



PRLS Board Meeting Minutes February 25, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:11 a.m. on Thursday February 25, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor

Present via Zoom: Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Lougheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

With Regrets: Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

Absent: Jackie AlMBERG, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

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

Call to Order

Meeting called to order at 10:11 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 Janine Stannard to excuse Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, and Bonita Wood from attendance at the board meeting on February 25, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 1/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Heather Ryan to accept the agenda as presented.

CARRIED
PRLS 2/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the November 12, 2020 minutes. There were two errors in the minutes; Glen Carrit attended the meeting and was marked absent. Also, the Vice-chair of the Advocacy Committee for 2021 is Norma Penney, not Barb Gilliat as mentioned.

Motion by Barb Gilliat to approve the minutes of the November 12, 2020 meeting as amended.

CARRIED
PRLS 3/2021

1.3. Business arising from the minutes of November 12, 2020 meeting

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

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda.

Motion by Bruce Gartside to approve the consent agenda as presented.

CARRIED
PRLS 4/2021

Cora Knutson entered the meeting at 10:19 a.m.

3.1. Vacant Position on Parkland's Executive Committee

Parkland's Executive Committee has the ten-member maximum allowed by the Libraries Regulation.

Unfortunately, Jason Alderson has resigned and is leaving the province. This created a vacancy on the Executive Committee that needed to be filled.

According to board policy, when a vacancy exists for a representative for a geographical area on the Executive Committee, the municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat shall remain vacant until the next organizational meeting of the Parkland Board.

Nominations were called and Len Philips volunteered to be the representative replacing Alderson on the Executive Committee.

Motion by Daryl Loughheed to appoint Len Philips to Parkland's Executive Committee representing electoral constituency #4.

CARRIED
PRLS 5/2021

3.2. 2020 in Review – Approval of the 2020 Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. Sheppard spoke to the challenges of 2020.

Given those challenges, with service interruptions and library closures caused by the pandemic, an extensive statistical comparison between 2019 and 2020 would be of limited value. However, some highlights from 2020 were:

- Cardholders system wide are at 31, 771.
- The total collection in the system catalogue is 680,384.
- While total system circulation was down from 2019's 1,312,278, it was still surprisingly high in 2020 at 912,147. This includes 129,254 eBook and eAudiobook circulations.
- IT visits, virtual and in person, remained consistent; 2,464 in 2019 and 2,499 in 2020.
- Library consulting visits went up massively. In 2019, consultants made 143 virtual and in-person visits to libraries, while in 2020, there were 472! Of these visits, the vast majority were virtual.
- Adapting to the virtual world and the need to support libraries through the pandemic, Parkland consulting staff hosted over 30 virtual meetings with 296 attendees.
- Virtual visits to Parkland's website and catalogue were also up slightly to 214,874 from 198,893 in 2019.
- Database use increased significantly from 58,486 in 2019 to 79,529 in 2020.

Despite being a difficult year, Parkland and public libraries rose to the many challenges they faced. Unlike many other organizations and services that shut down entirely, public libraries adapted and strove to continue answering their communities' need with their vital services.

Motion by Barb Gilliat to approve the Parkland Regional Library System's *2021 Public Library Survey and 2020 Annual Report* as presented.

CARRIED
PRLS 6/2021

3.3. Advocacy Committee Report

Gord Lawlor gave the Advocacy Committee report.

The committee has determined the following priorities for 2021:

1. Continue to educate Parkland's board members and develop advocates on our board.
2. Help library boards to advocate for themselves at their local level.
3. Increase System awareness to member library boards.

Activities in support of these priorities will include distribution of municipal ROIs and a System return on investment, including an advocacy learning component in Parkland board meetings, delivering virtual orientations to board members (new or not), creating a welcome package for newly elected councilors, and sharing regional library advocacy tools to member boards (e.g. key messages, communication samples and templates, etc.).

Committee member Bill Rock then talked about Parkland's new building, introducing the 2-minute video of the old and new headquarters. Sheppard outlined and explained the iGUIDE virtual tour of the new building and explained how to use it and where it is located on Parkland's website.

Motion by Cindy Trautman to accept the Advocacy Committee Report for information.

CARRIED
PRLS 7/2021

3.4. Strategic Plan Review

Parkland's current strategic plan (plan of service) runs through the years 2019 – 2021. Were Parkland to have a new strategic plan produced for 2022 – 2024, 2021 would be the needs assessment and plan development year. However, staff did not recommend attempting to produce a new strategic plan for 2022 or undertake a needs assessment in 2021.

At present, it is difficult to engage with our municipal councils, library boards, and member library staff while Alberta is under the restrictions imposed to combat COVID-19. Organizing an effective needs assessment would be very difficult under the current circumstances.

Given the highly irregular nature of library service at present, it is also unlikely that a needs assessment undertaken this year would yield accurate information for the upcoming years. What libraries need now is very different from what they will likely need after the pandemic.

Staff recommended that the board review the current plan of service and extend it for one more year. The current plan could then be filed with the Public Library Services Branch with the intention of engaging in a needs assessment in 2022 for a new strategic plan covering the years 2023 – 2025.

At their January 28th meeting, the Executive Committee made the following motion after discussing this matter:

Motion by Janine Stannard to recommend to the board that Parkland renew the Strategic Plan for one more year.

CARRIED

As part of reviewing Parkland's current strategic plan, staff asked the board to consider whether the current four goals are still relevant and should still be considered priority for the system. This is especially the case since Parkland's 2022 budget should reflect the strategic plan in numeric form.

After some discussion, it was decided that the board still supports the four goals in the Parkland Strategic Plan.

