



# PRLS Board Meeting Minutes

February 26, 2026

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday February 26, 2026 in the Small Board Room, Lacombe.

**Present:** Barb Gilliat

**Present via Zoom:** Janet Adam, Jackie AlMBERG, Skyla Attfield, Alison Barker-Jevne, Laureen Clark-Rennie, Curtis Cook, Teresa Cunningham, Lana Curle, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Matthew Goudy, Kathy Hall, Pam Hansen, Ryanna Hansen, Lindsay Holmen, Kimberlee Hunter, Alt. Haley Amendt for Joe Iwanicki, Dana Kreil, Troy Lambert, Hazen Letwin, Bryce Liddle, Lori Lindseth, Paul Looser, Julie Maplethorpe, Ricci Matthews, Lyle McKellar, Joy-Anne Murphy, Leah Nelson, Cindy Orom, Amanda Peffers, Scott Pfeiffer, Maxine Steil, Matthew Sumegi, Leona Thorogood, Cory Twerdoclib, Teri Underhill, Carlene Wetthuhn, Shannon Wilcox

**Guests:** Maia Foster, Megan Ginther, Lesley Moody

**With Regrets:** Marc Mousseau

**Absent:** Delijiah Antaloczy, Denise Boniface, Shelley Cook, Todd Dalke, Victor Kelly, Darryl Motley, Bill Rock, Sandy Shipton, Naomi Tercier, Stephen Wyse

**Staff:** Hailey Halberg, Kara Hamilton, Paige Mueller, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

## Call to Order

Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

## Agenda

### 1.1.2 Adoption of the Agenda

Motion by Theresa Cunningham to accept the agenda as presented.

CARRIED

PRLS 01/2026

### 1.2. Approval of Minutes

Gilliat asked if there were any amendments to the November 27, 2025 minutes. There were none.



Motion by Kathy Hall to approve the minutes of the November 27, 2025 meeting as presented.

CARRIED

PRLS 02/2026

**1.3. Business arising from the minutes of the November 27, 2025 meeting**

Gilliat asked if there was any business arising from the minutes. There was none.

**2. Business Arising from the Consent Agenda**

Gilliat asked if there was any business arising from the consent agenda. There was none.

Motion by Dana Kreil to approve the consent agenda as presented.

CARRIED

PRLS 03/2026

**3.1 Incomplete Motion**

Sheppard reviewed. At the last board meeting, as part of PRLS' legislative compliance procedures, board members who sent regrets were to be excused at the beginning of each meeting. Gilliat asked for a motion to excuse Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib from attendance at the board meeting on November 27, 2025 and remain a member of the Parkland Board in good standing. Kathy Hall, the board member for the Village of Hughenden made the motion. However, before the motion could be voted on, another motion was made to discontinue the practice of making motions to excuse regrets at the beginning of Parkland's board meetings. The second motion was subsequently passed by the board.

Unfortunately, Hall's motion was lost in the lively discussion related to the second, successful motion. Following the meeting, Hall notified Parkland that her motion was not captured in the board minutes. Hall's motion was clearly made which means it is still "on the table" for consideration. Motions once made must either be voted on, or withdrawn. This situation necessitated that Hall's motion to,

*"allow Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib to remain members of the Parkland board in good standing despite missing the board meeting on November 27, 2025."* be placed back on the agenda to be voted on or withdrawn.

Motion to allow Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib to remain members of the Parkland board in good standing despite missing the board meeting on November 27, 2025.

WITHDRAWN

PRLS 04/2026

**3.2 Vacant Seat on the Executive Committee**

Sheppard reviewed. At the November 27<sup>th</sup> board meeting one seat on Parkland's Executive Committee was not filled. That seat was for Area 7. As Parkland Policy 2.6.7 states,



*"on those occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipality or municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat representing that group of municipalities shall remain vacant until the next time the Executive Committee is appointed by the board during the next organizational meeting of the Parkland Board."*

With only three representatives for Area 7, Cory Twerdoclib was selected for the vacant seat on the Executive Committee.

Motion by Joy-Anne Murphy to appoint Cory Twerdoclib to Parkland's Executive Committee.

