



**Yellowhead Regional Library
PUBLIC LIBRARIES' COUNCIL Meeting
Harvey Treleaven Boardroom
433 King Street, Spruce Grove
June 18, 2010 – 10:00am**

Library Representatives Present:

Chair: Stony Plain Public Library – Tamara Van Biert

Vice Chair: Spruce Grove Public Library – Tammy Svenningsen

Alder Flats Public Library – Judy Miners

Barrhead Public Library – Elaine Dickie

Bibliothèque de Beaumont Library – Tracey Allan

Breton Municipal Library – Diane Shave

Devon Public Library – Audrey Benjamin

Duffield Public Library – Brenda Baron

Edson Public Library – JoAnn Hooper

Evansburg Municipal Library – Heather Nutbrown

Green Grove Public Library – Toni Ice

Jasper Municipal Library – Judy Krefting

Keephills Public Library – Deb Ramsay

Leduc Public Library – Carla Frybort

Mayerthorpe Public Library – Gloria Wilson

New Sarepta Public Library – Chelsea Tomaszewski

Onoway Public Library – Kelly Huxley

Parkland County Municipal Libraries – Kathy Conn

Pigeon Lake Public Library – Pam Mitchell

Rich Valley Public Library – Betty Ann Laporte

Thorsby Public Library – Louise Normandeau

Tomahawk Public Library – Chris Goerz

Wabamun Public Library – Betty Lalonde

Warburg Public Library – Gail O'Neil

Westlock Public Library – Doug Whistance-Smith

Wetaskiwin Public Library – Manisha Khetarpal

Whitecourt & District Public Library – Lila Wells

Wildwood Public Library – Pat Di Marcello

Library Representatives Absent:

Alberta Beach Municipal Library – Cathy Brennan

Blue Ridge Public Library – Sue Curtis

Calmar Public Library – Carol Nystrom

Darwell Public Library – Diana Richardson

Drayton Valley Municipal Library – Sandy Faunt

Entwistle Public Library – Karen Gibb

Fort Assiniboine Public Library – Louise Davison

Grande Cache Municipal Library – Laurel Kelsch

Hinton Municipal Library – Hetty Wilderdijk

Jarvie Public Library – Eileen Lea

M. Alice Frose Library – Marie Meyn

Millet Public Library – Maureen Barnett

Neerlandia Public Library – Dagmar Visser

Neerlandia Public Library – Sandra Olthius

Sangudo Public Library – Cassandra Boll

Seba Beach Public Library – Cathy Lillico

Swan Hills Municipal Library – Nancy Keough

Winfield Public Library – Lorna Smith

Yellowhead County Library Board – Linda Mackoway

Guests:

Leduc Public Library – Sharon McAmmond

Westlock Public Library – Wendy Hodgson Sadgrove

YRL Staff:

Kevin Dodds – Director

Wendy Sears Ilnicki – Assistant Director &
Bibliographic Services Manager

Robert Zylstra – Client Services Manager

Laurie Brock – Administrative Associate & Recorder

Stephanie Thero – Client Services Librarian

Jocie Wilson – Client Services Librarian

Kristin Litke – Client Services Associate

Julie Olson – Websites for Libraries Coordinator

CALL TO ORDER

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

1. Approval of the Agenda

MOVED by C. Frybort that the agenda be approved as presented. SECONDED by T. Svenningsen. CARRIED	MOTION
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2. Approval of the Public Libraries’ Council Minutes

MOVED by T. Allan that the minutes of the March 19, 2010 Public Libraries’ Council meeting be approved as presented. SECONDED by T. Ice. CARRIED	MOTION
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3. PLC Executive Committee

MOVED by T. Ice that the minutes of the April 23, 2010 Public Libraries’ Council Executive Committee meetings be accepted as presented for information. SECONDED by K. Conn. CARRIED	MOTION
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a. Public Computer Usage

T. Svenningsen noted that the information on the website of *Useful*, a company that provides secure managed public desktops, is very helpful for both administration and technical staff, but added that a separate computer for OverDrive downloads is needed.

b. Information Sharing at PLC

T. Van Biert explained that a new way to share information with fellow library managers at the PLC meetings was going to be trialed – two PLC Executive Committee members and the managers from their assigned libraries will sit together for lunch at four different locations within YRL headquarters. In the afternoon, each group will summarize one topic of interest to share with everyone.

4. YRL Executive Committee Report

T. Van Biert provided an overview of the March 29, 2010 and May 10, 2010 YRL Executive Committee meetings noting that the newly created Communications Coordinator position will be posted soon, the YRL Policy Manual revisions are being worked on, and five Summer Villages are in the process of becoming YRL members.