Motion by Janine Stannard to extend Parkland's current strategic plan for one more year through 2022.

CARRIED
PRLS 8/2021

Motion by Jas Payne to support the four goals in the strategic plan as presented.

CARRIED
PRLS 9/2021

3.5. eBook Purchase

Sheppard explained that historically Parkland has maintained separate online platforms for eAudiobooks and eBooks in an effort to streamline the eLibrary experience for patrons. Specifically, RBDigital was owned by Recorded Books, an audiobook publisher who had exclusive rights to many recordings/eAudiobooks.

Recently, RBDigital was purchased by Overdrive, another eContent provider. A couple of years ago, the Public Library Services Branch (PLSB) began supporting digital content

through access to eMagazines and some eAudiobook content on the RBDigital platform. That content has now moved to Overdrive and is only accessible on their platform. This means Parkland must now operate using both the Overdrive and Bibliotheca Cloud Library platforms for eBooks and eAudiobooks if Parkland is to provide the full array of content we did previously.

Since Parkland is now an Overdrive subscriber, staff requested the Executive Committee authorize \$25,000 from the Unrestricted Reserve to create an initial collection of eBooks. At their January 28th meeting, the Executive Committee approved the motion to move up to \$25,000 from the Unrestricted Reserve to purchase eContent from Overdrive. This new base collection will let member libraries focus on purchasing new eBooks for 2021 with this year's allotment. During the pandemic, the use of Parkland's eContent has gone up significantly, due to library closures.

Motion by Lori Reid to accept for information

CARRIED
PRLS 10/2021

Ann Zacharias left the meeting at 11:32

3.6. Advocacy Cooperation with Yellowhead Regional Library

Over the past few months, Parkland's Director and Yellowhead Regional Library's (YRL) Director, Karla Palichuk, have been working closely on a number of advocacy related projects. Due to the cooperative nature of Sheppard and Palichuk's advocacy work, Palichuk and YRL Board Chair Hank Smit were invited to Parkland's Advocacy Committee meetings as guests. Having staff and board members from YRL attend Parkland's Advocacy Committee meetings ongoingly was discussed at the January 28th Executive Committee meeting. The Committee made a motion endorsing YRL's participation in Parkland's advocacy efforts.

YRL plans to send up to five members of their board and staff to PRLS' meetings. Not only is the additional input useful but it will disperse the work required related to Parkland's advocacy efforts. YRL will benefit too. However the Parkland board is responsible for appointing members to the Advocacy Committee.

After some discussion, it was agreed that YRL staff would continue to work with Parkland in its advocacy efforts.

Motion by Janine Stannard to allow representatives from Yellowhead Regional library to attend Parkland Advocacy Committee meetings.

CARRIED
PRLS 11/2021

3.7. Parkland Community Update

The cover page of the meeting package included three questions for the board to consider. Responses to the questions were encouraged during the Parkland Community update. The responses were as follows:

1. What was the most important thing Parkland did in 2020?

Heather Ryan: Moved into a new building after 60 years

Lori Reid: Maintaining van runs for interlibrary loan material

Bruce Gartside: Parkland continued to prove their value

Shannon Wilcox: Provided tech support to the libraries

Daryl Lougheed: Explored and supported alternative service delivery models

Norma Penney: Parkland continued to stay relevant throughout this pandemic

Les Stulberg: Parkland continued to operate and did not shut down in the Pandemic.

Pat Toone: Provided weekly updates and virtual coffee breaks for the library staff and volunteers

Janine Stannard: Held a virtual conference in participation with three other partners

Janine Stannard: Weekly Parkland Updates were very valuable!

2. What was the most important thing your library did in 2020?

Jas Payne: Sylvan Lake stayed central to the community.

Barb Gilliat: Libraries learned to adapt!

Janine Stannard: Libraries supported and shared the new innovative ways member libraries continued to operate.

Norma Penney: Provided safe contactless services to the public throughout the pandemic.

Janine Stannard: We hired a new manager!

Heather Ryan: Staying open and finding new ways to deliver services

Jas Payne: Sylvan Lake reaffirmed their importance by being available when many other services could not.

Les Stulberg: Stettler Library offered Curbside service, outreach service to senior lodges and colonies, curbside printing services and partnered to other local organizations like FCSS to offer Activity Kits for seniors.

Pat Toone: Sundre offered Zoom book clubs. They stayed open the whole time, and will probably continue the book clubs after the pandemic.

3. What is the most important thing that libraries (system or municipal) should do in 2021?

Janine Stannard: Continue to grow, adapt, and advocate!

Bill Rock: Stay open

Jas Payne: Speak up and advocate for libraries' importance.

Shannon Wilcox: remain flexible

Heather Ryan: Be responsive to ever changing needs

Norma Penney: Continue offering the same level of service our libraries expect.

Deborah Juch: Find a way to adapt programming to the outdoors

Bill Windsor: Provide digital support to the community.

Heather Ryan: We expect to continue online programs for those who like them even when in-person meeting is allowed once again

Bill Windsor: Didsbury council is considering doubling the footprint of their library

3.8.1. Director's Report

3.8.2. Library Services Report

3.8.3. Finance and Operations Report

Smith asked if there were any questions regarding the Director's, Library Services, or the Finance and Operations reports. Colleen Schalm announced the date for the 2021 joint virtual conference with The Alberta Library, Peace Library System and Yellowhead Regional Library; September 22-24, 2021.

Motion by Janine Stannard to receive the Director's, Library Services, and Finance and Operations reports for information.

CARRIED
PRLS 12/2021

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 11:59 a.m.

CARRIED
PRL 13/2021

Meeting adjourned at 11:59 a.m.

Chair