CARRIED  
PRLS 05/2026

### **3.3 P.D. Session**

Sheppard provided a presentation outlining what Parkland offers to libraries.

### **3.4 2025 in Review – Approval of the 2025 Annual Report**

Sheppard reviewed. Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. There were three amendments to the annual report since the creation of the meeting package: The physical items ordered was changed from 22,285 to 24,552, and the library manager visits were changed from 9 to 20 to include the County forum meetings. Additionally, the van run volume listed in the package was corrected to read 982,305.

Motion by Leona Thorogood to approve the Parkland Regional Library System's 2026 Public Library Survey and 2025 Annual Report as amended.

CARRIED  
PRLS 06/2026

### **3.5 Approval of the 2025 Outlet Annual Reports**

Sheppard reviewed. Parkland Regional Library System is the board of record for three library service points. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points. They are:

- Brownfield Community Library – County of Paintearth
- Spruce View Community Library – Red Deer County
- Water Valley Public Library – Mountain View County

The report for Water Valley Public Library was amended to remove some eContent platforms that were recorded in error.



Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Carlene Wetthuhn to approve the annual reports for Brownfield Community Library, Spruce View Community Library, and Water Valley Public Library as amended.

CARRIED

PRLS 07/2026

### 3.6 **Advocacy and Marketing Report**

Sheppard reviewed the recent advocacy activity at Parkland.

#### **Article on Library Funding**

Relating to the library funding resolutions passed at RMA and Alberta Municipalities last November, Parkland's Director was interviewed for an article by CBC.

#### **Radio Interview**

On January 6<sup>th</sup> with very short notice, Sheppard was interviewed live by Edmonton's radio station 880 CHED to discuss library funding in rural communities.

#### **Budget Summary Report**

There is an updated version of Parkland's *Budget Summary Report* showing the cost of library service within Parkland for the year 2025. The number of libraries within Parkland that deficit budgeted remained at 35%, the same as 2024.

#### **Provincial Advocacy Steering Committee**

Parkland's representation on a steering committee coordinating a provincial advocacy effort has been making significant progress. In addition to Parkland's Director, the committee is composed of the CEOs for Calgary and Edmonton public libraries, and the CEO for Strathcona County Library. Documents related to this include:

- A terms of reference for the Alberta Public Libraries Coalition which is made up of all the major libraries and systems in the province
- Coalition of Libraries survey results "Perceptions of Public Libraries" which Parkland will be contributing funds towards. The survey was conducted between January 16-28 of this year
- A *Coalition of Alberta Public Libraries Pre-Budget Submission 2026* document which is being submitted to the Government of Alberta

Due to the urgent nature of these issues, Sheppard has met both with members of the steering committee and, on occasion, the broader library community on many occasions. Meeting dates included; December 12<sup>th</sup> and 16<sup>th</sup> last year, and January 9<sup>th</sup>, February 4<sup>th</sup> and 13<sup>th</sup> of this year.



Parkland's Chair and Director have been meeting with MLAs to ask for an increase in provincial funding for libraries and support the principles of intellectual freedom given that there are strong indications that the provincial government will almost certainly involve itself in the curation of public library collections. To date Gilliat and Sheppard have met with Jennifer Johnson (MLA for Lacombe-Ponoka) and Rick Wilson (MLA for Maskwacis-Wetaskiwin).

### **Advocacy Information Session**

To help promote advocacy for both funding and intellectual freedom among member libraries, Sheppard held two information sessions to answer questions about the province-wide campaign and the support materials distributed to Parkland libraries. Meetings were held on February 13<sup>th</sup>, 18<sup>th</sup>, and 27<sup>th</sup>.

## **Marketing Report**

### **Marketing for Libraries**

Hailey Halberg, Marketing Specialist, has recently done work for Innisfail, Rimbey, and Big Valley libraries. In Innisfail, she helped create a marketing plan for their new space – The Reading Cave, and took photos at their sneak peek event for sponsors. In Rimbey, Halberg planned, filmed, and edited 10 Instagram Reels for them to use on social media, created a social media strategy for them, and is going later this month to take photos at their Youth Theatre event. Big Valley Library requested help planning a contest to get more patrons in the door and circulate some of their new materials. Halberg created some social media content and collected some swag for a small giveaway prize.

