



**Yellowhead Regional Library
PUBLIC LIBRARIES' COUNCIL Meeting
Harvey Treleaven Boardroom
433 King Street, Spruce Grove
March 19, 2010 – 10:00am**

Library Representatives Present:

Chair: Stony Plain Public Library – Tamara Van Biert

Vice Chair: Spruce Grove Public Library – Tammy Svenningsen

Alberta Beach Municipal Library – Cathy Brennan	Leduc Public Library – Sharon McAmmond
Alder Flats Public Library – Judy Miners	Mayerthorpe Public Library – Gloria Wilson
Barrhead Public Library – Elaine Dickie	Millet Public Library – Maureen Barnett
Bibliothèque de Beaumont Library – Tracey Allan	New Sarepta Public Library – Chelsea Tomaszewski
Breton Municipal Library – Diane Shave	Parkland County Municipal Libraries – Kathy Conn
Duffield Public Library – Brenda Baron	Pigeon Lake Public Library – Pam Mitchell
Edson Public Library – JoAnn Hooper	Rich Valley Public Library – Betty Ann Laporte
Entwistle Public Library – Karen Gibb	Tomahawk Public Library – Chris Goerz
Evansburg Municipal Library – Heather Nutbrown	Wabamun Public Library – Cathleen Thurston
Grande Cache Municipal Library – Laurel Kelsch	Westlock Public Library – Wendy Hodgson-Sadgrove
Green Grove Public Library – Toni Ice	Wetaskiwin Public Library – Manisha Khetarpal
Hinton Municipal Library – Hetty Wilderdijk	Whitecourt & District Public Library – Debra Raatz
Jasper Municipal Library – Judy Krefting	Wildwood Public Library – Charlene Wardle

Library Representatives Absent:

Blue Ridge Public Library – Sue Curtis	Neerlandia Public Library – Dagmar Visser
Calmar Public Library – Carol Nystrom	Onoway Public Library – Kelly Huxley
Darwell Public Library – Diana Richardson	Sangudo Public Library – Jana Branston
Devon Public Library – Audrey Benjamin	Seba Beach Public Library – Cathy Lillico
Drayton Valley Municipal Library – Sandy Faunt	Swan Hills Municipal Library – Nancy Keough
Fort Assiniboine Public Library – Louise Davison	Thorsby Public Library – Louise Normandeau
Jarvie Public Library – Eileen Lea	Warburg Public Library – Gail O'Neil
Keephills Public Library – Deb Ramsay	Winfield Public Library – Pat Thoreson
M. Alice Frose Library – Marie Meyn	Yellowhead County Library Board – Linda Mackoway
Neerlandia Public Library – Sandra Olthius	

Guests:

Leduc Public Library – Crystal Budgell

Mayerthorpe Public Library – Ruth Anderson

YRL Staff:

Kevin Dodds – Director

Robert Zylstra – Client Services Manager

Wendy Sears Ilnicki – Assistant Director &
Bibliographic Services Manager

Stephanie Thero – Client Services Librarian

Laurie Brock – Administrative Associate & Recorder

CALL TO ORDER

The meeting was called to order at 10:05am by T. Van Biert and introductions were done.

1. Approval of the Agenda

T. Van Biert and E. Dickie added *CAP Grants* as Item 9.a.

MOVED by T. Allan that the agenda be approved as amended. SECONDED by E. Dickie. CARRIED	MOTION
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2. Approval of the PLC Minutes – October 2, 2009

C. Brennan noted that three occurrences of “acclimation” in the October 2, 2009 PLC minutes should be changed to “acclamation.”

MOVED by C. Brennan that the minutes of the October 2, 2009 Public Libraries’ Council meeting be approved as amended. SECONDED by S. McAmmond. CARRIED	MOTION
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W. Hodgson-Sadgrove entered the meeting.

3. PLC Executive Committee Mandate Proposal

T. Van Biert reviewed the proposed PLC Executive Committee mandate that was created at the November 23, 2009 committee meeting.

