

**PRL Board Meeting Minutes  
May 28, 2020**

The regular meeting of the Parkland Regional Library Board was called to order at 1:12 p.m. on Thursday May 28, 2020 in the Front Office Room, Lacombe.

**Present:** Debra Smith (Board Chair)

**Present via Zoom:** Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Agnes Hoveland, Cora Knutson, Dana Kreil (late) Gord Lawlor, Faye Leicht, Stephen Levy, Josephine McKenzie, Philip Massier, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Shannon Wilcox (late), Bill Windsor, Bonita Wood, Ann Zacharias

**With Regrets:** Dana Kreil, Blair Morton

**Absent:** Jackie AlMBERG, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, Glen Carrit, Amanda Derksen, Clark German, Trudy Kilner, Lonnie Kozlinski, Daryl Loughheed, Rick Pankiw, Corby Parsons, Doug Weir, Sharon Williamson

**Guests:** Lindsey Schmidt, Joey Ingram, MNP

**Staff:** Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Hamilton, Haley Amendt

Smith welcomed everyone, and did a roll call for all the members attending via Zoom. She also asked that anyone acting as an alternate identify themselves at that time. There were none. She asked that motions all be made by the same person to simplify the meeting. Heather Ryan was asked if she would fill that role. Ryan agreed.

**Call to Order**

Meeting called to order at 1:12 p.m. by Smith.

According to section 31 (1) of the Alberta Libraries Act,

Board member disqualification:

*31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.*

As part of PRL's compliance procedures, board members who send regrets should be officially excused at the start of each meeting.

Motion by Heather Ryan to excuse Dana Kreil and Blair Morton from attendance at the board meeting on May 28, 2020 and remain members of the Parkland board in good standing.

CARRIED UNANIMOUSLY

PRL 15/2020

## **1.1 Agenda**

### **1.1.2 Adoption of the Agenda**

Motion by Heather Ryan to accept the agenda as presented.

CARRIED UNANIMOUSLY

PRL 16/2020

Doreen Blumhagen entered the meeting at 1:16 p.m.

### **1.2. Approval of minutes**

Motion by Heather Ryan to approve the minutes of the February 20, 2020 meeting as presented.

CARRIED UNANIMOUSLY

PRL 17/2020

### **1.3. Business arising from the minutes of February 20, 2020 meeting**

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

### **2.6. Business Arising from the Consent Agenda**

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

Motion by Heather Ryan to approve the consent agenda as presented.

CARRIED UNANIMOUSLY

PRL 18/2020

### **3.1. Approval of the 2019 Audit**

Smith turned the meeting over to auditor Joey Ingram from MNP. Ingram presented the audit. They completed the audit of Parkland in February of 2020. The accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations, its remeasurement gains and losses and its cash flows for the year then ended in accordance with the Canadian public sector accounting standards.

Findings from the audit include three recommendations for improving controls. These recommendations relate to 1) fixed asset disposal; 2) impairment testing for property, plant, and equipment; and 3) the review of the Director's credit card transactions. As recommended, staff are preparing additions to the finance policy to meet the auditor's recommendations.

Dana Kreil entered the meeting at 1:35 p.m.

Ingram stated that there were no significant changes in the balance sheet, however, there were some minor adjustments made after the board package was sent in regards to two wording adjustments in the notes and some aligning of budget amounts to actuals on the income statement. The three recommendations for improving controls were minimal and are already being changed in policy by Parkland staff.

Shannon Wilcox entered the meeting at 1:41 p.m.

Motion by Heather Ryan to approve the *Parkland Regional Library 2019 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2019* and the *Financial Statements for December 31, 2019* as presented.

CARRIED UNANIMOUSLY

PRL 19/2020

Joey Ingram and Lindsey Schmidt left the meeting at 1:45 p.m.

### **3.2. eContent Purchasing**

For 2020, Parkland budgeted \$20,000 each for eBooks and eAudiobooks. Due to the COVID-19 crisis, Parkland has expended almost all of this \$40,000 for eBooks and eAudio books for 2020. The intention was to enhance the access to eContent since library patrons have almost no access to physical content. The early expenditure of our budget meant that there would be no money for additional eContent later in the year.

