



Yellowhead Regional Library

Board Meeting

Harvey Treleaven Boardroom
433 King Street, Spruce Grove

March 5, 2018

Present

Chair Derril Butler, Lac Ste. Anne County
Vice Chair Hank Smit, Town of Hinton
Bernie Poulin, Summer Village of Silver Sands (Alternate)
Bill Krahn, County of Wetaskiwin No. 10 (Alternate)
David Truckey, Town of Westlock (via teleconference)
Donna Wiltse, Brazeau County
Doug Peel, Town of Millet
Dwayne Mayr, Village of Warburg
Eric Butz, Town of Drayton Valley (Alternate)
Ivor Foster, Town of Thorsby
Jason Wittmeier, Village of Wabamun
Jeff Goebel, Town of Swan Hills
Jenna McGrath, Municipality of Jasper
John Roznicki, Village of Spring Lake
Judy Bennett, Town of Stony Plain
Judy Valiquette, Village of Alberta Beach
Kerry McElroy, Pembina Hills Public Schools
Krystal Baier, Town of Edson
Len Spink, Town of Beaumont
Marlene Walsh, Summer Village of Val Quentin
Pat St. Hilaire, Town of Onoway
Patricia Ashley, Town of Calmar
Patricia MacQuarrie, City of Wetaskiwin
Rick MacPhee, Summer Village of Seba Beach
Rob Staples, Town of Grande Cache
Rod Klumph, Town of Barrhead
Ron Kleinfeldt, County of Barrhead No. 11
Sandi Benford, Summer Village of South View
Sandy Morton, Town of Mayerthorpe
Sylvia Bonnett, Woodlands County
Victor Julyan, Westlock County
Wayne Rothe, City of Spruce Grove

Guests

Ken Allan, Public Library Services Branch
Meghan DeRoo McConnan, Grant Thornton LLP

YRL Staff

Kevin Dodds, Director
Wendy Sears Ilnicki, Assistant Director and
Bibliographic Services Manager
Stephanie Thero, Client Services Manager
David Gould, Accounting and Site Services
Laurie Haak, Administrative Associate and Recorder

Absent

Ann Morrison, Summer Village of Sunset Point
Anne Power, Village of Breton
Brenda Shewaga, Summer Village of Yellowstone
Carla Frybort, City of Leduc
Dave Gursky, Wetaskiwin Regional Public Schools
Ken Lewis, Summer Village of Grandview
Linda Wigton, Northern Gateway Public Schools
Margaret Gagnon, Summer Village of Crystal Springs
Nat Dvernichuk, Village of Clyde
Sandra Cherniawsky, Yellowhead County
Stacey May, Town of Devon
Tammy Svenningsen, YRL Public Libraries' Council
Tanya Pollard, Alberta Library Trustees' Association
Tessa Hutchings, Leduc County
Tom Pickard, Town of Whitecourt
Tracey Melnyk, Parkland County

Representative not Appointed

Summer Village of Birch Cove
Summer Village of Castle Island
Summer Village of Kapasiwin
Summer Village of Lakeview
Summer Village of Ma-Me-O Beach
Summer Village of Nakamun Park
Summer Village of Norris Beach
Summer Village of Ross Haven
Summer Village of Silver Beach
Summer Village of Sunrise Beach
Summer Village of West Cove

CALL TO ORDER

D. Butler called the meeting to order at 10:00 a.m. and introductions were done.

1. Approval of Agenda

K. Dodds corrected some dates on the agenda and in the package.

MOVED by W. Rothe that the agenda be approved as amended. SECONDED by D. Mayr.	CARRIED	3867
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2. Approval of Minutes

MOVED by S. Benford that the minutes of the November 6, 2017 YRL Board meeting be approved as presented. SECONDED by S. Morton.	CARRIED	3868
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J. McGrath and M. Walsh entered the meeting.

DECISION ITEMS

3. Draft 2017 Audited Financial Statements – Grant Thornton LLP

M. DeRoo McConnan reviewed the draft 2017 audited financial statements.

MOVED by L. Spink that the Yellowhead Regional Library 2017 Audited Financial Statements be approved as presented. SECONDED by I. Foster.	CARRIED	3869
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M. DeRoo McConnan left the meeting; K. Baier entered the meeting.

4. Inter-fund Transfers

K. Dodds explained that the General Fund is typically returned to a zero balance each year after the audit. Questions arose about this year's amount; K. Dodds explained that there was staffing anomalies last year. H. Smit noted that the surplus amount was less than 10 per cent of the overall budget and he thanked administration for doing a good job forecasting the budget each year.

