

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on May 27, 2019 at Parkland County Centre.

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

**PCLB:**

Cheryl Budzinski	Sharon Cornelius
Sarah Leteta	Tracey Melnyk
Jackie McCuaig	Kathleen Linder

**Administration:**

Kathy Gardiner, Library Manager

**ADOPTION OF AGENDA**

**Sharon Cornelius MOVED:**

That the agenda be adopted with the following addition:

*New Business*  
*d. New reporting format*

**Carried Unanimously**

**ADOPTION OF MINUTES**

**Tracey Melnyk MOVED:**

That the minutes of the April 15, 2019 board meeting be adopted with the following amendments.

*Call to Order: Attendance:*  
*Val Craddock, Library Assistant, Entwistle Public Library*

**Carried Unanimously**

**MEMBERS REMARKS**

Board members who attended the Alberta Library Conference shared their experiences and sessions they attended. Overall, the conference was enjoyable and a great learning opportunity. Keynotes were very good; it is all about telling the library story and that we are in need of more emotion and impact.

Idea was given to Kathy on doing a blitz/drive on getting library cards in the hands of our residents. Perhaps a project this summer, track our number of cards given out at Carvel Market and did we actually gain another library member.

**REVIEW OF ACTION ITEMS**

There were no action items to review at this time.

**TREASURER'S REPORT**

**a. Financial Report**

Cheryl presented her Treasurer's Report ending March 31, 2019. A few clarifications were made including items on the report for Repairs and Lease which are related to the company vehicle. Cheryl will contact the financial department to move these items into Professional Librarian line of the budget.

**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. Kathy updated the board on staffing with the hiring of a new Community Services Librarian

The Entwistle Public Library Assistant position has been posted and we are looking forward to interviewing the middle of May.

**Jackie McCuaig MOVED:**

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

**Carried Unanimously**

**NEW BUSINESS**

**a. YRL Conference**

Board members are interested in attending the YRL Conference. Kathy will register board members and send a calendar invite to board members.

**b. Keephills Facility Update**

Board Chair attended the community follow-up meeting held by the consultants with Parkland County for the Keephills Community Centre. At this meeting, 5 different themes for the direction of the Keephills facility were suggested and attendees were to rate their preferences:

- Theme 1 Enhance facility
- Theme 2 Recreation and Activity Hub
- Theme 3 Health and Wellness
- Theme 4 Business Incubator
- Theme 5 Arts and Culture Hub

A final report from the consultants will be produced and will help to decide the direction of the Keephills facility.

**c. Policy Review**

Two policies were revised and updated by the policy committee and were presented to the board for review and approval B-8 "Staff Expenses and Mileage" and B-9 "Working Alone Safely".

**Sharon Cornelius MOVED:**

That Policy B-8 "Staff Expenses and Mileage" be approved.

**Carried Unanimously**

**Sharon Cornelius MOVED:**

That Policy B-9 "Working Alone Safely" be approved.

**Carried unanimously**

Board members reviewed a new policy that was drafted by the committee "Occupational Health & Safety" which will become Policy B-10. There was

discussion surrounding the policy committee and perhaps YRL may have some information to help us. Kathy will ensure that OH&S is a standing item on her regular scheduled staff meetings, so employees can bring any issues forward at that time.

**Cheryl Budzinski MOVED:**

That the "Occupational Health & Safety" policy be approved and become number B-10.

**Carried Unanimously**

**d. New Reporting Format**

Tracey informed members of a new reporting format that YRL Director is using as her reporting to the board. Kathy will look at the format and possibly use to track the progress of the board strategic goals. Members enjoy reading the stories staff share in their board reports.

**OLD BUSINESS**

**a. Entwistle Public Library – Budget Discussion/CFEP Grant**

Parkland County administration provided the board with an estimated cost for utilities for the Entwistle Public Library new facility. Utilities was added as an extra line in the rolling budget as well as in the projected cost for Entwistle document. Parkland County Council will be provided with this revised rolling budget in conjunction with our budget presentation on June 11, 2019.

**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	Cheryl to contact financial department to include vehicle information under Professional Librarian budget lines.	Treasurer
#2	Kathy to register and send calendar invite for the YRL Conference to the board.	Library Manager
#3	Kathy to contact YRL for information on OH&S	Library Manager

**Next Meeting: June 20, 2019 5:30pm  
Tomahawk Public Library**

*Sarah Letts December 9 2019*