Due to vacant staff positions that we are unable to fill because of restrictions related to the pandemic, we are destined to have another surplus in 2020. To use Parkland's money responsibly, staff asked the Executive Committee for permission to overrun the eContent budget line by \$20,000.

Due to the increased demand for eBooks and eAudio books, caused by the shutdown of libraries during the COVID pandemic, the Executive Committee approved the additional eContent expenditures at their April 30<sup>th</sup> meeting.

In addition, Parkland staff reached out to the Lions Clubs earlier in the year to ask for contributions to purchase eAudiobooks for the regional collection, which supports the visually impaired community. The Lions Clubs in Innisfail, Forestburg, Killam and Clive have graciously donated \$1,828.58, which provided 25 more titles for the Parkland Collection.

Motion by Heather Ryan to receive for information.

CARRIED UNANIMOUSLY

PRL 20/2020

### **3.3. Advocacy Committee Report**

The Chair of the Advocacy Committee, Gord Lawlor, spoke to the Advocacy Committee Report.

Earlier this year, the goal that the Advocacy Committee decided they needed to focus on is that municipalities are aware of and support public library services at the regional and local levels. Despite the COVID-19 pandemic, this advocacy goal has not changed.

At their last meeting, the committee considered some important questions:

1. How do we position libraries as essential or at least valued services?
2. How do we continue to prove the value of Parkland and local library budgets in the post-pandemic economy?
3. What do post-COVID libraries look like?

4. What kind of messaging do we need to advocate for Parkland and local library budgets in the post-pandemic economy?

After a lengthy facilitated session, the committee provided an extensive amount of material that can be categorized into a number of themes:

- Libraries need to innovate and continue to provide service even during the pandemic. The worst thing a library board can do is shut down services entirely.
- The board and staff must place a high emphasis on communication within the community to both funders and their patrons. During this period of closure to the public, library communication is more important than ever.
- Libraries need to be realistic about the post-pandemic world. Patrons might have developed different service expectations (e.g. want a continuation of virtual services, curbside pickup, etc.), and/or they may be reticent about in-person library visits and using library materials.
- Library boards need to be realistic about their budget expectations if they want their budgets to pass. Municipalities are struggling, so boards should only be asking for what they absolutely need.

The vast majority of libraries continue to have staff on duty with many providing innovative services. Of Parkland's 50 libraries, 39 are currently providing some level of service to their communities. Furthermore, Parkland continues to serve as a support and distribution hub to share information and resources between member libraries so that they can provide the most service possible at this time.

Motion by Heather Ryan to receive for information.

CARRIED UNANIMOUSLY  
PRL 21/2020

#### **3.4.1. Director's Report**

#### **3.4.2. Library Services Report**

#### **3.4.3. IT Report**

#### **3.4.4. Finance and Operations Report**

Agnes Hoveland left the meeting at 2:01 p.m.

Smith asked if there were any questions regarding the reports included in the package. There were none.

Motion by Heather Ryan to receive for information.

CARRIED UNANIMOUSLY  
PRL 22/2020

### **3.5. Parkland Community Update**

**Olds & District Municipal Library** - Heather Ryan reported that their library board has been very proud of all the work the staff at the Olds library has been doing during the pandemic. Staff is now working on their re-launch plan.

**Stettler Public Library** - Les Stulberg reported that they now have enhanced online programming and are offering curbside pickup. They are also helping to provide PPE items to their local hospital. They have been both busy and innovative.

**Lacombe County** - Dana Kreil reported that they are using this time to replace the flooring at the Eckville Municipal Library. They anticipate offering curbside pickup when the library is put back together.

**Amisk Public Library** is now offering curbside service. They are also collaborating with the Buffalo Trail School Division to loan Chromebooks for online crafts for their summer reading club.

**Lougheed & District Public Library** is offering craft kits that can be picked up from the library so that children can participate in online craft time.

#### **4. Adjournment**

Motion by Deb Smith to adjourn the meeting at 2:12 p.m.

CARRIED UNANIMOUSLY

PRL 23/2020

Meeting adjourned at 2:12 p.m.

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Chair