MOVED by J. Bennett that the \$319,846 General Fund surplus be transferred to the Operational Contingency Fund. SECONDED by K. McElroy.	CARRIED	3870
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5. 2017 Annual Library System Report to the Province

MOVED by D. Mayr that the Yellowhead Regional Library 2017 Annual Library System Report to the Province be approved for submission to Alberta Municipal Affairs Public Library Services Branch. SECONDED by S. Benford.	CARRIED	3871
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6. 2017 Annual Report for Stakeholders

MOVED by S. Bonnett that the Yellowhead Regional Library 2017 Annual Report be approved for distribution to all stakeholders. SECONDED by P. Ashley.	CARRIED	3872
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BREAK: 10:40 to 10:50

INFORMATION ITEMS

7. Public Library Services Branch (PLSB) Update – Ken Allan

K. Allan explained that the PLSB regional library consultant assignments were changed recently and he is assigned to YRL now, replacing Ken Feser. He can be reached at 780-641-9363 or ken.allan@gov.ab.ca.

He stated that the Mango Languages contract expires at the end of March and will not be renewed. A new language eResource with a course designer, Pronunciator, will be rolled out in the coming weeks.

K. Allan noted that the PLSB annually hosts a free symposium for library managers and trustees. This year, they partnered with the Alberta Library Trustees' Association (ALTA) and focused on human resources for the two-day *Public Libraries: We're Only Human* symposium. He thanked H. Smit for being a speaker on one of the symposium panels.

8. 2016-2018 Plan of Service Progress Report

K. Dodds provided an overview of the progress/completion of goals and strategies during 2017. He noted that a needs assessment will be conducted this year in preparation for the 2019-2021 Plan of Service.

9. Infrastructure Grant Update

K. Dodds stated that the RFP for the redesign/expansion of the docks, shipping and receiving, and sorting areas had four responses; after review by management, [Kemway Builders](#) was selected. He added that the contract has been signed and management will receive renovation proposals soon.

10. Human Resources/Health and Safety Manual Revisions

K. Dodds provided an overview of the revisions that were done to incorporate the Alberta Employment Standards Code changes that took effect January 1, 2018.

11. Trustee Orientation Evaluation Summary

K. Dodds noted that the summary from the January 22 session was in the package and that the 26 trustees and 6 alternates reported they were very satisfied with the session.

12. Alberta Library Conference

K. Dodds explained that nine Executive Committee members are attending the conference; three spots were open to the remaining board trustees and were chosen by lottery draw, as per policy. The conference is April 26-29 at the Fairmont Jasper Park Lodge.

MOVED by L. Spink that the Public Library Services Branch update, 2016-2018 Plan of Service Progress Report, infrastructure grant update, Human Resources/Health and Safety Manual revisions, Trustee Orientation evaluation summary, and Alberta Library Conference update be accepted as presented for information. SECONDED by J. Goebel.	CARRIED	3873
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13. Minutes and Reports

a. YRL Board Executive Committee Minutes – December 11, 2017 and February 12, 2018

D. Butler noted that both sets of minutes were in the package.

b. Chair’s Report – Derril Butler

D. Butler did not have a report.

c. Director’s Report – Kevin Dodds

K. Dodds stated that his report was in the package. He noted that he had done presentations at the Yellowhead Region CAO meeting in Hinton and the Town of Stony Plain council meeting.

d. Assistant Director’s Report – Wendy Sears Ilnicki

W. Sears Ilnicki stated that her Bibliographic Services report was in the package. She noted that she will be attending two professional development events:

- Joint Work Site Health and Safety Committee seminar, March 21 in Leduc; and
- Innovative Users Group (IUG) conference with S. Thero, April 23-26 in Orlando FL.

W. Sears Ilnicki added that due the IUG conference, neither she nor S. Thero will be at ALC this year.

e. Client Services Manager’s Report – Stephanie Thero

S. Thero stated that her report was in the package. She noted that session proposals are due this week for YRL’s [conference](#), *Everyone’s Welcome: The Power of Libraries*.

f. YRL Public Libraries’ Council (PLC) Chair’s Report – Tammy Svenningsen

K. Dodds noted that the PLC Executive Committee meeting highlights were in the package.

g. Alberta Library Trustees’ Association (ALTA) Report – Tanya Pollard

K. Dodds noted that the ALTA report was in the package.

MOVED by S. Benford that the YRL Board Executive Committee minutes along with the Chair, Director, Assistant Director, Client Services Manager, YRL Public Libraries’ Council, and Alberta Library Trustees’ Association reports be accepted as presented for information. SECONDED by M. Walsh.	CARRIED	3874
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14. Correspondence

D. Butler noted that in the package was the letter sent to retired YRL trustees along with the list of retirees, and a letter from Terry Slemko, retired trustee from Northern Gateway Public Schools.

MOVED by R. Kleinfeldt that the correspondence be accepted as presented for information. SECONDED by D. Mayr.	CARRIED	3875
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ADJOURNMENT

MOVED by W. Rothe that the meeting adjourn at 11:35 a.m.	CARRIED	3876
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NEXT MEETING

The next YRL Board meeting is at 10:00 a.m. on Monday, June 11, 2018.

Derril Butler, Chair

Kevin Dodds, Director

Date

Date