

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on June 20, 2019 at Tomahawk Public Library

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

PCLB:

Cheryl Budzinski Sharon Cornelius
Sarah Leteta Kathleen Linder

Administration:

Kathy Gardiner, Library Manager
Chris Goerz, Library Assistant, Tomahawk Public Library

With Regrets:

Tracey Melnyk
Jackie McCuaig

ADOPTION OF AGENDA

Kathleen Linder MOVED:

That the agenda be adopted with the following addition:

VII. New Business

c. Library Signage

Carried Unanimously

ADOPTION OF MINUTES

Sharon Cornelius MOVED:

That the minutes of the May 27, 2019 board meeting be adopted with the following amendment:

c. Policy Review

Kathy will contact YRL and Parkland County for information on OH&S.

Carried Unanimously

MEMBERS REMARKS

Members commented on the success of our annual community BBQ's and thanked the staff for their hard work and commitment to the community.

Sarah remarked on the presentation made to council on June 11. It was felt that the presentation was received positively by council as the focus was on the various ways our libraries impact our patrons. It was noted that our projected budget for the new Entwistle library was given to CAO Mike Heck after the council presentation.

REVIEW OF ACTION ITEMS

Action Items were reviewed.

Action #1: Cheryl to contact financial department to include vehicle information under Professional Librarian budget lines. Complete

Action #2: *Kathy to register and send calendar invite for the YRL Conference to the board. Complete*

Action #3: *Kathy to contact YRL for information on OH&S. Incomplete*

TREASURER'S REPORT

a. Financial Report

Cheryl presented her Treasurer's Report ending May 31, 2019. Members reviewed and recorded numerous anomalies between the April and May statements produced. Cheryl informed the board of new staff in the county finance department but will look to clarify the anomalies.

Cheryl Budzinski MOVED:

That her report be accepted as presented.

**Seconded by: Kathleen Linder
Carried Unanimously**

LIBRARY MANAGER'S REPORT

Library Manager submitted a written board report for members to review. Reports from all of the staff and Community Services Librarian were included in her report.

Kathy read an email letter she received from Paul First Nation on the positive impact that our daycare program is having on the students at Paul school. It was suggested that this letter be distributed at the next "Connecting Committee" meeting that the library staff attend.

Sharon Cornelius MOVED:

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

Carried Unanimously

NEW BUSINESS

a. Wabamun Library

CAO of Parkland County, discussed with Sarah, Cheryl and Kathy after their presentation to council, about the possibility of Wabamun Library being absorbed by Parkland County Library Board. Members were open to the idea and feel it to be beneficial and valuable to the future of Wabamun Library.

b. Christmas Party

Saturday, November 23 at Mayfield Dinner Theatre

c. Library Signage

It was noted that there is no library signage on Tomahawk School building and the library signage at Duffield needs replacing. Kathy will revisit this matter with Parkland School Division (PSD) in hopes to get signage in place.

Members also agreed that the highway signage in Tomahawk should be along the main highway so people are directed when to turn for the library. Kathy will investigate this further and report back at next meeting.

OLD BUSINESS

a. Entwistle Public Library – Budget Discussion/CFEP Grant
Item was addressed in members remarks.

**COMMUNICATIONS
IN CAMERA SESSION**

None at this time
None at this time

ADJOURNMENT

The meeting was adjourned at 7:30pm

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
#1	Kathy to contact YRL for information on OH&S	Library Director
#2	Cheryl to contact finance department for clarification on financial statements	Treasurer
#3	Kathy to contact PSD in regard to library signage at Duffield and Tomahawk Library	Library Director

**Next Meeting: September 16, 2019 5:30pm
Parkland County Centre**

Sarah Letetski *December 9 2019*