



Yellowhead Regional Library

Board Meeting

Harvey Treleaven Boardroom
433 King Street, Spruce Grove

June 11, 2018

Present

Chair Derril Butler, Lac Ste. Anne County
Vice Chair Hank Smit, Town of Hinton
Anne Power, Village of Breton
Bernie Poulin, Summer Village of Silver Sands
Bill Krahn, County of Wetaskiwin No. 10 Alt.
Carla Frybort, City of Leduc
David Truckey, Town of Westlock
Donna Wiltse, Brazeau County
Doug Peel, Town of Millet
Dwayne Mayr, Village of Warburg
Eric Meyer, Town of Stony Plain Alt.
Fayrell Wheeler, Town of Drayton Valley
Gael Lehman, Summer Village of Val Quentin Alt.
Ivor Foster, Town of Thorsby
Jeff Goebel, Town of Swan Hills
John Roznicki, Village of Spring Lake
Judy Valiquette, Village of Alberta Beach
Kerry McElroy, Pembina Hills Public Schools
Krystal Baier, Town of Edson
Len Spink, Town of Beaumont
Linda Wigton, Northern Gateway Public Schools
Margaret Gagnon, Summer Village of Crystal Springs
Nat Dvernichuk, Village of Clyde
Pat St. Hilaire, Town of Onoway
Patricia Ashley, Town of Calmar
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
Sandra Cherniawsky, Yellowhead County
Sandy Morton, Town of Mayerthorpe
Stacey May, Town of Devon
Sylvia Bonnett, Woodlands County
Tessa Hutchings, Leduc County
Tom Pickard, Town of Whitecourt
Tracey Melnyk, Parkland County
Victor Julyan, Westlock County
Wayne Rothe, City of Spruce Grove

Guests

Cathy Brennan, YRL Public Libraries' Council
Dan Pritchard, Past YRL Board Vice Chair

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
Brenda Shewaga, Summer Village of Yellowstone
Dave Gursky, Wetaskiwin Regional Public Schools
Jason Wittmeier, Village of Wabamun
Jenna McGrath, Municipality of Jasper
Ken Allan, Public Library Services Branch
Ken Lewis, Summer Village of Grandview
Patricia MacQuarrie, City of Wetaskiwin
Sandi Benford, Summer Village of South View

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.

1. Approval of Agenda

MOVED by N. Dvernichuk that the agenda be approved as presented/amended. SECONDED by D. Mayr.	CARRIED	3877
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2. Approval of Minutes

MOVED by P. Ashley that the minutes of the March 5, 2018 YRL Board meeting be approved as presented/amended. SECONDED by S. Morton.	CARRIED	3878
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K. Baier and R. Staples entered the meeting.

INFORMATION ITEMS

3. Capital Expenditures

a. System Center Configuration Manager (SCCM)

K. Dodds stated that the SCCM, a management console that enables YRL to remotely deploy and update the integrated library software (Polaris) and Microsoft operating systems, was replaced.

b. Uninterruptible Power Supply (UPS) Replacement Batteries

K. Dodds noted that the four pairs of UPS batteries that safeguard Polaris operations during outages were replaced.

J. Goebel entered the meeting.

MOVED by D. Mayr that the capital expenditures update be accepted as presented for information. SECONDED by L Wigton.	CARRIED	3879
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4. 2019 Budget Direction

K. Dodds stated that there was a budget surplus in 2017 and a small surplus is anticipated for this year. The Board agreed with the Executive Committee recommendation to keep the 2019 local appropriation rates unchanged. K. Dodds stated that administration will formulate a draft budget to present to the Executive Committee in September with a recommendation for approval going to the Board in November.

D. Truckey entered the meeting; S. May left and returned to the meeting.

5. 2018 Needs Assessment

K. Dodds explained that the information gathered during this short, open-ended online survey will assist in formulating the goals of the 2019-2021 Plan of Service. He added that the survey link will be emailed to key stakeholders by the end of the week.

