



## PRLS Board Meeting Minutes November 4, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:07 a.m. on Thursday November 4, 2021 in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Gord Lawlor

**Present via Zoom:** Jackie AlMBERG, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Ron These (Alternate for Amanda Derksen), Jeff Eckstrand, Lisa Ferguson, Gerald Caron (Alternate for Elaine Fossen), Dwayne Fulton, Barbara Gibson, Barb Gilliat, Gail Knudson, Guy Lapointe, Stephen Levy, Daryl Loughheed, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Terilyn Paulgaard, Shawn Peach, Norma Penney, Leonard Phillips, Ray Reckseidler, Lori Reid, Teresa Rilling, Bill Rock, Heather Ryan, Brenda Dennis (Alternate for Laura Svab), Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Sharon Williamson, Bill Windsor, Janice Wing

**With Regrets:** Dana Kreil, Joy-Anne Murphy

**Absent:** Sandy Gamble, Bruce Gartside, Steve Gay, Clark German, Pam Hansen, Bryce Olson, Sandy Shipton, Les Stulberg

**Staff:** Ron Sheppard, Tim Spark, Kara Hamilton, Haley Amendt, Hailey Halberg, Jessie-Lynn Gerski

### Call to Order

Meeting called to order at 10:07 a.m. by Smith.

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

Motion by Gerald Caron to excuse Dana Kreil and Joy-Anne Murphy from attendance at the board meeting on November 4, 2021 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 44/2021

### 1.1 Agenda

#### 1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED  
PRLS 45/2021

**1.2. Approval of Minutes**

Smith asked if there were any amendments to the September 16, 2021 minutes. There were none.

Motion by Shannon Wilcox to approve the minutes of the September 16, 2021 meeting as presented/amended.

CARRIED  
PRLS 46/2021

**1.3. Business arising from the minutes of the September 16, 2021 meeting**

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

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

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

Motion by Norma Penney to approve the consent agenda as presented.

CARRIED  
PRLS 47/2021

**3.1. Election of Board Chair**

Each year at Parkland’s November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Gord Lawlor nominated Debra Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Smith became the Board Chair by acclamation. Smith accepted the position and resumed the duty of Chair.

**3.2. Election of Executive Committee**

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. Such selection shall be made by PRLS Board members representing that geographical area.

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 | Debra Smith – Village of Lougheed                |
| Seat 2      | Joy-Anne Murphy – City of Camrose                |
| Seat 3      | Philip Massier – Red Deer County                 |
| Seat 4      | Len Phillips – Town of Rocky Mtn. House          |
| Seat 5      | Marc Mousseau – Summer Village of Parkland Beach |
| Seat 6      | Norma Penney – Village of Clive                  |
| Seat 7      | Barb Gilliat – Village of Alix                   |

|         |                                      |
|---------|--------------------------------------|
| Seat 8  | Stephen Levy – Town of Sedgewick     |
| Seat 9  | Heather Ryan – Town of Olds          |
| Seat 10 | Teresa Rilling – Town of Sylvan Lake |

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2021

### 3.3 Advocacy Committee Report

Lawlor reviewed the Advocacy Committee report briefly and asked if the new councillor welcome packages sent by Parkland were received and if they were helpful. The general consensus was that they were well put together and well received. He introduced Barb Gilliat from the Village of Alix and Norma Penney from the Village of Clive who gave a PowerPoint presentation called *What to Expect on the Parkland System Board*.

Motion by Marc Mousseau to receive for information

CARRIED

PRLS 49/2021

### 3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2022 are:

- Gord Lawlor - Town of Stettler
- Norma Penney - Village of Clive
- Barb Gilliat - Village of Alix
- Bill Rock - Village of Amisk
- Deb Smith, Ex Officio - Village of Lougheed
- Shannon Wilcox - Town of Carstairs
- Stephen Levy - Town of Sedgewick
- Delaney Thoreson - Town of Eckville
- Shawn Peach - Town of Castor
- Marc Mousseau - Summer Village of Parkland Beach

Motion by Shannon Wilcox to appoint Gord Lawlor, Norma Penney, Barb Gilliat, Bill Rock, Deb Smith, Shannon Wilcox, Stephen Levy, Delaney Thoreson, Shawn Peach, and Marc Mousseau to the Advocacy Committee for the next year.

