



# Yellowhead Regional Library Board of Trustees Meeting

Harvey Treleaven Boardroom  
433 King Street, Spruce Grove  
March 4, 2019

## Present

Chair Hank Smit, Town of Hinton  
Vice Chair Derril Butler, Lac Ste. Anne County  
Adrienne Braithwaite, City of Leduc  
Ann Morrison, Summer Village of Sunset Point  
Bill Elliot, City of Wetaskiwin  
Bill Krahn, County of Wetaskiwin No. 10  
David Truckey, Town of Westlock  
Doug Peel, Town of Millet  
Fayrell Wheeler, Town of Drayton Valley  
Ivor Foster, Town of Thorsby  
Jason Shewchuk, Village of Spring Lake  
Jenna McGrath, Municipality of Jasper  
Judy Lefebvre, Pembina Hills Public Schools (Alternate)  
Judy Valiquette, Village of Alberta Beach  
Krista Gardner, Town of Calmar  
Krystal Baier, Town of Edson  
Len Spink, Town of Beaumont  
Liz Turnbull, Summer Village of Silver Sands  
Lynn Pritchard, Village of Breton  
Pat St. Hilaire, Town of Onoway  
Rod Klumph, Town of Barrhead  
Ron Kleinfeldt, County of Barrhead No. 11  
Sandi Benford, Summer Village of South View  
Sandra Cherniawsky, Yellowhead County  
Sylvia Bonnett, Woodlands County  
Tessa Hutchings, Leduc County  
Victor Julyan, Westlock County  
Wayne Rothe, City of Spruce Grove

## YRL Staff

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

## Guests

Meghan DeRoo McConnan, Grant Thornton LLP  
Robert McClure, YRL Public Libraries' Council

## Absent

Brenda Shewaga, Summer Village of Yellowstone  
Chelsea Griffiths, Village of Wabamun  
Dave Gursky, Wetaskiwin Regional Public Schools  
Diane Hagman, Northern Gateway Public Schools  
Donna Wiltse, Brazeau County  
Dwayne Mayr, Village of Warburg  
Jeff Goebel, Town of Swan Hills  
John McIvor, Summer Village of Kapasiwin  
Judy Bennett, Town of Stony Plain (Proxy Vote)  
Ken Lewis, Summer Village of Grandview  
Margaret Gagnon, Summer Village of Crystal Springs  
Marge Hanssen, Summer Village of Nakamun Park  
Marlene Walsh, Summer Village of Val Quentin  
Nat Dvernichuk, Village of Clyde  
Rick MacPhee, Summer Village of Seba Beach  
Sandy Morton, Town of Mayerthorpe (Proxy Vote)  
Stacey May, Town of Devon  
Tanya Pollard, Alberta Library Trustees' Association  
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 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

H. Smit called the meeting to order at 10:02 a.m. and introductions were done.

### 1. Approval of Agenda

MOVED by L. Spink that the agenda be approved as presented. SECONDED by S. Benford.	CARRIED	3907
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### 2. Approval of Minutes

MOVED by J. Shewchuk that the minutes of the November 5, 2018 YRL Board meeting be approved as presented. SECONDED by J. McGrath.	CARRIED	3908
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## DECISION ITEMS

### 3. Draft 2018 Audited Financial Statements

M. DeRoo McConnan reviewed the draft 2018 audited financial statements.

MOVED by K. Baier that the Yellowhead Regional Library 2018 Audited Financial Statements be approved as presented. SECONDED by R. Klumph. PROXY VOTES – Two votes were received in favour of the motion.	CARRIED	3909
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### 4. Inter-fund Transfers

K. Palichuk explained that the General Fund is typically returned to a zero balance each year after the audit.

MOVED by A. Morrison that the \$203,784 General Fund surplus be transferred to the Operational Contingency Fund. SECONDED by P. St. Hilaire. PROXY VOTES – Two votes were received in favour of the motion.	CARRIED	3910
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MOVED by L. Spink that the meeting continue in-camera at 10:20. SECONDED by A. Morrison.	CARRIED	3911
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*M. DeRoo McConnan, R. McClure, W. Sears Ilnicki, S. Thero, D. Gould and L. Haak left the meeting.*

### 5. Auditor Appointment

MOVED by S. Bonnett that the meeting come out of the in-camera session at 10:31. SECONDED by A. Morrison.	CARRIED	3912
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*W. Sears Ilnicki, S. Thero, D. Gould and L. Haak returned to the meeting.*

MOVED by K. Baier that Grant Thornton LLP be appointed as the Yellowhead Regional Library auditor for one year. SECONDED by L. Pritchard. PROXY VOTES – Two votes were received in favour of the motion.	CARRIED BY MAJORITY	3913
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*R. McClure returned to the meeting.*

### 6. 2018 Annual Library System Report for the Province

K. Palichuk provided an overview of the 2018 annual report.

<p>MOVED by B. Elliot that the Yellowhead Regional Library 2018 Annual Report of Public Library Systems in Alberta be approved for submission to Alberta Municipal Affairs Public Library Services Branch.</p> <p>SECONDED by L. Spink.</p> <p>PROXY VOTES – Two votes were received in favour of the motion.</p>	<p>CARRIED</p>	<p>3914</p>
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**7. Indigenous Grant Update/2018 Reporting for the Province**

K. Palichuk provided an overview of the report and commended the YRL member libraries for their ongoing work with and for Indigenous peoples.