MOVED by T. Svenningsen that the PLC Executive Committee mandate be approved as presented. SECONDED by M. Barnett. CARRIED	MOTION
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4. PLC Executive Committee Medium Library Member Election

T. Van Biert explained that a PLC Executive Committee representative from a medium library was needed due to the retirement effective December 31, 2010 of Eleanor Mitchell from Mayerthorpe Public Library.

- H. Nutbrown nominated L. Kelsch

T. Van Biert called for any additional nominations.

DECLARED by T. Van Biert that nominations cease.	MOTION
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By Acclamation: PLC Executive Committee medium library members is L. Kelsch.

5. PLC Executive Committee Meeting Minutes

MOVED by C. Wardle that the minutes of the November 23, 2009 and February 8, 2010 Public Libraries’ Council Executive Committee meetings be accepted as presented for information. **SECONDED** by T. Allan. **CARRIED**

MOVED by C. Wardle that the minutes of the November 23, 2009 and February 8, 2010 Public Libraries’ Council Executive Committee meetings be accepted as presented for information. SECONDED by T. Allan. CARRIED	MOTION
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6. YRL Executive Committee Report

T. Van Biert provided an overview of the December 16, 2009 and February 22, 2010 YRL Executive Committee meetings including the Summer Village of Yellowstone joining as a new member, a new delivery van has been ordered, and a new staff vehicle has been purchased for visits to member libraries.

7. TRAC Advisory Council Report

T. Van Biert reported on the November 20, 2009 TRAC Advisory Council meeting noting that three work groups have been formed with each one comprised of four members (one representative from each regional library system in TRAC); the Chairs are W. Sears Ilnicki for the Bibliographic Services Group, S. Thero for the Public Services Group, and R. Zylstra for the System Administrators' Group; each Chair provided a brief overview of their group.

K. Dodds provided a brief history of TRAC and explained that each of the groups forward their recommendations to the TRAC Directors for approval before the information is disseminated to the member libraries; he added that Parkland Regional Library became an Associate Member in September 2009.

MOVED by T. Ice that the YRL Executive Committee report and the TRAC Advisory Council report be accepted as presented for information. SECONDED by P. Mitchell. CARRIED	MOTION
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8. TRAC Resource Sharing Principles

T. Van Biert reported that the TRAC Resource Sharing Principles were approved at the November 20, 2009 TRAC Advisory Council meeting.

MOVED by E. Dickie that the TRAC Resource Sharing Principles be accepted as presented for information. SECONDED by W. Hodgson-Sadgrove. CARRIED	MOTION
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9. TRAC Operational Guidelines

S. Thero explained that the Public Services Group is currently updating the TRAC Operational Guidelines and that shipping/packaging information will be included; she added that the YRL Procedures Manual will also include this information.

a. CAP Grants

K. Dodds read the information he received via email on March 16, 2010 regarding the 2010-2011 Community Access Program (CAP) Grants which stated that funding will continue to be available for libraries.

BREAK: 10:55am to 11:05am

10. YRL Update

a. Staff Changes

R. Zylstra and W. Sears Ilnicki provided the following staffing updates:

- Kristin Litke, Client Services Associate, started on February 22nd and is the “go-to” person for Polaris questions/issues;
- Laura Peters, Bibliographic Services Technician, started on March 1st and is working in cataloguing and acquisitions;
- Julie Olson, Summer Intern, will be starting on May 10th and will be working on the websites for libraries project (see Item 12.h. for more information);
- Jocie Wilson, Client Services Librarian, will be starting on June 7th and will be working primarily with school libraries.

b. Annual Satisfaction Survey Results

K. Dodds thanked everyone for their input and noted that the results were very positive.

c. Special Projects Fund

R. Zylstra explained that a Special Projects Fund has been established and will be used to purchase hand held devices and a contract with web developers, if necessary. The devices will be loaned to member libraries so staff can test their applicability to the operations and services of their individual libraries.

d. Needs Assessment / 2010-2012 Plan of Service

K. Dodds reviewed the elements of the needs assessment which, when completed, will comprise the 2010-2012 Plan of Service.

