



# PRLS Board Meeting Minutes

February 23, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday February 23, 2023 via Zoom in the Small Board Room, Lacombe.

**Present:** Teresa Rilling (Board Chair), Norma Penney, Ray Reckseidler

**Present via Zoom:** Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Amanda Derksen, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Darryl Motley, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Tina Hutchinson (Alternate for Leonard Phillips), Bill Rock, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing

**With Regrets:** Cal David, Gord Lawlor, Marc Mousseau

**Absent:** Clark German, Michael Hildebrandt, Joyce McCoy, Diane Roth, Sandy Shipton, Patricia Young

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

## Call to Order

Meeting called to order at 10:06 a.m. by Teresa Rilling.

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

Motion by Teresa Cunningham to excuse Cal David, Gord Lawlor, and Marc Mousseau from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 1/2023

## 1.1 Agenda

### 1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Ray Reckseidler to accept the agenda as amended/presented.

CARRIED  
PRLS 2/2023

**1.2. Approval of Minutes**

Rilling asked if there were any amendments to the November 17, 2022 minutes. There were none.

Motion by Barb Gilliat to approve the minutes of the November 17, 2022 meeting as amended/presented.

CARRIED  
PRLS 3/2023

**1.3. Business arising from the minutes of the November 17, 2022 meeting**

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

**2. Business Arising from the Consent Agenda**

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

Motion by Stephen Levy to approve the consent agenda as presented.

CARRIED  
PRLS 4/2023

**3.1. Board Orientation**

Sheppard presented a board orientation PowerPoint presentation about the roles and responsibilities of Parkland board members.

**3.2. Request to Amend the Parkland Master Agreement – Population Invoicing**

Joy-Anne Murphy and Shannon Wilcox presented their briefing note about the Parkland Master Agreement and the details relating to their motion to amend Article 8.3 regarding population estimates and which figures are to be used for Parkland's invoicing to the member municipalities. Seven municipalities had sent letters of petition to Parkland previously.

After much discussion, a Zoom poll was launched to count the vote for the motion:

Motion by Darren Wilson to amend the Parkland Member Agreement Article 8.3, such that the Government of Alberta population figures used by PRLS for its requisitions shall be the same as the population figures Municipal Affairs Alberta uses to provide municipalities with per capita grant funding.

DEFEATED 17/21  
PRLS 5/2023

Letters will be sent in reply to the seven municipalities that sent requests for the Parkland Membership Agreement to be amended.



### **3.3 2022 in Review – Approval of the 2022 Annual Report**

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

Motion by Janice Wing to approve the Parkland Regional Library System’s 2023 Public Library Survey and 2022 Annual Report as presented.

CARRIED  
PRLS 6/2023

### **3.4. Approval of the 2022 Outlet Annual Reports**

Andrea 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 Stephen Levy to approve the annual reports from Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED  
PRLS 7/2023

### **3.5. Website Refresh Project**

Sheppard reviewed. On January 12, 2022, Parkland headquarters experienced a network compromise and the point-of-entry identified was through our Sitecore server, which was corrected after the investigation. While a website refresh project had already been discussed internally, the network compromise forced the fact that we need to update our existing Sitecore infrastructure.

Over the past number of months, staff have investigated various scenarios for providing websites to libraries and have now solidified a path forward. The website team has concluded that Parkland needs a fresh implementation on Sitecore for the following reasons:

- Parkland owns our Sitecore license in perpetuity.
- Yellowhead Regional Library System and Chinook Arch Regional Library System are in the process of moving their websites to a different platform. This will simplify our new Sitecore instance while also reducing exposure to future security compromises.
- Parkland and member library staff are already familiar with working on the Sitecore platform.



- Our relationship with and the quality of work we have received from Fishtank over the years has been superb.
- Our annual Sitecore maintenance fee is either on par with other platforms or significantly less than many of the cloud-based options available to us.

Staff requested that the board approve up to \$200,000 from the technology reserve to fund the Website Refresh Project based on the existing Sitecore license using Fishtank as the website developer.

Motion by Deb Smith to move up to \$200,000 from the Technology Reserve in support of the Website Refresh Project.

