

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on February 11, 2019 at Parkland County Centre.

CALL TO ORDER Sarah Leteta called the meeting to order at 5:40pm with the following in attendance:

PCLB:

Cheryl Budzinski Sharon Cornelius
Sarah Leteta Jackie McCuaig
Barb Shackel-Hardman Tracey Melnyk
Kathleen Linder

Administration:

Kathy Gardiner, Library Manager

ADOPTION OF AGENDA

Sharon Cornelius MOVED:

That the agenda be adopted with the following addition:

VII. *New Business*
d) *Board Evaluation*

Carried Unanimously

ADOPTION OF MINUTES

Barb Shackel-Hardman MOVED:

That the minutes of the January 14, 2019 board meeting be adopted with the following revision:

*Elections of the Executive
Treasurer*

Barb Shackel-Hardman nominated Cheryl Budzinski for Board Treasurer

Carried Unanimously

MEMBERS REMARKS

Sharon Cornelius attended the City of Spruce Grove Mayor and Council's Social Evening on Saturday, January 26 and commented that it was an enjoyable evening.

REVIEW OF ACTION ITEMS

Action items were reviewed.

Action #1: *Library Manager and Board Chair to draft a formal letter to Dave Cross regarding budgeting procedures for the new Entwistle Public Library - Complete*

Action #2: *Library Manager will investigate the Co-Op Grant for the Keephills Storywalk Project - Complete*

Action #3: *Library Manager to contact Angela Turner regarding Board Evaluations – Completed.*

TREASURER'S REPORT

a. Financial Report

No Financial Report at this time. Cheryl and Kathy have a meeting scheduled for February 20 with the finance team at Parkland County.

Cheryl informed the board that Partner Library funding had been issued before receipt of our county funding. Members were reminded that we must receive confirmation from Parkland County that our funding has been received before any Partner Library funding be issued.

Cheryl Budzinski MOVED:

That \$42,000 is transferred from the chequing account into the savings account.

**Seconded by: Kathleen Linder
Carried Unanimously**

Cheryl Budzinski MOVED:

That her report be accepted as presented.

**Seconded by: Barb Shackel-Hardman
Carried Unanimously**

b. Three Year Rolling Budget

Cheryl Budzinski presented the three year rolling budget. The budget was rolled to 2022 for the CFEP grant.

There was discussion and Cheryl advised that approval of the budget can be made by March 2019.

Cheryl Budzinski MOVED:

That the Treasurers report be accepted.

**Seconded by: Barb Shackel-Hardman
Carried Unanimously**

LIBRARY MANAGER'S REPORT

Library Manager submitted a written board report for members to review. Kathy welcomed Stephanie Kuhn new Community Services Librarian to the team.

The Open House event at Keephills was very positive with many community members attending. The Parkland County Consultants were available for people to make suggestions on what they want to see the building used for. The library will have a meeting at a later time as a key stakeholder in the building.

Charlotte and Kathy took the opportunity to showcase a Storywalk Project at the Open House to be installed along the outdoor trails in Keephills.

NEW BUSINESS

a. 2019 Public Library Survey and 2018 Annual Report

Members reviewed the 2019 Public Library Survey and 2018 Annual Report.

Sharon Cornelius MOVED:

That the 2019 Public Library Survey and 2018 Annual Report be approved at the February meeting of the Parkland county Library Board.

Carried Unanimously

b. Co-Op Grant

There was discussion surrounding a grant opportunity from Co-Op and members felt that it could benefit the Keepphills Library Storywalk Project. Kathy will look further into the grant application process and report back.

c. Annually Reviewed Policies

There are a few policies, including: Policy A-8 "Remuneration" and Policy B-7 "Hours of Service", that state the board will review annually. In order to keep diligent with our policies, members felt it was beneficial to form a policy committee. The committee will draft and bring forth policies for review. The Policy Committee includes Kathleen Linder, Barb Shackel-Hardman, and Sharon Cornelius.

Sarah Leteta MOVED:

That the Policy Committee be formed to review policies and report back to the board.

Carried Unanimously

OLD BUSINESS

a. Alberta Library Conference – Jasper April 25-April 28

Board members Sharon Cornelius, Jackie McCuaig and Cheryl Budzinski will be attending the annual Alberta Library Conference in Jasper. Barb Shackel-Hardman is the alternate if a member cannot attend.

b. Entwistle Public Library – Budget Discussion

Kathy presented her projected budget for library operations at Entwistle Library for 2020. This budget will be attached with a letter to Dave Cross at Parkland County detailing our plans for budgeting for the new Entwistle Library.

**COMMUNICATIONS
IN CAMERA SESSION
ADJOURNMENT**

None at this time

None at this time

The meeting was adjourned at 7:10pm

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Library Manager and Board Chair to draft a formal letter to Dave Cross regarding budgeting procedures for the new Entwistle Public Library	Library Manager & Board Chair
ACTION #2	Library Manager will investigate the Co-Op Grant for the Keephills Storywalk Project	Library Manager
ACTION #3	Library Manager to contact Angela Turner regarding Board Evaluations	Library Manager

Next Meeting: March 25, 2019

5:30pm

Duffield Public Library

Sarah Letek December 4th 2019