

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on March 25, 2019 at Duffield Public Library.

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
Brenda Baron, Library Assistant, Duffield Public Library

ADOPTION OF AGENDA

Sharon Cornelius MOVED:

That the agenda be adopted with the following addition:

VIII. Old Business

a. *Entwistle Library - Budget Discussion/CFEP Grant*

Carried Unanimously

ADOPTION OF MINUTES

Barb Shackel-Hardman MOVED:

That the minutes of the February 11, 2019 board meeting be adopted with the following addition:

Old Business

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

Barb Shackel-Hardman is the alternate if a member cannot attend.

Carried Unanimously

MEMBERS REMARKS

Members attended the volunteer appreciation dinner and expressed their gratitude for the lovely evening and gift on behalf of Parkland County.

Barb Shackel-Hardman had the opportunity to visit the new Calgary Public Library. She remarked on the phenomenal architectural design and their attention to detail. Some interesting takeaways for Entwistle to consider: library express collection, 'quick picks' displays, play structures for early childhood literacy, and shorter shelving. Shelving was also lighted which was very unique.

Sarah Leteta remarked about a resident who speaks Polish and who she is tutoring in English. Sarah was thrilled she was able to get Polish books brought in to the Entwistle Public Library for this lady.

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 to investigate the Co-Op grant for the Keephills Storywalk Project. - Completed*

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

Kathy updated the board that the structure that Angela Turner from Parkland County does for Board Evaluations is only beneficial as a facilitated group discussion.

TREASURER'S REPORT

a. Financial Report

No Financial Report at this time. However, there are two motions required for the financial department to complete the year end financials for the board.

Cheryl Budzinski MOVED:

That the library board accepts the draft December 2018 financial presentation as presented.

**Seconded by: Sharon Cornelius
Carried Unanimously**

Cheryl Budzinski MOVED:

That the library board authorizes the transfer of the 2018 net income surplus of \$78,917.43 to the Contingency Restricted Surplus account.

**Seconded by: Barb Shackel-Hardman
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. Kathy to double check the projected Salary for Entwistle as it is reflected twice in the employee salaries and revise.

Cheryl Budzinski MOVED:

That the Three Year Rolling Budget be approved with the amendments discussed.

**Seconded by: Kathleen Linder
Carried Unanimously**

LIBRARY MANAGER'S REPORT Library Manager submitted a written board report for members to

review. Library Assistants board reports were also included. Brenda commented on all the things she is doing at Duffield Library and expressed how honoured she was to nominate the Coordinator of Paul First Nation Daycare for a Federal award.

Members were interested in hearing more about the Soil Testing Makerspace Kits that will be available at each of our libraries thanks to Amanda Hardman. Amanda applied for a community grant through the Rising Youth Program of the Government of Canada under the Canada Service Corps initiative to give back to the community and chose the library to do her project.

NEW BUSINESS

a. Policy Committee

Members of the committee brought forth their recommendation for a new format that includes a table with approval history and policy categories. A new policy category was added, "C-Library Materials, Premises Use and Safety", for better organization of the policies. Committee also brought forth a revision schedule. All members reviewed and accepted the recommendations made by the policy committee. Members expressed interest in including a schedule for sending policies to PLSB. Kathy will update the schedule to include this item in the table.

Sharon Cornelius MOVED:

That the Library Board approves the new format, new category, and the review schedule of the board policies.

Carried Unanimously

b. Policy Review

Policy B-14 "Persons Unable to Use Conventional Print Material" and Policy B-15 "Resource Sharing" were reviewed. With the additional policy category created, these policy numbers changed to C-5 and C-6 respectively.

Kathleen Linder MOVED:

That Policy B-14 becomes Policy C-5 with a change in title to "Provision of Resources for Persons Unable to Use Conventional Print", and that Policy C-5 be approved.

Carried Unanimously

Barb Shackel-Hardman MOVED:

That Policy B-15 becomes Policy C-6 and that Policy C-6 "Resource Sharing" be approved with the following amendment:

The Board will not charge another public library for the interlibrary loan service.

Carried Unanimously

c. Conversations with Entwistle Community

Sarah, Kathy and Val will talk with the Entwistle Parent Council at their April 15 meeting in Entwistle. We will discuss our move into the new Community Hub Facility. Kathy will bring our communications plan on "Entwistle Library: The Next Chapter".

d. BBQ dates

Entwistle: June 10, 4:00pm-6:30pm

Duffield: June 13, 4:00pm-6:30pm

Keephills: June 18, 4:00pm-6:30pm

Tomahawk: June 20, 4:00pm-6:30pm

OLD BUSINESS

a. Entwistle Public Library – Budget Discussion/CFEP Grant

After speaking with Dave Cross, we are to project operational costs and include Entwistle into our lifecycle plan. The county will be providing facility and utility costs.

b. Co-op Grant

At this time, we will not be submitting a grant application for the Keephills Storywalk Project. We will investigate the permissions and land use for the project that may take some time and look to submitting an application next year.

COMMUNICATIONS

Kathy read the letter from Sharon McGuire's family thanking the board for the memorial bench at Keephills.

Kathy and Brenda brought forth communication from YRL Director regarding the upcoming election and how libraries can make a mark during this campaign.

**IN CAMERA SESSION
ADJOURNMENT**

None at this time

The meeting was adjourned at 7:30pm

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Library Manager to update policy schedule to include sending the policies to PLSB	Library Manager

Next Meeting: April 15, 2019

5:30pm

Entwistle Public Library

Sarah Leteta DEC 9th 2019