CARRIED  
PRLS 8/2023

Comfort Break 12:03 p.m. to 12:10 p.m.

Jackie Northey left the meeting at 12:13 p.m.

### **3.6. Parkland Bylaw Revisions**

Shepperd explained. Parkland needed to revise a number of its bylaws related to in-house collections. The bylaws affected were:

- 5.1 The terms and conditions under which public library property may be used or borrowed by members of the public.
- 5.2 Penalties to be paid by members of the public for abuse of borrowing privileges.
- 5.3 The terms and conditions under which borrowing privileges may be suspended or forfeited.

All references to loan periods and fines have been removed from the Parkland Bylaws noted above.

Motion by Ray Reckseidler to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (First Reading)

CARRIED  
PRLS 9/2023

Motion by Stephen Levy to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Second Reading)

CARRIED  
PRLS 10/2023

Motion by Deb Coombes to proceed to the third reading of Parkland Bylaws 5.1, 5.2, and 5.3.

CARRIED  
PRLS 11/2023



Motion by Norma Penney to accept the changes to Parkland Bylaws 5.1, 5.2, and 5.3 as presented. (Third Reading)

CARRIED  
PRLS 12/2023

### **3.7. Parkland Outlet Bylaw and Policy Revisions**

Andrea Newland reviewed the revisions to the Parkland Outlet Bylaws. Parkland has four outlet libraries for which the PRLS board is the board of record. These libraries are:

- Brownfield Community Library in Paintearth County
- Nordegg Public Library in Clearwater County
- Spruce View Community Library in Red Deer County
- Water Valley Public Library in Mountain View County

As public service points, the board has passed bylaws as allowed under the Alberta Libraries Act. Some of these bylaws required updating. These included:

#### **Bylaw 3.2 – Borrower’s Card Fees (changed to Fees and Fines)**

- B/W printing/copying - .20 per page
- Colour printing/copying - .50 per page
- Laminating - \$1 per page
- Faxing - .25 per page
- Library Cards – Free
- Overdue fines - .25 per day (to the maximum allowed by Polaris)

#### **Bylaw 3.5 - Borrowing Periods**

All specific references to loan periods, item limits, and fines have been removed and are subject to those set in the integrated library system.

#### **Bylaw 3.6 – Penalties**

Moved references to overdue library materials to Bylaw 3.2 – Fees and Fines

References to fines, abuse of borrowing privileges and damage to materials have been removed.

#### **Bylaw 3.7 - The terms and conditions under which borrowing privileges may be suspended or forfeited. (Now Bylaw 3.6)**

Has been added regarding borrowing periods suspension or forfeiture.

Motion by Edna Coulter to accept the changes to Parkland’s Outlet Bylaws as presented. (First Reading)

CARRIED  
PRLS 13/2023



Motion by Michelle Swanson to accept the changes to Parkland's Outlet Bylaws as presented. (Second Reading)

CARRIED  
PRLS 14/2023

Motion by Joy-Anne Murphy to proceed to the third reading of Parkland's Outlet Bylaws

CARRIED  
PRLS 15/2023

Motion by Barbara Gibson to accept the changes to Parkland's Outlet Bylaws as presented. (Third Reading)

CARRIED  
PRLS 16/2023

### **3.8. Advocacy Committee Report**

Norma Penney presented the Advocacy Committee report.

Gord Lawlor was re-elected as committee Chair and Norma Penney was re-appointed Vice-Chair.

The committee reviewed a number of documents prepared by Parkland staff including:

- A guide for when library boards present their budgets to municipal councils
- A return-on-investment document prepared specifically for use among Parkland libraries
- The 2022 Advocacy Committee Workplan

The Advocacy Committee decided to carry over its workplan goals from 2022 through 2023.

These goals are:

1. Positioning libraries to emerge advantageously following the upcoming provincial election (May 2023)
2. Advocating for increased library funding from the Government of Alberta
3. Assisting libraries with the marketing of their services
4. The creation of a provincially unified, ongoing voice for public libraries
5. To continue to focus on advocacy to the system board
6. To continue to help libraries and library boards advocate for themselves at the local level

Given that library funding remains a major issue keeping the goals from 2022 seemed logical since a provincial election is anticipated this spring.