CARRIED

PRLS 50/2021

### 3.5. Board Signing Authorities

Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Teresa Rilling to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities

CARRIED  
PRLS 51/2021

### **3.6. Budget Approval Update**

PRLS' 2022 budget has been sent out to the municipalities for approval. As of the meeting date, the budget was approved by 58% of the municipalities representing 57% of the population, with one municipality declining. 37 of 64 municipalities have responded. This is the third consecutive year with no increase in the per-capita requisition. Staff do not anticipate any challenges passing the budget.

Motion by Norma Penney to receive for information.

CARRIED  
PRLS 52/2021

### **3.7. Plan of Service/Strategic Plan**

Sheppard reviewed. Parkland's current strategic plan (plan of service) expires at the end of 2022. Having a current plan is required by the Alberta Libraries Act. In order to have a new plan completed by 2023, a full needs assessment has to be conducted in 2022. However, there are some challenges related to a needs assessment given the provincial government's COVID-19 restrictions.

In the past, Parkland has used an Alberta government Community Development officer to help facilitate meetings as part of the needs assessment process. This is because having an external facilitator helps ensure that the needs assessment process is impartial and genuinely reflects the wishes of Parkland's stakeholders.

In order to obtain a facilitator from Community Development, Parkland had to navigate an application process which proved more complicated and longer than on previous occasions. Fortunately, Parkland has received notice that we have been "tentatively approved for online facilitation services."

Staff asked if the board would delegate to Parkland's Executive Committee the authority to develop the strategic plan needs assessment process. This allows staff to work more effectively within the timeframe of the Community Development officer.

Motion by Gord Lawlor to delegate to the Executive Committee full discretion to determine and execute the needs assessment process for Parkland's new strategic plan.

CARRIED  
PRLS 53/2021

### **3.8. Dates for 2022 Meetings**

The board reviewed the dates for PRLS' 2021 Board meetings. Meetings will be virtual until COVID-19 restrictions have been lifted. The Executive Committee will select their meeting dates at their December meeting.

|                    |   |
|--------------------|---|
| February 24, 2022  | 10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)       |
| May 19, 2022       | 10:00 a.m. – 12:00 p.m. (2019 Financial Statements presented) |
| September 15, 2022 | 10:00 a.m. – 12:00 p.m. (Budget presentation for 2021)        |
| November 17, 2022  | 10:00 a.m. – 12:00 p.m. (Organizational Meeting)              |

Motion by Ray Reckseidler to receive for information.

CARRIED  
PRLS 54/2021

**3.9.1. ALTA Report**

**3.9.2. Director’s Report**

**3.9.3. Library Services Report**

**3.9.4. IT Report**

**3.9.5. Finance and Operations Report**

Smith asked if there were any questions regarding the ALTA, Director’s, Library Services, IT, or Finance and Operations reports. There were none.

Motion by Lisa Ferguson to receive the ALTA, Director’s, Library Services, IT, and Finance and Operations Reports for information.

CARRIED  
PRLS 55/2021

**3.10. Parkland Community Update**

Stettler Library is holding a Wine Survivor fundraiser once again, which was very popular last year. Due to COVID-19, it was held virtually in 2020, which actually worked better, so they will continue to hold it virtually even after the pandemic is over. Last year they raised over \$3,500 and this year looks to be better.

Ponoka Jubilee Library is excited about so many first nations patrons coming to their library, in part because the Maskwacis library is presently closed due to the pandemic.

Olds & District Municipal Library is hosting a comedy night fundraiser on November 20<sup>th</sup>. It has been cancelled twice previously due to pandemic restrictions. They are hoping it can be held this time.

Carstairs Public library has been very innovative and is partnering to offer fun lunch and learns; the next one is about backyard birding. We also are excited for a beer making workshop to be held via Zoom!

Penhold & District Public Library had their organizational meeting. Their library manager gave a presentation on increased families and children attending the library. They are offering Dino week, Daddy and me play days, and a special Storytime with Author Karen Davies.

Amisk Public Library along with the local elementary school is creating a book to be given to the children’s grandparents for Christmas.

Carstairs Public Library invited the Carstairs council to their library to reintroduce the services and programs that the library has to offer.

Blackfalds Public Library's new building is opening soon.

Delburne Municipal Library in partnership with the Delburne council is hosting a gingerbread contest on December 11th.

Eckville Municipal Library is hosting a Zoom book club for teens. It has been great for that age group to get into reading.

Motion by Stephen Levy to accept the Parkland Community Update for information.

CARRIED  
PRLS 56/2021

**4. Adjournment**

Motion by Norma Penney to adjourn the meeting at 11:21 a.m.

CARRIED  
PRL 57/2021

Meeting adjourned at 11:21 a.m.

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Chair