T. Pickard left and returned to the meeting.

6. Infrastructure Grant Update

K. Dodds explained that YRL received \$1.3 million from the provincial government last year for headquarter infrastructure upgrades and that in 2017, all the lights were replaced with LED lighting, two flat roofs were resurfaced, the hot water heater was replaced, wooden landscape curbing was replaced with concrete curbing, and new soffits were installed. He added that construction will begin soon on the redesign/expansion of the docks and shipping areas and should be complete in the fall.

7. Indigenous Grant Update and Report

K. Dodds stated that the 2018-2019 Indigenous grant information has not yet been distributed by the Public Library Services Branch. He noted that as part of the grant requirements, YRL submitted a report to the Branch detailing how the 2017-2018 funds were spent. K. Dodds commended the six libraries and two library teams for their successful projects.

8. Alberta Library Conference 2019

K. Dodds stated that next year’s conference is April 25-28 and rooms are confirmed at the Fairmont Jasper Park Lodge for 12 trustees plus staff.

9. Public Library Services Branch (PLSB)

PLSB Library Consultant K. Allan was unable to attend the meeting; however, T. Pickard added that K. Allan gave a great presentation recently to the Town of Whitecourt Library Board and he highly recommended the PLSB presentation to all library boards.

S. Thero noted that Jordan DeSousa left YRL and started as another PLSB Library Consultant on June 4.

<p>MOVED by L. Spink that 2019 budget direction, 2018 needs assessment, infrastructure grant, Indigenous grant update and report, Alberta Library Conference and Public Library Services Branch updates be accepted as presented for information.</p>	
<p>SECONDED by W. Rothe.</p>	<p>CARRIED 3880</p>

BREAK: 10:55 to 11:05 a.m.

10. Minutes and Reports

a. YRL Board Executive Committee Minutes – April 9 and May 11, 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 and announced that after 29 years of service, he is retiring as of December 31, 2018. He stated that the Executive Committee will meet following today’s Board meeting to decide on the process and timeline for hiring a replacement director.

d. Assistant Director’s Report – Wendy Sears Ilnicki

W. Sears Ilnicki stated that her Bibliographic Services report was in the package. She added that she and S. Thero attended two multi-day conferences: Innovative Users Group conference in Orlando, FL and How to Manage Workplace Issues by Canadian Professional Management Services in Edmonton.

e. Client Services Manager’s Report – Stephanie Thero

S. Thero stated that her report was in the package noting that interviews will be conducted next week for the Client Services Librarian position vacated by J. DeSousa. She added that YRL’s annual conference registration is open and almost 90 people are registered to date.

f. YRL Public Libraries’ Council (PLC) Chair’s Report – Cathy Brennan

C. Brennan noted that the April PLC meeting highlights were in the package. She added that a volunteer committee is conducting a YRL member public library salary survey; once complete, the results will be shared with the PLC.

MOVED by R. Staples that the YRL Board Executive Committee minutes along with the Chair, Director, Assistant Director, Client Services Manager, and YRL Public Libraries’ Council, reports be accepted as presented for information. SECONDED by I. Foster.	CARRIED	3881
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11. Correspondence

K. Dodds noted that a director announcement email from The Alberta Library was in the package.

MOVED by S. Bonnett that the correspondence be accepted as presented for information. SECONDED by R. Klumph.	CARRIED	3882
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D. Pritchard entered the meeting.

12. Trustee Service Recognition

D. Butler stated that Woodlands County initially appointed D. Pritchard to the YRL Board in October 2007 and the following year he became the Vice Chair of the Board, a position he held for nine years. D. Butler thanked D. Pritchard for 10 years of service and presented him with a gift card and framed certificate.

ADJOURNMENT

MOVED by D. Truckey that the meeting adjourn at 11:35 a.m.	CARRIED	3883
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NEXT MEETING

The next YRL Board meeting is at 10:00 a.m. on Monday, November 5, 2018.

Hendrik Smit, Chair

Kevin Dodds, Director

Date

Date