



Yellowhead Regional Library

Board Meeting

Harvey Treleaven Boardroom
433 King Street, Spruce Grove

November 5, 2018

Present

Chair Hank Smit, Town of Hinton
Ann Morrison, Summer Village of Sunset Point
Bill Elliot, City of Wetaskiwin
Carla Frybort, City of Leduc
Dave Gursky, Wetaskiwin Regional Public Schools
David Truckey, Town of Westlock (via teleconference)
Diane Hagman, Northern Gateway Public Schools
Donna Wiltse, Brazeau County
Dwayne Mayr, Village of Warburg
Ivor Foster, Town of Thorsby
Jason Shewchuk, Village of Spring Lake
Jeff Goebel, Town of Swan Hills
Jenna McGrath, Municipality of Jasper
Judy Bennett, Town of Stony Plain
Judy Valiquette, Village of Alberta Beach
Kerry McElroy, Pembina Hills Public Schools
Krista Gardner, Town of Calmar
Krystal Baier, Town of Edson
Len Spink, Town of Beaumont
Lynn Pritchard, Village of Breton
Margaret Gagnon, Summer Village of Crystal Springs
Marge Hanssen, Summer Village of Nakamun Park
Nancy Dodds, Town of Drayton Valley Alternate
Nat Dvernichuk, Village of Clyde
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
Sandra Cherniawsky, Yellowhead County
Sandy Morton, Town of Mayerthorpe
Stacey May, Town of Devon
Sylvia Bonnett, Woodlands County
Tom Pickard, Town of Whitecourt
Tracey Melnyk, Parkland County
Victor Julyan, Westlock County
Wayne Rothe, City of Spruce Grove

Guests

Kerry Anderson, Public Library Services Branch
Miranda Maguire, Public Library Services Branch
Robert McClure, YRL Public Libraries' Council
Tanya Pollard, Alberta Library Trustees' Association

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

Vice Chair Derril Butler, Lac Ste. Anne County
Bill Krahn, County of Wetaskiwin No. 10
Brenda Shewaga, Summer Village of Yellowstone
Chelsea Griffiths, Village of Wabamun
Doug Peel, Town of Millet
John Mclvor, Summer Village of Kapasiwin
Ken Lewis, Summer Village of Grandview
Liz Turnbull, Summer Village of Silver Sands
Marlene Walsh, Summer Village of Val Quentin
Pat St. Hilaire, Town of Onoway
Tessa Hutchings, Leduc County

Representative not Appointed

Summer Village of Birch Cove
Summer Village of Castle Island
Summer Village of Lakeview
Summer Village of Ma-Me-O Beach
Summer Village of Norris Beach
Summer Village of Poplar Bay
Summer Village of Ross Haven
Summer Village of Silver Beach
Summer Village of Sunrise Beach
Summer Village of West Cove

CALL TO ORDER

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

1. YRL Board and Executive Committee Structure

K. Dodds reviewed the Board and Executive Committee composition as well as the election process.

2. Election of YRL Board Chair

K. Dodds opened the floor to nominations for the Chair position.

- W. Rothe nominated H. Smit; he accepted.

K. Dodds called for nominations three times.

DECLARED by K. Dodds that nominations cease.	DECLARED	3884
<i>Hank Smith was acclaimed as the 2018-2019 YRL Board Chair.</i>		

R. Kleinfeldt and R. Klumph entered the meeting.

3. Approval of Agenda

MOVED by D. Mayr that the agenda be approved as presented.	CARRIED	3885
SECONDED by S. May.		

4. Approval of Minutes

MOVED by S. Morton that the minutes of the June 12, 2017 YRL Board meeting be approved as presented.	CARRIED	3886
SECONDED by S. May.		

K. Baier entered the meeting.

DECISION ITEMS

5. Election of YRL Board Vice Chair

H. Smit opened the floor to nominations for the Vice Chair position.

- S. Benford nominated D. Butler; he verbally accepted prior to the meeting.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3887
<i>Derril Butler was acclaimed as the 2018-2019 YRL Board Vice Chair.</i>		

6. Election of YRL Board Executive Committee

K. Dodds noted that seven of the 10 YRL Board Executive Committee seats are occupied by the Chair, Vice Chair and the five municipalities above the threshold of 15,000 population: Cities of Leduc and Spruce Grove, Parkland County, and Towns of Beaumont and Stony Plain.