<p>MOVED by S. Cherniawsky that the Yellowhead Regional Library 2018 Indigenous Grant Reporting be approved for submission to Alberta Municipal Affairs Public Library Services Branch.</p> <p>SECONDED by L. Pritchard.</p> <p>PROXY VOTES – Two votes were received in favour of the motion.</p>	<p>CARRIED</p>	<p>3915</p>
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*BREAK: 10:38 to 10:50*

*D. Butler entered the meeting.*

**DISCUSSION ITEM**

**8. Membership Rate Increase Process**

H. Smit noted that YRL member levies are the lowest in the province and the last increase was in 2008. He explained that YRL is asking for a 2% increase for 2020 and a 1.5% increase for 2021, and that the YRL Master Membership Agreement allows for the board to approve increases if the amount is less than the cost of living adjustment. Following a lengthy discussion and instead of waiting for the June board meeting, a motion for immediate approval was brought forward.

<p>MOVED by R. Klumph that YRL member municipal and school division levies increase in 2020 by 2% and again in 2021 by 1.5%.</p> <p>SECONDED by J. Shewchuk.</p>	<p>CARRIED</p>	<p>3916</p>
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**INFORMATION ITEMS**

**9. 2016-2018 Plan of Service Progress Report**

H. Smit noted that the report was in the package.

**10. 2019-2021 Plan of Service**

H. Smit stated that the plan was approved by the executive committee in December. K. Palichuk explained that management will determine action items for each objective and status updates will be brought to each board and executive committee meeting.

**11. Infrastructure Grant Update**

D. Gould said that construction in the shipping, receiving and sorting areas is complete, new flooring and tiles are being installed in the three restrooms, the window replacement project is almost complete and new window coverings will be installed soon, and after four data/power outlets are built into the boardroom floor, new carpet tiles and baseboards will be installed.

He added that the driveway, parking lot and curb paving will begin in the spring along with the construction of a stand-alone three-bay garage to house YRL vehicles.

**12. Capital Expenditures**

H. Smit explained that the executive committee approved two capital expenditures in February: \$6,100 for a universal power supply that failed during an unplanned power outage and \$15,000 for a refurbished disc repair machine to replace one that was at end of life.

*S. Benford left the meeting.*

**13. Director/Trustee Conversations**

K. Palichuk stated that questions for YRL trustees are being finalized and, after they are emailed, she would like to meet with trustees individually via email, phone or in person, to hear their answers.

**14. Trustee Orientation Evaluation Summary**

H. Smit noted that the summary was in the package and that the 14 trustees and five alternates were very satisfied with the session. K. Palichuk added that the YRL governance section will be shared in conjunction with the Public Library Services Branch presentation in the future, instead of separate.

**15. Alberta Library Conference**

H. Smit stated that seven executive committee members will attend along with the five trustees chosen as per policy by lottery draw: B. Elliot, J. Valiquette, L. Pritchard, M. Hanssen, and R. Klumph.

<p>MOVED by A. Morrison that the 2016-2018 Plan of Service progress report, 2019-2021 Plan of Service; infrastructure grant, capital expenditures, director/trustee conversations, Trustee Orientation evaluation summary, and Alberta Library Conference updates be accepted for information.</p> <p>SECONDED by L. Spink.</p>	<p>CARRIED</p> <p>3917</p>
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**16. Minutes and Reports**

**a. YRL Board Executive Committee Minutes – December 10, 2018 and February 11, 2019**

H. Smit noted that the December minutes were in the package and the February minutes distributed.

**b. Chair’s Report – Hank Smit**

H. Smit noted that his report was in the package and that he co-presented with the director to Beaumont and Wetaskiwin councils. He added that upcoming presentations include the Calmar, Leduc, Parkland County and Warburg councils, and the Spruce Grove and Stony Plain library boards.

**c. Director’s Report – Karla Palichuk**

H. Smit noted that K. Palichuk’s report was in the package.

**d. Assistant Director’s Report – Wendy Sears Ilnicki**

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

**e. Client Services Manager’s Report – Stephanie Thero**

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

**f. YRL Public Libraries’ Council (PLC) Chair’s Report – Robert McClure**

R. McClure noted that the next PLC meeting is on April 12.

**g. Alberta Library Trustees' Association Report – Tanya Pollard**

H. Smit noted that T. Pollard's report was in the package. He explained that he has contacted ALTA about promoting libraries in our communities with an emphasis on supporting trustees in providing a united voice provincially, specifically during the upcoming election and that, once prepared, a summary document will be sent to trustees and alternates.

MOVED by L. Spink that YRL Board Executive Committee minutes and the Director, Assistant Director, Client Services Manager, YRL Public Libraries' Council and Alberta Library Trustees' Association reports be accepted for information. SECONDED by S. Bonnett.	CARRIED	3918
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**17. Correspondence and Media**

H. Smit noted there was one media article and two letters in the package.

MOVED by J. Valiquette that the correspondence and media be accepted for information. SECONDED by I. Foster.	CARRIED	3919
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**ADJOURNMENT**

MOVED by W. Rothe that the meeting adjourn at 11:30 a.m.	CARRIED	3920
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**NEXT MEETING**

The next YRL Board of Trustees meeting is on Monday, June 17, 2019 from 10:00 a.m. to 1:00 p.m.

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Hendrik Smit, Chair

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Karla Palichuk, Director

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Date

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Date