

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on December 9, 2019 at Parkland County Centre.

CALL TO ORDER Sarah Leteta called the meeting to order at 5:20pm with the following in attendance:

PCLB:

Cheryl Budzinski	Sharon Cornelius
Sarah Leteta	Kathleen Linder
Tracey Melnyk	Vicki Leder

Administration:

Kathy Gardiner, Library Director

With Regrets:

Jackie McCuaig

ADOPTION OF AGENDA

Sharon Cornelius MOVED:

That the agenda be adopted.

Carried Unanimously

ADOPTION OF MINUTES

Vicki Leder MOVED:

That the minutes of the November 18, 2019 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS

Thank you to Rena for planning the escape room for board members. We have offered to deliver the escape room for any staff functions at Parkland County.

Thank you to everyone for the Christmas party at Mayfield. Great show, a lot of fun and staff were all appreciative and grateful.

Sarah commented that the Ag Board is looking at promoting its services out west and Sarah mentioned the libraries. Library and Ag services team can work on promoting materials and programming together.

REVIEW OF ACTION ITEMS

Action #1 *Kathy to send Library Director performance appraisal template to all board members - Complete*

Action #2 *Board members complete Library Director evaluation and send responses to Sharon Cornelius by December 1 - Complete*

Action #3 *Sharon to compile board members responses and send to Sarah Leteta for Library Director's performance discussion – Complete*

TREASURER'S REPORT

a. Financial Report

Financial report for the meeting was as of October 31, 2019.

The provincial grant funding was received as of December 3. Upon this receipt of funds, the Partner Libraries have also received the remaining portion of their funding from us for 2019.

Cheryl explained that Miscellaneous Revenue includes payments for lost books from other libraries.

Cheryl advised members to move money out of the savings account into the chequing account so there are enough funds in the account until the money is received from Parkland County. Monies will be transferred back into savings upon receipt of our funding.

Cheryl Budzinski MOVED:

To transfer \$40,000 from Plan 24 to our current chequing account.

**Seconded by: Kathleen Linder
Carried Unanimously**

Cheryl Budzinski MOVED:

That her report be accepted as presented.

**Seconded by: Vicki Leder
Carried Unanimously**

LIBRARY DIRECTOR REPORT

Kathy presented her Library Director's report to the board. Reports from staff members were also included.

Kathy stated that all staff performance appraisals were complete and staff also completed a self-evaluation.

Kathy acknowledged the staff who are taking the library operations program and have completed their first course. The board suggested to present a certificate and letter on behalf of the board to the staff who have completed the course.

Kathy Gardiner MOVED:

That the Library Director's Report be accepted as presented.

Carried Unanimously

NEW BUSINESS

None at this time

OLD BUSINESS

a. Policy Review

Policy committee presented policy B-6 "Conditions of Employment" with the revisions that were stated at last meeting.

Sharon Cornelius MOVED:

That the Policy B-6 "Conditions of Employment" be approved with the following amendments:

Additional Hours for Part-time/Casual Employees

2. "Part-time staff overtime pay will be calculated in accordance with Alberta Employment Standards".

Additional Hours for Full-Time Employees

1. "Additional hours worked are to be evaluated and pre-authorized by the Board Chair. All other salaried employees require pre-authorization from the Library Director".

Carried Unanimously

b. Plan of Service

The board is beginning to prepare for their next 5 year Plan of Service. Kathy will devise a planning schedule in preparation for the Plan of Service process. Board felt the stakeholders should be identified at the January meeting.

Kathy will also create a calendar of events that will help set the agendas for each meeting so members know what to expect in terms of decisions or approvals each month.

Suggestion was made that members may need to divide up work and create more subcommittees to complete tasks and to stay on top of board roles and initiatives.

COMMUNICATIONS

Christmas cards were received. Board thanked library staff for another successful year and are looking forward to a great year ahead.

IN CAMERA SESSION

Library Director Evaluation

Board moved to go In Camera at 6:35pm

Board left In Camera at 7:58pm

**ADJOURNMENT
ACTION ITEM LIST**

The meeting was adjourned at 8:00pm

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Kathy to create Plan of Service planning schedule	Library Director
ACTION #2	Kathy to create a calendar of events for board members	Library Director

**Next Meeting: Monday, January 20, 2019 5:00pm
Parkland County Centre**

Sarah Letete Jan 29 2020