5. TRAC Advisory Council Report

a. TRAC Operational Guidelines

b. DVD Set Packaging

T. Svenningsen reviewed the changes to the TRAC Operational Guidelines, and the new process for DVD set packaging. She explained that at the May 7, 2010 TRAC Advisory Council meeting, these changes were discussed and recommendations provided to the TRAC Directors; both recommendations were approved by the Directors at their May 18, 2010 videoconference.

6. Joint Region Brochure

A brochure for all YRL libraries will be reviewed in the future by the Communications Coordinator.

7. **Bill C32 – Copyright Reform Legislation**

Several attendees had positive comments about the copyright session held at the Canadian Library Association's conference. K. Dodds noted that the first reading of the new legislation has been very favourable to school and public libraries, and that if no amendments are made, libraries will no longer need public performance rights for showing movies. He added that more information will be brought forward when it becomes available.

8. **YRL Update**

a. **Membership Agreement**

K. Dodds explained that YRL's lawyer is currently merging the System Municipal Agreement and the School Board Participation Agreement; after review by the YRL Executive Committee, it will be forwarded to the YRL Board for approval.

b. **Needs Assessment / 2010-2012 Plan of Service**

K. Dodds reported that Administration is continuing to work on the needs assessment and 2010-2012 Plan of Service; after review by the YRL Executive Committee, it will be forwarded to the YRL Board for approval.

c. **YRL Services Review**

i. **Procedures Manual**

R. Zylstra reported that YRL's procedures manual has been distributed but added that updates will be done on a continuous basis. He also stated that the current sections will be uploaded to the YRL website.

ii. **TitleSource 3 / Coordinated Collection Development Tool**

W. Sears Ilnicki explained that an online coordinated collection development tool is being developed and more information will be forthcoming soon.

i. **OCLC**

W. Sears Ilnicki stated that some libraries are able to find catalogue items for uploading so overall, OCLC has become very useful.

9. **Bibliographic Services Update**

a. **Hotlist**

W. Sears Ilnicki reminded everyone the hotlist orders need to be submitted by July 2, 2010.

b. **Delivery Schedule**

W. Sears Ilnicki reported that the new delivery schedules have been distributed via email and are available for viewing on YRL's website.

c. **Volume Control**

W. Sears Ilnicki explained that the volume control feature in Polaris is being investigated and a recommendation will be sent to the TRAC Directors for approval.

K. Conn and D. Whistance-Smith left the meeting.

EX-AGENDA ITEMS: Updated patron library cards are available for use after the old stock is used up; a study on the government delivery service is underway; we will soon have the ability for holds to be filled within the region first rather than coming from other areas of the province.

K. Conn and D. Whistance-Smith returned to the meeting; D. Ramsay left the meeting.

10. Client Services Update

a. Manager's Report

R. Zylstra reported on the following:

- Jocie Wilson, new Client Services Librarian, will be working primarily with school libraries
- the network infrastructure is on schedule and will be completed by the end of the year
- training sessions for Windows 7 will be investigated
- Websites for Libraries (WSFL) project is underway, and YRL's website platform will be changing too; in the future, YRL will have the ability to do mass updates on all websites at once
- YRL has purchased iPod Touch's and iPad's (five each) for loaning to member libraries.

D. Ramsay returned to the meeting.

b. Downloadable Music

R. Zylstra stated that Sony Music's catalogue is available for libraries to purchase through www.freegalmusic.com.

c. Websites for Libraries

J. Olson provided an overview and demonstration of the new Drupal platform that will be used for the Websites for Libraries (WSFL) project.

d. "Expanding Horizons" Conference 2010

S. Thero noted that the program for the September 17, 2010 conference being held at the Edmonton Marriott at River Cree Resort will be distributed soon to public and school libraries, library board chairs, YRL trustees, principals, and superintendents.

e. Polaris

i. Purging Inactive Patrons

The purging of inactive patrons has been delegated to member libraries but YRL will have the ability to make overall changes (i.e. 'x' years and 'x' fines) however, the PLC Executive Committee have been tasked with determining the parameters, and providing a recommendation.

ii. Lost/Claimed Items

A standardized timeframe is required for lost/claimed items; the PLC Executive Committee has been tasked with determining when they should be removed from the catalogue, and providing a recommendation.

iii. On-the-fly Records

New procedures have been sent out and uploaded to the YRL website.

11. Information Sharing

Due to the short duration of this meeting, it was decided that the lunch groups would not return to the boardroom to share their topic of interest; sharing will be included at the next meeting.

NEXT MEETING DATE

The next Public Libraries' Council meeting is scheduled for 10:00am on Friday, October 15, 2010 at the YRL building in Spruce Grove.

ADJOURNMENT

MOVED by C. Frybort that the meeting be adjourned at 12:10pm. CARRIED	MOTION
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