H. Smit opened the floor to nominations for the Executive Committee seat from the School Division representatives.

- D. Hagman nominated K. McElroy; he accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3888
<i>K. McElroy was acclaimed to the 2018-2019 YRL Board Executive Committee for the School Division seat.</i>		

H. Smit opened the floor to nominations for the Executive Committee seat from the Municipal District, Summer Village and Village representatives.

- S. Benford nominated A. Morrison; she accepted.
- M. Gagnon nominated D. Mayr; he accepted.

T. Pickard entered the meeting.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3889
<i>Ann Morrison was elected to the 2018-2019 YRL Board Executive Committee for the Municipal District, Summer Village, Village seat.</i>		

H. Smit opened the floor to nominations for the Executive Committee open seat.

- C. Frybort nominated S. May; she accepted.
- J. Goebel nominated S. Morton; she accepted.
- T. Melnyk nominated D. Mayr; he accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3890
<i>Stacey May was elected to the 2018-2019 YRL Board Executive Committee for the open seat.</i>		

2018-2019 YRL Board Executive Committee

- | | |
|---|---|
| Hank Smit , Town of Hinton; Chair | Kerry McElroy , Pembina Hills Public Schools |
| Derril Butler , Lac Ste. Anne County; Vice Chair | Len Spink , Town of Beaumont |
| Ann Morrison , Summer Village of Sunset Point | Stacey May , Town of Devon |
| Carla Frybort , City of Leduc | Tracey Melnyk , Parkland County |
| Judy Bennett , Town of Stony Plain | Wayne Rothe , City of Spruce Grove |

7. Election of YRL Board Executive Committee Alternates

K. Dodds reviewed the policies regarding the Executive Committee Alternates election process. He stated that the five population-based seats on the Executive Committee have municipally-appointed alternates who are the Executive Committee Alternate.

H. Smit opened the floor to nominations for the Executive Committee Alternate seat from the School Division representatives.

- K. McElroy nominated D. Hagman; she accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3891
<i>Diane Hagman was acclaimed to the 2018-2019 YRL Board Executive Committee as the School Division Alternate.</i>		

H. Smit opened the floor to nominations for the Executive Committee Alternate from the Municipal District representatives.

- S. Cherniawsky nominated S. Bonnett; she accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3892
<i>Sylvia Bonnett was acclaimed to the 2018-2019 YRL Board Executive Committee as the Municipal District Alternate.</i>		

H. Smit opened the floor to nominations for the Executive Committee Alternate from the Municipal District, Summer Village and Village representatives.

- T. Melnyk nominated D. Mayr; he accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3893
<i>Dwayne Mayr was acclaimed to the 2018-2019 YRL Board Executive Committee as the Municipal District, Summer Village, Village Alternate.</i>		

H. Smit opened the floor to nominations for the Executive Committee Alternate seat from the City of Wetaskiwin, Municipality of Jasper and Town representatives.

- J. Goebel nominated, S. Morton; she accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3894
<i>Sandy Morton was acclaimed to the 2018-2019 YRL Board Executive Committee as the City of Wetaskiwin, Municipality of Jasper and Town Alternate.</i>		

2018-2019 YRL Board Executive Committee Alternates

Bob Young, City of Leduc

Jackie McCuaig, Parkland County

Diane Hagman, Northern Gateway Public Schools

Michelle Gruhlke, City of Spruce Grove

Dwayne Mayr, Village of Warburg

Sandy Morton, Town of Mayerthorpe

Eric Meyer, Town of Stony Plain

Sylvia Bonnett, Woodlands County

Honey Pell, Town of Beaumont

8. Motion to Destroy Ballots

MOVED by J. Bennett that all ballots be destroyed.		
SECONDED by J. Goebel.	CARRIED	3895

9. 2019 Meeting Dates

MOVED by R. Klumph that in 2019 the YRL Board meet on March 4, June 17, September 30 and November 25.		
SECONDED by L. Spink.		
PROXY VOTE – One vote in favour of the motion was received.	CARRIED	3896