11. Bibliographic Services Update

a. Outside Purchases Form

W. Sears Ilnicki explained that the Outside Purchases Form is for reimbursement from allotment funds for materials not purchased through YRL.

b. Delivery Issues

W. Sears Ilnicki provided an overview of the current delivery issues noting that resolutions are being worked on.

c. CoLibri Book Covering Machine Available

W. Sears Ilnicki stated that YRL has purchased a CoLibri book covering machine that can be loaned to member libraries; she added that supplies are not provided and must be purchased by each individual library.

d. United Library Services – Bus Trip & Take-away Events

W. Sears Ilnicki noted that the annual ULS events are a great forum for the immediate purchase of materials and allotment funds can be used.

e. DVD Packaging Recommendation Proposal

W. Sears Ilnicki reviewed the DVD packaging recommendation proposal that the TRAC Bibliographic Services and Public Services Groups produced, and noted that the proposal would be presented at the TRAC Advisory Council meeting on May 7, 2010.

f. Volume Control

W. Sears Ilnicki explained that the TRAC work groups are currently working through the volume control processes and more information will be provided at a later date.

12. Client Services Update

a. TRACpac Survey

R. Zylstra reported that the TRACpac survey will remain open until April 7, 2010.

BREAK: 12:10 to 12:55

K. Conn and H. Nutbrown left the meeting.

b. 2010 Summer Reading Programs

S. Thero reported that the theme for 2010 is “Destination Jungle” and that the workshop will be facilitated by Wendy Hodgson-Sadgrove, Assistant Director at Westlock Municipal Library.

c. Conference 2010

S. Thero noted that the “Expanding Horizons” conference will be held at the Edmonton Marriott and River Cree Resort on September 18, 2010; she added that Dr. Toni Samek has been confirmed as the keynote speaker and, eleven proposals have been received for sessions.

T. Svenningsen left the meeting.

d. Procedures Manual

R. Zylstra stated that the YRL Procedures Manual should be finished and ready for distribution to member libraries in April 2010.

e. Network Infrastructure

R. Zylstra explained that Polaris will be deployed locally on member library computers and Windows 7 will be installed at the same time; he added that a schedule will be forthcoming with a target completion date of year-end

T. Svenningsen returned to the meeting.

f. Mobile Catalogue

R. Zylstra demonstrated the TRACpac App which has been designed for the iPhone and iPod Touch noting that postcards and posters are available. He explained that YRL has purchased four 8GB iPod Touches which are now available for loan to library staff to get familiar with the equipment and the app.

L. Normandeau entered the meeting.

g. Bibliocommons

S. Thero demonstrated Bibliocommons which is being provided across the province by APLEN; she added that most libraries will have it in 2010 although some may have to wait until 2011.

h. Websites for Libraries

R. Zylstra explained that the plan is to transfer platforms to Drupal from WordPress; he added that Bibliocommons will be marketing a websites for libraries platform in the future which will make it more seamless to the patron (i.e. the catalogue searches will take place on the library website).

EX-AGENDA ITEM – Telephony: R. Zylstra noted that Grande Prairie Public Library is currently trialing telephony, an automated phone service that informs patrons of overdue items, material pick-ups, etc.

K. Gibb left the meeting.

13. Giveaways

W. Sears Ilnicki and L. Brock gave away a book and nineteen posters.

14. Announcements

A round-table member library update was provided by all in attendance.

NEXT MEETING DATE

The next Public Libraries' Council meeting is scheduled for Friday, June 18, 2010 at 10:00am at the YRL offices in Spruce Grove.

ADJOURNMENT

MOVED by C. Brennan that the meeting be adjourned at 2:00pm. **CARRIED**

MOTION