As for the provincial election, in fulfillment of one of our six advocacy goals, Parkland and Yellowhead Regional Library (YRL) have been successful in creating a provincially unified, ongoing voice for public libraries by creating an Advocacy Committee of the seven library systems.



The Systems Advocacy committee has been working diligently on a joint effort to increase funding from the provincial government. Since 2023 is an election year, it is optimal timing to solicit a commitment from the government. To ensure success, the committee has developed a comprehensive strategy that includes library and system board members engaging with current MLAs and Candidates to share key messages that communicate the value of libraries in Alberta.

Edna Coulter left the meeting at 12:30 p.m.

Motion by Stephen Levy to officially recognize the work done by the Advocacy Committee for all libraries in Alberta

CARRIED  
PRLS 17/2023

Motion by Ray Reckseidler to receive the Advocacy Committee report for information.

CARRIED  
PRLS 18/2023

### **3.9. ALTA Membership**

Sheppard reviewed. Former Parkland board member, Bob Green, has sent Parkland a letter stating his intent to step down from his long-time role as ALTA board member and Area 3 representative. He will be done in the Spring of 2023. Staff have no indication from ALTA when elections will be occurring.

Parkland's Director contacted Red Deer Public Library to ensure they were aware of Bob Green's resignation since he represented Red Deer too. However, the Red Deer library board has discontinued its membership in ALTA.

Parkland is a member of ALTA in good standing with membership costing \$800 for 2023.

Motion by Stephen Levy to receive for information

CARRIED  
PRLS 19/2023

Carlene Wetthuhn left the meeting at 12:28 p.m.

### **3.10. Long Service Awards**

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. Long service awards were presented as follows:

- Five years – pin and \$100
- 10 years – pin and \$500
- 15 years – pin and \$1,000



20 years – pin and \$1,500  
25 years – pin and \$2,000  
Each additional five years thereafter \$2,000

For 2023, long service award recipients were:

Haley Amendt – five years  
Dustin Biel – five years  
Monique Elias – five years  
Kara Hamilton – five years  
Mathy Jeffrey – five years  
Donna Williams – 25 years

Motion by Shannon Wilcox to receive for information

CARRIED  
PRLS 20/2023

### **3.11.1. Director’s Report**

### **3.11.2. Library Services Report**

### **3.11.3. Finance & Operations Report**

### **3.11.4. Marketing Report**

Rilling asked if there were any questions regarding the Director’s Report, Library Services Report, Finance and Operations Report, or the Marketing Report. There were none.

Motion by Deb Coombes to receive the Director’s Report, Library Services Report, Finance and Operations Report, and Marketing Report for information.

CARRIED  
PRLS 21/2023

Jamie Coston and Edna Coulter left the meeting at 12:29 p.m.

## **3.12. Parkland Community Update**

**Camrose Public Library** has a new interim Director covering for a maternity leave. Also, the library did not have the funding to continue to open on Sundays, so a community member made a generous donation covering the cost of opening on Sundays for the next year.

**Bashaw Municipal Library** won the *Most Readerly Community* once again!

**Carstairs Public Library** has created an annual report infographic that they are happy to share with other libraries to use as a template.

**Sedgewick & District Municipal Library** thanks Deb Smith and MLA Jackie Lovely for attending their library grand opening. Their new location is downtown and use of the new library is “through the roof”

**Delburne Municipal Library** shared that Scotiabank has sponsored a book called the Hockey Jersey that promotes inclusivity in hockey. They will give a copy to any library that asks.





**Clive Public Library** held a book reading of *Sully the Rodeo Pickup Horse* with author Ashley Ackerman. They had a fantastic turnout.

**Penhold & District Public Library** through their Friends of the Library group were able to purchase Wonderbooks, which is a print book with a ready-to-play audiobook inside.

Motion by Shannon Wilcox to receive the Parkland Community Update for information.

CARRIED

PRLS 22/2023

**4. Adjournment**

Motion by Barb Gilliat to adjourn the meeting at 12:36 p.m.

CARRIED

PRLS 23/2023

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Chair