### **Travelling Journal Project**

Part programming, part library marketing, at the request of our libraries, Parkland has put together a "kit" to foster connection among our libraries with a travelling journal.

Libraries will receive the scrapbook and some supplies to design their own pages and collaborate with other libraries on this project. We will be left with an art piece that contains the creativity of all 16 participating member libraries.

### **Spring Campaign Brainstorm**

Parkland organizes activities for Library Card Sign Up Month (September) and Canadian Library Month (October). By adding a regional spring campaign, libraries could add consistency to their marketing efforts. There is a meeting scheduled to gather feedback from libraries on the desire to add another campaign to the year, and hash out ideas and details.

### **LinkedIn Presence**

Parkland now has a LinkedIn presence. PRLS is using the platform more regularly, and hope to use it to reach the PRLS board, member library boards, and any member library staff that are on the platform.



Motion by Sarah Fahey to receive the Advocacy and Marketing report for information.

CARRIED

PRLS 08/2026

### **3.7 County Forums Update**

Newland reviewed. In 2025, Parkland Regional Library System decided to facilitate in-person County Forum interviews with its member libraries for the first time. The aim of the forums was to collect direct feedback from participants and encourage an environment of open dialogue and communication. In fall of 2025, Parkland staff began travelling throughout the region, meeting with library managers in all ten member counties.

Extensive notes were taken at these interviews as a way of collecting and recording feedback and the findings are shared here as a thematic analysis of common themes heard. Overall, 39 of Parkland's 49 member libraries took part in this project and both their positive and their constructive feedback has been important to Parkland's planning.

Motion by Laureen Clark-Rennie to receive the County Forums update for information.

CARRIED

PRLS 09/2026

### **3.8 Audit Service Plan**

Sheppard reviewed the Audit Service Plan. Each year the Executive Committee reviews the MNP Draft Audit Service Plan prior to the preparation of the Parkland audit. Staff considered the plan simple and straight forward with few areas of significant risk identified for consideration. After reviewing the plan, the Executive Committee approved it at their January meeting and the auditors conducted their field work at Parkland on February 3-4. A draft of the audit report has already been received and will be reviewed at an upcoming Executive Committee meeting prior to being reviewed by the board in May.

Motion by Matt Sumegi to receive the Audit Service Plan for information.

CARRIED

PRLS 10/2026

### **3.9 Staff Recognition**

Sheppard reviewed. According to PRLS's Human Resource Manual, employees are recognized with a monetary reward and pin for long service with Parkland Regional Library System.

For 2026, long service award recipients were:

Hailey Halberg– 5 years

Bob Schiltz – 5 years

Olya Korolchuk – 5 years



Motion by Cory Twerdoclib to receive for information.

CARRIED  
PRLS 11/2026

### **3.10 Updates**

#### **3.10.1. Director's Report**

#### **3.10.2. Deputy Director's Report**

Sheppard asked if there were any questions about the reports. There were none.

Motion by Joy-Anne Murphy to receive the Director's and Deputy Director's Reports for information.

CARRIED  
PRLS 12/2026

### **3.11. Parkland Community Update**

Dana Kreil asked if there is any Parkland policy around renting library space to political groups. There is not; but best practice is to allow everyone or no one.

**Penhold & District Public Library** has created Strategic Plan and Annual Report brochures that are being given to MLAs, Penhold Council, and Red Deer County Council, among others. Also, their library manager Myra Binnendyk is retiring after 24 years. Penhold Library appreciates Parkland's support in helping them navigate this retirement and future help for hiring their new library manager.

**Camrose Public Library's** manager has returned after maternity leave. The *Fellowship of the Camrose Library* started a very successful social media campaign to get funding matched from the province to purchase new children's furniture for their children's reading area.

In addition, Carissa Halton who wrote *Revolution Songs* held an event at a local restaurant with the theme of the "Dirty 30's".

**Hughenden Public Library** is holding a book folding event on February 27<sup>th</sup>.

### **4. Adjournment**

Motion by Scott Pfeiffer to adjourn the meeting at 11:43 a.m.

CARRIED  
PRLS 13/202

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Chair