

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on April 25, 2022 via Zoom

CALL TO ORDER Sarah Leteta called the meeting to order at 3:05pm with the following in attendance:

PCLB:

Cheryl Budzinski	Sharon Cornelius
Sarah Leteta	Helen Lomas
Vicki Leder	Rob Wiedeman

With Regrets:

Sally Kucher-Johnson

Administration:

Kathy Gardiner, Library Director

ADOPTION OF AGENDA Vicki **MOVED:**
That the agenda be adopted.

Carried Unanimously

ADOPTION OF MINUTES Sharon Cornelius **MOVED:**
That the minutes of the March 21, 2022 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS Wabamun Farmers' Market begins on Sunday, June 5th and the library along with the Champions Society will be present.

REVIEW OF ACTION ITEMS Action items were reviewed.

Action #1: *Kathy to ask for an update on Keephills electronic sign. – Complete.*

The sign has been purchased and installation will begin when the ground thaws.

Action #2: *Cheryl to ask Parkland County for the cost breakdown of each library – Incomplete.*

Action #3: *Members to review Mission and Vision statement – Complete.*

Members approved of the mission and vision statements for the library. It was agreed that the existing vision and mission will remain as the purpose for the Library Board, and the new one will be for staff and the libraries which will be filed to the province.

TREASURER'S REPORT

a. Financial Report

Cheryl presented the financial report ending March 31, 2022. Cheryl commented that \$935 is the DLEP federal grant funding and there is no summer student this year.

Cheryl Budzinski MOVED:

That her report be accepted as presented.

**Seconded by: Vicki Leder
Carried Unanimously**

b. Rolling Budget

Cheryl presented the draft Rolling Budget for members to review and comment. Cheryl noted that the projected costs for Entwistle Library is to remain and budgeted for as per our agreement with Parkland County. Cheryl will request a breakdown of how much it costs to run each of our libraries. Members are to continue to review and provide feedback to Cheryl for the next meeting.

DIRECTOR'S REPORT

Library Director submitted her board report for review. PLSB will be delivering board workshops in the spring and links to the webinars will be emailed to board members when they come through.

Kathy submitted a proposal for a new photocopier/printer machine that would be housed at the Entwistle Public Library but could essentially be utilized by all staff. Kathy will continue to track the copies being made by public patrons.

An outline of summer activities, including community BBQ's, magic shows, and foam parties were presented to the board. Board members are welcome to come to the BBQ. In addition, there is an upcoming Adventures in Aging Seniors Conference being held in Tomahawk at the Agra Complex on June 6 from 10am-1pm.

NEW BUSINESS

a. Policy Committee: Review Policies B6 "Conditions of Employment", C6 "Resource Sharing", C7 "Internet Access and Acceptable Internet Use", C8 "Selection Acquisition and Disposition of Library Resources", C9 "Conditions Under Which Library Resources will be Loaned".

The policy committee presented policies for approval.

Policy B6 was presented with an additional paragraph Statutory Holidays and the following statement: "All statutory holidays are paid in accordance to Parkland County's policy and procedures".

Vicki Leder MOVED:

That policy B6 "Conditions of Employment" be approved.

Seconded by: Cheryl Budzinski

Policy C6 was presented.

Helen Lomas MOVED:

That policy C6 "Resource Sharing" be approved.

Seconded by: Rob Wiedeman

Policy C7 was presented with the addition of a statement indicating that customers using the computers and internet agree to our policy and guidelines. Kathy will ensure this policy is printed and posted in the library.

Vicki Leder MOVED:

That policy C7 "Internet Access and Acceptable Internet Use" be approved.

Seconded by: Cheryl Budzinski

Policy C8 was presented with an addition to paragraph 2e. stating that the selection of online resources are provided through Yellowhead Regional Library.

Rob Wiedeman MOVED:

That policy C8 "Selection Acquisition and Disposition of Library Resources" be approved.

Seconded by: Helen Lomas

Policy C9 was presented.

Rob Wiedeman MOVED:

That policy C9 "Conditions Under Which Library Resources will be Loaned" be approved.

Seconded by: Vicki Leder

c. Champions Committee Update

Vicki remarked that the Champions AGM is being held tomorrow April 26, 2022. At this time the society will elect the executive.

OLD BUSINESS

a. Mission and Vision Statement

Members approved the library mission and vision statement that was presented. Board will keep the current mission and vision as their purpose with the library mission and vision being the one filed to the province.

**OTHER BUSINESS
COMMUNICATIONS**

None at this time
None at this time

ADJOURNMENT

The meeting was adjourned at 4:35pm

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Cheryl to ask Parkland County the cost breakdown of each library	Treasurer

**Next Meeting: May 27, 2022 1:30pm
Virtual via Zoom**