MOVED J. Goebel that the meeting continue in-camera at 10:33 a.m.		
SECONDED by A. Morrison.	CARRIED	3897

K. Anderson, M. Maguire, R. McClure, T. Pollard, W. Sears Ilnicki, S. Thero, D. Gould and L. Haak left the meeting.

10. YRL Staff Association Tentative Agreement

MOVED by L. Spink that the meeting come out of the in-camera session at 10:38 a.m.		
SECONDED by J. Goebel.	CARRIED	3898

K. Anderson, M. Maguire, R. McClure, T. Pollard, W. Sears Ilnicki, S. Thero, D. Gould and L. Haak returned to the meeting.

<p>MOVED by D. Wiltse that effective January 1, 2019 the YRL Salary Grid be increased by 2%.</p> <p>SECONDED by R. Klumph.</p> <p>PROXY VOTE – One vote in favour of the motion was received.</p>	<p>CARRIED</p>	<p>3899</p>
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11. 2019 Budget

K. Dodds reviewed the proposed 2019 budget noting the municipal and school division appropriations along with public and school library allotments are unchanged.

<p>MOVED by S. Benford that the Yellowhead Regional Library 2019 budget be approved.</p> <p>SECONDED by C. Fryborg.</p> <p>PROXY VOTE – One vote in favour of the motion was received.</p>	<p>CARRIED</p>	<p>3900</p>
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BREAK: 11:07 to 11:17 a.m.

N. Dvernichuk and T. Pollard left the meeting.

12. Director Appointments

<p>MOVED by S. May that Karla Palichuk be appointed as a Director to The Regional Libraries Computer Automation Systems Consortium (TRAC) Society effective January 2, 2019.</p> <p>SECONDED by L. Pritchard.</p> <p>PROXY VOTE – One vote in favour of the motion was received.</p>	<p>CARRIED</p>	<p>3901</p>
<p>MOVED by T. Pickard that Karla Palichuk be appointed as the YRL proxy to The Alberta Library effective January 2, 2019.</p> <p>SECONDED by S. Benford.</p> <p>PROXY VOTE – One vote in favour of the motion was received.</p>	<p>CARRIED</p>	<p>3902</p>

INFORMATION ITEMS

13. FortiGate Switches

K. Dodds stated that three FortiSwitches were purchased for the server room.

14. 2018 Needs Assessment Report

K. Dodds noted that the report was approved in September and the draft 2019-2021 Plan of Service including goals and objectives would be presented to the Executive Committee for approval in December.

15. Policy Manual Revisions

K. Dodds outlined the revisions to the Bylaw and Policy Making, Facility, Records Retention including Schedules A and B, and Appendices sections.

16. Human Resources/Health and Safety Manual Revisions

K. Dodds provided an overview of the revisions/additions to the Definitions, Accommodation, Medical Appointments, Substance Abuse (Drug and Alcohol), Vacation, Workplace Health and Safety, and Workplace Violence and Harassment sections.

17. Collection Development Guidelines Revisions

K. Dodds highlighted the revisions to the Headquarter Collection, Circulation Collections and Request for Reconsideration of YRL Library Materials sections.

18. Infrastructure Grant Update

K. Dodds explained that YRL received \$1.3 million from the provincial government for headquarter infrastructure upgrades; the following projects are complete.

- Interior and exterior lights replaced with [LED lighting](#).
- Flat roofs of boardroom and loading dock resurfaced.
- Hot water heater replaced.
- Soffits and concrete landscape curbing installed.
- Automatic door openers installed at main entrance for full accessibility.

He added that [Kemway Builders](#) is the contractor for the redesign/expansion of the shipping, receiving and dock areas; work started in June and should be complete by the end of the year.

- Interior walls are finished.
- Dock concrete removed/remodeled.
- Electrical work almost complete.
- Single-wide overhead dock door will be replaced with a double-wide door.

19. Indigenous Grant Update

K. Dodds provided an overview of the \$62,402 grant YRL received from Municipal Affairs for expanding library services to residents of Alexis Nakota Sioux Nation, Ermineskin Cree Nation and Paul First Nation, as per the boundaries set by the PLSB.

