 per person, an increase of \$1.34 per person to reflect inflationary increases and commit to indexing the population-based grant using the rate of inflation and the most recent population statistics of the Alberta Municipal Affairs Population Estimate List.***

The meeting went as well as expected. Williams observed that the provincial government is currently facing a \$6 billion deficit. He did not believe that the public library community could reasonably expect an increase in the operating grants in the immediate future. Williams was however, very supportive and encouraged the presentation of the funding resolution.

To galvanize provincial support for the funding resolution, Parkland's Director is one of a steering committee that includes the CEOs of Edmonton, Calgary, and Strathcona County libraries. On October 27<sup>th</sup>, Sheppard co-chaired a meeting of all the large and mid-sized libraries in Alberta to go over the funding request to ensure there is consistent messaging across the province. The steering committee also learned that a similar resolution is being presented at the



Rural Municipalities of Alberta (RMA) convention this fall. Differing slightly, the RMA resolution reads:

**THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta advocate for the Government of Alberta to update the per capita rate for the Public Library Operating Grant to \$6.94 per person, which is an increase of \$1.34 per person, to reflect inflationary increases.**

**THEREFORE, BE IT RESOLVED that Rural Municipalities of Alberta advocate for the Government of Alberta to commit to indexing the population-based grant using the rate of inflation and the most recent populations statistics of the Alberta Municipal Affairs Population Estimate List.**

The sponsor of this resolution is the County of Grande Prairie.

Parkland's Director met with local MLA Jennifer Johnson on November 13<sup>th</sup> to discuss library funding and inform Ms. Johnson of the two resolutions. On November 19<sup>th</sup>, the resolution going to Alberta Municipalities was passed by a vote of 549 to 52. The RMA resolution passed on the same day.

### **Trade Shows**

Members of the Executive and Advocacy Committees had encouraged Parkland's participation at the Alberta Municipalities and RMA trade shows this November. Unfortunately, when the matter was discussed at a meeting of the seven regional library system directors on October 2<sup>nd</sup>, the only Directors willing to commit to attending were from Parkland and Yellowhead Regional Library. As a result of the lack of enthusiasm, Parkland and Yellowhead do not believe participating in the trade shows will be effective.

Matthew Goudy left the meeting at 11:40 a.m.

### **4.9 PRLS Investments**

Sheppard reviewed. According to Parkland's Annual Agenda policy, the Executive Committee is to review Parkland's investments at least twice a year.

Parkland's investor, Adam Lamb, recommended Parkland keep its 10-year ladder bond portfolio unchanged.

Though allowed by policy, PRLS does not currently have funds invested in GICs.

After reviewing the investments at their last meeting, the Executive Committee decided to leave Parkland's investment strategy unchanged.

Motion by Curtis Cook to receive for information.

CARRIED  
PRLS 61/2025



#### **4.10 Board Self Evaluation**

Gilliat reviewed the results of the September Board self-evaluation. Response to the survey was good and the comments were positive, though one person was not fond of the Zoom format.

Motion by Laureen Clark-Rennie to receive for information.

CARRIED  
PRLS 62/2025

#### **4.11 2026 Board Meeting Dates**

Sheppard reviewed. The 2026 board meeting dates are as follows:

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 also discussed continuing board meetings 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. Parkland also lacks the technology to host hybrid board meetings. Meetings need to be either entirely in-person or virtual.

After some discussion, it was decided that the May 2026 board meeting will be held in-person at Parkland headquarters.

Motion by Julie Maplethorpe to hold the May board meeting in-person with the other three meetings by Zoom.

CARRIED  
PRLS 63/2025

Motion by Julie Maplethorpe to hold all PRLS board meetings at 10:00 a.m. in 2026.

CARRIED  
PRLS 64/2025

#### **4.12 Budget Approval Update**

Sheppard reviewed. As of the date of the meeting, Parkland's budget was approved by 71.88% of the municipalities representing 85.44% of the population. The only municipality that declined the budget was the Town of Didsbury. The Parkland budget for 2026 has been passed.

Motion by Carlene Wetthuhn to receive for information.

CARRIED  
PRLS 65/2025

#### **4.13 Updates**

##### **4.13.1. Director's Report**

##### **4.13.2. Library Services Report**



**4.13.3. Finance & Operations Report**

Sheppard asked if there were any questions about the reports. There were none.

Motion by Matt Sumegi to receive the Director's, Library Services, and Finance & Operations Reports for information.

CARRIED  
PRLS 66/2025

**4.14. Parkland Community Update**

**Penhold & District Public Library** partnered with FCSS and held dinosaur activities for 53 participants. They also held a hero tournament for the second time, which was very popular. The Town of Penhold held a community Christmas and took pictures with Santa in the library. The Messengers are set to sing Christmas carols and give background on some of the classic songs on Dec 6<sup>th</sup> from 12:30-3:00.

**5. Adjournment**

Motion by Leona Thorogood to adjourn the meeting at 12:07 p.m.

CARRIED  
PRLS 67/2025

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Chair