

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Virtual Meeting on February 28, 2022 via Zoom.

CALL TO ORDER Sharon Cornelius called the meeting to order at 10:00am with the following in attendance:

PCLB:

Cheryl Budzinski	Sharon Cornelius
Rob Wiedeman	Helen Lomas
Vicki Leder	Sally Kucher-Johnson

With Regrets:

Sarah Leteta

Administration:

Kathy Gardiner, Library Director

ADOPTION OF AGENDA

Helen Lomas MOVED:

That the agenda be adopted with the following replacement under Treasurer's Report:

b. Three Year Rolling Budget omitted and replaced with new agenda item: Letter from Minister Mclver to Library Boards on Budget 2022.

Carried Unanimously

ADOPTION OF MINUTES

Sally Kucher Johnson MOVED:

That the minutes of the January 17, 2022 board meeting be adopted with the following addition to motion of adding Vicki Leder as signing authority:

Sharon Cornelius MOVED:

To add member Vicki Leder as signing authority on the Parkland County Library Board for 2022.

Seconded by: Sally Kucher Johnson

Carried Unanimously

Carried Unanimously

MEMBERS REMARKS

Vicki Leder remarked that she read in the Stony Plain Reporter that the Stony Plain Public Library received an anonymous monetary donation from a member of their community. It was further noted that the Director of Stony Plain Public Library, Mark McHale, has moved and will be replaced by current Yellowhead County Library Director, Robert McClure.

REVIEW OF ACTION ITEMS

Action items were reviewed.

Action #1: Vice Chair to arrange board orientation for new councillors and board member. – Completed

Participants of the board orientation all expressed that it was helpful and useful to gain an understanding of the board, libraries and the budget. With this positive feedback, this board orientation program will be kept and used in the future.

TREASURER'S REPORT

a. Financial Report

Cheryl presented the financial report as of December 31, 2021 for review. Cheryl noted that we received our funding from Parkland County for 2022. Cheryl explained lines of the budget including Professional Librarian that also includes employee wages for Rebecca Brookhart and Lareina Lisitza, Memberships and Subscriptions which refer to our payroll system "Ceridian" costs, and Travel which was lower this past year as employees and board members were conducting meetings virtually.

Cheryl Budzinski MOVED:

That her report be accepted as presented.

**Seconded by: Vicki Leder
Carried Unanimously**

b. Letter from Minister Mclver to Library Boards on Budget 2022

It was noted that we received a Letter from Minister Mclver dated February 24, 2022 indicating that our provincial funding for 2022 remains stable and we are eligible to receive the same amount as our previous year.

DIRECTOR'S REPORT

Library Director submitted her board report for review. Kathy provided an update on the provincial guidelines for libraries that states libraries are no longer subject to capacity restrictions but that the masking mandate is still in effect until March 1st.

With the easing of restrictions, the libraries are excited to begin offering their great services of coffee, conversations, and collection displays. As well as starting to deliver some of their programs they had planned in the Fall such as Paint Night. Tomahawk Library will be hosting another 'pop-up' library with services and kids programming at the Agra Complex on March 17.

Kathy highlighted Teen Nights at Keephills and that upwards of 20 teens have been coming monthly to the library to do gaming, movies, and board games – we are so excited about this as we foresee a teen group being formed in the future.

NEW BUSINESS

a. 2022 Public Library Survey and 2021 Annual Report

Kathy presented the 2021 annual report statistics for all five libraries as well as an overarching report titled "Parkland County" to include statistical data on outreach as well as personnel data on librarians. Some highlights included an exponential increase in our website visits, a 13% increase in virtual checkouts, and a 30% increase in library card memberships. Board members reviewed and approved the report.

Cheryl Budzinski MOVED:

That the 2021 Annual Report and 2022 Public Library survey be approved.

Carried Unanimously

b. Board Calendar of Events

Presented as board information to outline the annual events and budget schedules of the board.

c. Policy Committee – Review policies B8 “Employee Expenses and Mileage”, B9 “Working Alone”, B10 “Occupational Health and Safety”, C1 “Confidentiality of User Records”, C3 “Personal Information Banks”, C5 “Provision of Resources for Persons Unable to Use Conventional Print”

The Policy Committee brought forth six of our policies for board members to review and approve.

Rob Wiedeman MOVED:

That policy B8 “Employee Expenses and Mileage” be approved.

Seconded by: Cheryl Budzinski

Carried Unanimously

Vicki Leder MOVED:

That policy B9 “Working Alone” be approved.

Seconded by: Helen Lomas

Carried Unanimously

Sally Kucher Johnson MOVED:

That policy B10 “Occupational Health and Safety” be approved.

Seconded by: Cheryl Budzinski

Carried Unanimously

Cheryl Budzinski MOVED:

That policy C1 “Confidentiality of User Records” be approved.

Seconded by: Helen Lomas

Carried Unanimously

Vicki Leder MOVED:

That policy C3 “Personal Information Banks” be approved with the addition of a subheading titled ‘Other Records’ to include the following underneath: volunteer, employee and board records.

Seconded by: Helen Lomas

Carried Unanimously

Sally Kucher Johnson MOVED:

That policy C5 “Provision of Resources for Persons Unable to Use Conventional Print” be approved.

Seconded by: Vicki Leder

Carried Unanimously

OLD BUSINESS The Keephills Electronic Sign was inquired about. Kathy will look into an update from the Keephills Community Association.

OTHER BUSINESS Vicki provided an update from the Champions meeting. Champions had Joyanne Mitchell present fundraising, advocacy and building relationships to the Champions committee. It was an excellent presentation that will support the committee for moving ahead.

COMMUNICATIONS All partner library agreements have been signed and returned. The Annexation with Spruce Grove was noted whether this would affect funding amounts. Kathy will investigate and get back to board members.

ADJOURNMENT The meeting was adjourned at 11:30am

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Kathy to ask for an update on the Keephills Electronic Sign	Library Director
ACTION #2	Kathy to ask Parkland County for information on the Annexation as it relates to population and funding	Library Director

**Next Meeting: March 21, 2022 10:00am
Wabamun Public Library**