

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on January 9, 2023 at the Parkland County Centre.

INTRODUCTIONS Members of the Board welcomed Dave Cross to the meeting to discuss the Entwistle Community Recreation Centre.

CALL TO ORDER Sharon Cornelius called the meeting to order at 6:00pm with the following in attendance:

PCLB:

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

Administration:

Kathy Gardiner, Library Director

ELECTIONS OF EXECUTIVE **Board Chair**

Sharon Cornelius called for nominations of Board Chair.

Vicki Leder nominated Sarah Leteta for Board Chair.

Helen Lomas MOVED:

That nominations for Board Chair cease.

**Seconded by: Vicki Leder
Carried Unanimously**

Sarah Leteta was declared Chair of the PCLB and resumed with Chair duties.

Vice Chair

Sarah Leteta called for nominations of Vice Chair.

Cheryl Budzinski nominated Vicki Leder for Board Vice Chair.

Sarah Leteta MOVED:

That nominations for Board Vice Chair cease.

**Seconded by: Sharon Cornelius
Carried Unanimously**

Vicki Leder was declared Board Vice Chair of the PCLB.

Treasurer

Sarah Leteta called for nominations of Board Treasurer.

Sharon Cornelius nominated Cheryl Budzinski for Board Treasurer.

Sarah Leteta MOVED:

That nominations of Board Treasurer cease.

**Seconded by: Helen Lomas
Carried Unanimously**

Cheryl Budzinski was declared Board Treasurer of the PCLB.

ADOPTION OF AGENDA

Helen Lomas MOVED:

That the agenda be adopted with following addition:

- b. Five Year Rolling Budget

Carried Unanimously

ADOPTION OF MINUTES

Cheryl Budzinski MOVED:

That the minutes of the November 14, 2022 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS

Members remarked on the board/staff Christmas party at the Mayfield Dinner Theatre and that it was great to see everyone together.

REVIEW OF ACTION ITEMS

Action items were reviewed.

Action #1: *Board members to review and send any additions or changes to the Three Year Rolling Budget to Cheryl – Completed*

Action #2: *Sarah and Kathy to draft response letter to Seba Beach Library Board and send to all members for review - Completed*

TREASURER'S REPORT

a. Financial Report

Cheryl presented the financial report as of November 30, 2022 for review. Staff recognition is under Librarian and the Entwistle total of \$12, 494 includes \$5000 of toner cartridges for Entwistle Public Library. Board advises that Entwistle should start charging for colored copies or just use black and white printer in order to cut the costs down for the coming year. Kathy will be sure to investigate and monitor the use and come to a solution.

Cheryl Budzinski MOVED:

That her report be accepted as presented.

Seconded by: Helen Lomas

Carried Unanimously

b. Five Year Rolling Budget

Any changes to the rolling budget were sent to Cheryl prior to the board meeting. Members reviewed and approved the Five Year Rolling Budget.

Cheryl Budzinski MOVED:

That the Five Year Rolling Budget be approved and accepted.

Seconded by: Helen Lomas

Carried Unanimously

DIRECTOR'S REPORT

Library Director presented her board report. Kathy welcomed Noah Hall as a new employee for Entwistle Public Library.

Kathy highlighted that Teen Night has caught the attention of local agency group, APFA, who have offered to provide some staffing and partner with us on moving our Teen Night program to various locations throughout Parkland County. Next month teen night will be held in Muir Lake.

NEW BUSINESS

a. 2023 Meeting Dates and Times

Board members agreed to hold their meetings on the third Monday of every month at the Parkland County Centre starting at 5:30pm. Spring meetings will happen at the service point libraries for members to meet staff and see library locations.

b. Signing Authority

Signing Authority officers for the 2023 year remain with Cheryl Budzinski, Sharon Cornelius, and Vicki Leder as signing authority officers for Parkland County Library Board.

c. Policy Committee 2023

Members of the Policy Committee for 2023 will include Sharon Cornelius, and Helen Lomas, and Director.

d. Champions Committee 2023

Champions has established a group so no longer in need of a committee from the library board. Champions will provide updates at board meetings periodically.

OLD BUSINESS

None at this time

COMMUNICATIONS

Christmas card from "Brandz" marketing group. Response letter RE: Funding dated October 24, 2023 from Drayton Valley Library Board. Devon Public Library Board signed funding agreement.

ADJOURNMENT

The meeting was adjourned at 7:52pm.

ACTION ITEM LIST

None at this time.

**Next Meeting: February 13, 2022 5:30pm
Parkland County Centre**



February 13, 2023