

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on January 14, 2019 at Parkland County Centre.

**INTRODUCTIONS** Board executive members reflected on the roles and responsibilities of each position of the executive. Ensuring that everyone has the opportunity to have a position

**CALL TO ORDER** Tracey Melnyk called the meeting to order at 5:45pm with the following in attendance:

**PCLB:**

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

**Administration:**

Kathy Gardiner, Library Manager

**With Regrets:**

Kathleen Linder

**ELECTIONS OF EXECUTIVE** **Board Chair**  
Jackie McCuaig called for nominations of Board Chair

Sharon Cornelius nominated Sarah Leteta for Board Chair

**Tracey Melnyk MOVED:**

That nominations for Board Chair cease.

**Seconded by: Cheryl Budzinski  
Carried Unanimously**

Sarah Leteta was declared Chair of the PCLB

**Vice Chair**

Sarah Leteta assumed the position of Board Chair and called for nominations of Vice Chair.

Sarah Leteta nominated Barb Shackel-Hardman for Board Vice Chair

**Cheryl Budzinski MOVED:**

That nominations for Board Vice Chair cease.

**Seconded by: Sharon Cornelius  
Carried Unanimously**

Barb Shackel-Hardman was declared Board Vice Chair of the PCLB

**Treasurer**

Sarah Leteta called for nominations of Board Treasurer

Barb Shackel-Hardman nominated Cheryl Budzinski for Board Treasurer

**Tracey Melynk MOVED:**

That nominations of Board Treasurer cease

**Seconded by: Sarah Leteta  
Carried Unanimously**

Cheryl Budzinski was declared Board Treasurer of the PCLB

**ADOPTION OF AGENDA**

**Sharon Cornelius MOVED:**

That the agenda be adopted with the following additions:

*VII. Treasurer's Report:*  
c. Ratify 2019 COLA

*IX. New Business:*  
d: Board Governance: Self Evaluation

**Carried Unanimously**

**ADOPTION OF MINUTES**

**Barb Shackel-Hardman MOVED:**

That the minutes of the November 19, 2019 board meeting be adopted.

**Carried Unanimously**

**MEMBERS REMARKS**

Members remarked about the lovely Christmas party at Mayfield Dinner Theatre and how the Saturday evening was particularly convenient for all staff and their library hours.

Tracey Melynk announced the new YRL Director, Karla Palichuck.

There were remarks about patrons borrowing puzzles at the library and a suggestion was made about organizing a puzzle exchange through the library.

**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 - Incomplete*

**Action #2:** *Library Manager and Board Chair to draft a letter in response to Spruce Grove Library request for funding adjustment. - Completed*

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

## TREASURER'S REPORT

### a. Financial Report

Cheryl presented the financial report as of November 30, 2018 for review. Cheryl advised that cellphone is work alone security that is being charged.

#### **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.

Members had lots of assumptions surrounding the Entwistle Community Hub and how the budget should be presented, and how the grant money will be processed; therefore, it was recommended that the board draft a formal letter to Dave Cross regarding what the board should be accounting for in their budget.

#### **Cheryl Budzinski MOVED:**

That the Treasurers report be accepted.

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

### c. Ratify 2019 COLA

#### **Tracey Melnyk MOVED:**

That the board increase wages by 1.5% COLA effective January 1, 2019.

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

## LIBRARY MANAGER'S REPORT

Library Manager submitted a written board report for members to review. Reports from Community Services Librarian and the Library Assistants were also included. Kathy handed out the January Program Guide.

Members thought that the Meals on Wheels program at Entwistle Library was an innovative way to bring seniors into the library.

## NEW BUSINESS

### a. 2019 Meeting Dates and Times

Board members agreed to holding meetings on the third Monday of every month starting at 5:30pm where plausible. Kathy will send out meeting requests.

**b. Partner Library Funding**

Memorandum of Agreements have been signed and returned from all Partner Libraries. There was correspondence from Spruce Grove Public Library regarding their 2019 funding amount. After reviewing their concerns, members felt no adjustments to their funding would be made and that a letter stating this would be drafted and sent.

**c. Alberta Library Conference – Jasper April 25-April 28, 2019**

Kathy will send out conference information to the board and members will decide at next meeting who will be attending from the board.

**d. Board Governance – Self Evaluation**

Members felt it would be beneficial to have board self evaluations conducted acknowledge areas that are successful and areas that could be approved upon. Angela Turner from Parkland County has tools and Kathy will request more information.

**OLD BUSINESS**

**a. Entwistle Public Library – Budget Discussion**

Kathy will get some clarification from Dave Cross as to our plans for budgeting for Entwistle.

It was recommended that the library manager visits other libraries of similar size to get ideas for Entwistle. It was also suggested to perhaps work with Stony Plain as they build and purchase items for their new library as well.

**COMMUNICATIONS  
IN CAMERA SESSION  
ADJOURNMENT**

None at this time

None at this time

The meeting was adjourned at 7:50pm

**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 and Board Chair to draft a letter in response to Spruce Grove Library request for funding adjustment.	Library Manager & Board Chair
ACTION #3	Library Manager to contact Angela Turner regarding Board Evaluations	Library Manager

**Next Meeting: February 11, 2019**

**5:30pm**

**Parkland County Centre**

*Sarah Leteta Dec 9 2019.*