

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on October 17, 2022 at Parkland County Centre.

Members welcomed Kristin Abma, Supervisor, Total Rewards, Parkland County to the board meeting to explain the benefits package from Parkland County. For our staff with regular hours, Kristin recommended that we make the change to permanent part-time so that these employees will receive benefits. It was also recommended that current employees will have an option to opt-out of the benefits program. Questions were answered and it was determined that, once we have board approval, a policy outlining the particulars of the benefits should be developed. Kathy will also invite staff to a meeting with Kristin so they understand the costs and benefits to them; employee share for health and dental benefits as well as LAPP contributions will be noticed on each pay cheque so we want to be clear that all staff understand the costs to them. Kathy will bring the final breakdown of costs for 2023.

### CALL TO ORDER

Sarah Leteta called the meeting to order at 6:56pm with the following in attendance:

#### PCLB:

Cheryl Budzinski	Sarah Leteta
Vicki Leder	Helen Lomas
Sharon Cornelius	Sally Kucher-Johnson

#### Administration:

Kathy Gardiner, Library Director

#### With Regrets:

Rob Wiedeman

### ADOPTION OF AGENDA

#### Sharon Cornelius MOVED:

That the agenda be adopted with the following additions:

#### *VIII. New Business*

*b. Monthly benefits package*

#### *IX. Old Business*

*a. Employee Salaries and Benefits*

Carried Unanimously

### ADOPTION OF MINUTES

Meeting minutes from both September 19 and June 20, 2022 were reviewed and adopted.

#### Helen Lomas MOVED:

That the Minutes of the September 19, 2022 be accepted.

Carried Unanimously

#### Vicki Leder MOVED:

That the Minutes of the June 20, 2022 be accepted.

Carried Unanimously

### MEMBERS REMARKS

Vicki, Cheryl and Sally attended the Yellowhead Regional Library conference Stronger Together.

Vicki brought back to the board an explanation of purpose for the Champions Funds given. Funds will be used for signage and initial costs and upfront money for grants, and a meeting at Keephills for Mission and Vision "Showing off our Rural Libraries".

**REVIEW OF ACTION ITEMS** Action items were reviewed.

**Action #1:** *Kathy to invite Parkland County payroll to next board meeting to discuss benefits – Complete*

**TREASURER'S REPORT**

**a. Financial Report**

Cheryl presented the financial report ending August 31, 2022. Makerspace funding has not been received but Kathy has contacted the county; we were told that 2022 will be the final year for Makerspace funding from Parkland County. Staffing budget is also high in anticipation of hiring more staff at Entwistle Public Library. A reminder that grant funds get expensed to Tomahawk Library.

**Cheryl Budzinski MOVED:**

To transfer \$150,000.00 from the main account to the Plan 24 savings account.

**Seconded by: Sharon Cornelius  
Carried Unanimously**

**Cheryl Budzinski MOVED:**

That her treasurer's report be accepted as presented.

**Seconded by: Helen Lomas  
Carried Unanimously**

**DIRECTOR'S REPORT**

Director submitted her report for review. Members reviewed prior to the board meeting. It was noted that some members had caught Lareina Lisitza's CBC Reading Series interview on the radio; a link was also provided for those to watch at a later time.

Public Library Services Branch is also offering their board basics workshops series this fall and links for registration have been forwarded to the board.

**NEW BUSINESS**

**a. Partner Library Funding**

Members discussed and reviewed the funding formula and distribution amounts to Partner Libraries. Careful consideration was made to determine that the base grant funding to Seba Beach Library Board should be grandfathered out and will be reduced by \$10,000.00 effective 2023, and the remaining \$10,000.00 for 2024. It was also determined that funding to Drayton Valley Library Board, which historically has not been huge dollars, be eliminated. Two letters will be drafted and sent to members for approval before mailing to the respected library boards.

**Sharon Cornelius MOVED:**

That after much discussion, Partner Library Funding will be adjusted to reflect the elimination of funds to Drayton Valley Municipal Library Board and also reflect a reduction to the base grant to Seba Beach Library Board with the amount of \$10,000.00 for 2023.

**Seconded by: Helen Lomas  
Carried Unanimously**

**b. Monthly benefits Package**

Kathy will request quotes from Kristin for the costing of LAPP to employees. A breakdown of overall costs will be presented at the next meeting for final approval.

**OLD BUSINESS**

**a. Employee Salaries and Wage Grid**

After the presentation from Kristin Abma of Parkland County, board members agreed that it is important to get our library staff increased to a respected wage. Kathy will present the overall salary and benefits budget for 2023 at the next meeting.

**COMMUNICATIONS**

Email from Public Library Services Branch dated September 20, 2022.

**ADJOURNMENT**

The meeting was adjourned at 8:25pm

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
<b>ACTION #1</b>	Sarah and Kathy to draft two letters to send to Seba Beach & Drayton Valley Library Boards	Board Chair & Director
<b>ACTION #2</b>	Benefits breakdown for 2023 wages and salaries	Director
<b>ACTION #3</b>	Request a quote from Parkland County for the LAPP amount that would be deducted from employees	Director

**Next Meeting: November 14, 2022 at 5:30pm  
Parkland County Centre**