

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on November 20, 2023 at Parkland County Centre.

### CALL TO ORDER

Sarah Leteta called the meeting to order at 5:13pm with the following in attendance:

#### PCLB:

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

#### Administration:

Kathy Gardiner, Library Director

### ADOPTION OF AGENDA

#### Sharon Cornelius MOVED:

That the agenda be adopted with the addition of In Camera.

**Carried Unanimously**

### ADOPTION OF MINUTES

#### Vicki Leder MOVED:

That the minutes of the October 16, 2023 board meeting be adopted.

**Carried Unanimously**

### MEMBERS REMARKS

Members remarked on attending the YRL Stronger Together Conference. The coffee chats were informative and the specific one about the YRL was interesting to learn the scope of what they do and area they serve.

Directors review will be held on Monday, December 4.

### REVIEW OF ACTION ITEMS

None at this time

### TREASURER'S REPORT

#### a. Financial Report

Financial report for period ending September 30, 2023 was presented. Project Actuals were also presented to the board after review with the finance department.

#### Cheryl Budzinski MOVED:

That \$200,000.00 be transferred from current account to the Plan 24 short term reserve.

**Seconded by: Vicki Leder**

**Carried Unanimously**

#### Cheryl Budzinski MOVED:

That the treasurers report be accepted.

**Carried Unanimously**

**DIRECTOR’S REPORT**

Director submitted her report for review. Performance appraisals are being conducted and staff would like to thank the board for their benefits plan. It was also highlighted that the Wabamun Library staff and Director were in attendance at the virtual meeting with the consulting firm for the discussion of the Wabamun Library.

**NEW BUSINESS**

**a. Partner Library Funding**

Members reviewed the partner library funding model and distribution numbers for 2024.

**Cheryl Budzinski MOVED:**

That partner library funding amounts presented, using the same funding model, be allocated for 2024 funding distribution.

**Seconded by: Sally Kucher-Johnson  
Carried Unanimously**

**b. Library Hours**

Annually, board members review library hours for the upcoming operating year. Members reviewed and accepted.

**Rob Wiedeman MOVED:**

That library operating hours are accepted as presented.

**Seconded by: Sharon Cornelius  
Carried Unanimously**

**OLD BUSINESS**

**a. Board Terms of Reference**

Members agreed that their terms of reference need to be updated. Director will draft and provide to policy committee to bring back to board.

**In Camera**

**Rob Wiedman MOVED:**

For board meeting to go *in camera* at 6:24pm.

**Carried Unanimously**

**Rob Wiedeman MOVED:**

For board meeting to ‘move out’ of *in camera* at 6:43pm.

**Carried Unanimously**

**COMMUNICATIONS  
ADJOURNMENT**

Parkland County library board council member appointment letter.  
The meeting was adjourned at 6:50pm.

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
<b>ACTION #1</b>	Draft board terms of reference and bring to next board meeting	Library Director

**Next Meeting: Monday, January 15, 2024 – 5:00pm at Parkland County Centre**



January 15, 2024