K. Dodds explained that member public libraries submitted proposals for programs, collection development and other activities related to providing services or promoting education regarding Indigenous issues or to support reconciliation; four proposals were funded with a small amount reserved to update the YRL Indigenous Collections kits. He commended all YRL member libraries for their ongoing work with and for First Nations people.

K. Dodds noted that the PLSB has added an Indigenous Services section to the [Best Practices for Public Libraries in Alberta](#) document.

20. Trustee Orientation – January 21

K. Dodds encouraged new and returning YRL trustees and alternates to attend this one-day session.

21. Alberta Library Conference – April 25-28

K. Dodds noted that the budget allows for 12 trustees to attend this annual conference in Jasper. He explained that as per policy, the Executive Committee members have first refusal rights with remaining spots allocated by lottery.

22. Public Library Services Branch (PLSB) Update – Miranda Maguire

M. Maguire spoke about the following:

- A recently-formed provincial Interlibrary loan delivery committee is looking to create efficiencies and ensure equitability across the province.
 - Environmental scans are being conducted across North America.
 - Public libraries are participating through surveys and time audits.
- The free [Shifting Services for Inclusivity](#) symposia is February 21-22 at the Holiday Inn Conference Centre Edmonton South.
 - Registration opens in December for the 125 spots available.

- Municipal and regional library board members are encouraged to attend the one-day [Library Board Basics Workshops](#) held throughout the year in various locations.
 - A session near or within the YRL region is being planned for 2019.
 - Alternatively, PLSB staff will attend a library board meeting to present a mini-session on specific topics of the board's choosing.
- Contact [Miranda Maguire](#) if you have any questions or would like more information.

<p>MOVED by R. Kleinfeldt that the FortiGate switches; 2018 Needs Assessment Report; Policy and Human Resources/Health and Safety Manuals, and Collection Development Guidelines revisions; infrastructure and Indigenous grants, Trustee Orientation, Alberta Library Conference and Public Library Services Branch updates be accepted as presented for information.</p> <p>SECONDED by R. Staples.</p>	CARRIED	3903
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23. Minutes and Reports

a. YRL Board Executive Committee Minutes – June 11, and September 10 and 24, 2018

H. Smit noted that the minutes were in the package.

b. Director's Report – Kevin Dodds

H. Smit noted that K. Dodds' report was in the package. K. Dodds added to contact [L. Haak](#) to schedule a presentation by the new director in 2019 to your municipal council and/or library board about YRL membership, governance, services and collections.

c. Assistant Director's Report – Wendy Sears Ilnicki

H. Smit noted that W. Sears Ilnicki's Bibliographic Services report was in the package.

d. Client Services Manager's Report – Stephanie Thero

H. Smit noted that S. Thero's report was in the package.

e. YRL Public Libraries' Council (PLC) Chair's Report – Robert McClure

R. McClure reported that he was elected as the 2018-2020 Chair at the October PLC meeting.

f. Alberta Library Trustees' Association (ALTA) Report – Tanya Pollard

H. Smit noted that T. Pollard's report was in the package.

<p>MOVED by A. Morrison that YRL Board Executive Committee minutes along with the Director, Assistant Director, Client Services Manager, YRL Public Libraries' Council and Alberta Library Trustees' Association reports be accepted as presented for information.</p> <p>SECONDED by S. Benford.</p>	CARRIED	3904
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24. Correspondence

K. Dodds noted there was six letters and a thank you card in the package.

<p>MOVED by L. Spink that the correspondence be accepted as presented for information.</p> <p>SECONDED by S. Benford.</p>	CARRIED	3905
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Ex-Agenda Item – Farewell: K. Dodds noted this was his last Board meeting before retiring after 29 years at YRL, the last 10 as Director. He thanked the Board, Executive Committee, and past and current board members and staff adding he will miss the people he has had the pleasure to work with all these years.

ADJOURNMENT

MOVED by S. May that the meeting adjourn at 12:00 p.m.	CARRIED	3906
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NEXT MEETING

The next YRL Board meeting is at 10:00 a.m. on Monday, March 4, 2019.

Hendrik Smit, Chair

Karla Palichuk, Director

Date

Date