

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on November 18, 2019 at Parkland County Centre.

Rena presented her Zombie Escape Room and board members participated in it before the meeting

CALL TO ORDER Sarah Leteta called the meeting to order at 6:10pm with the following in attendance:

PCLB:

Cheryl Budzinski	Sharon Cornelius
Sarah Leteta	Kathleen Linder
Tracey Melnyk	Vicki Leder

Administration:

Kathy Gardiner, Library Director

With Regrets:

Jackie McCuaig

ADOPTION OF AGENDA

Sharon Cornelius MOVED:

That the agenda be adopted with the following additions:

*VII. New Business
Entwistle Hub – Policy and Procedures*

Carried Unanimously

ADOPTION OF MINUTES

Sharon Cornelius MOVED:

That the minutes of the October 22, 2019 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS

Parkland County is determined to give best service they can give and were forced to cut costs; and with that, many staffing changes and layoffs have happened.

It was discussed that a letter should be drafted to the Parkland School Division Superintendent regarding the departure of the Entwistle Public Library from the school in summer 2020. Sarah and Kathy will look to draft this letter in the new year.

REVIEW OF ACTION ITEMS

None at this time

TREASURER'S REPORT

a. Financial Report

Financial report for the meeting was as of August 31, 2019. The September report will be reviewed at the next meeting.

Cheryl Budzinski MOVED:

That her report be accepted as presented.

Seconded by: Cheryl Budzinski

Carried Unanimously

LIBRARY DIRECTOR REPORT

Kathy presented her Library Director's report to the board.

As requested by PLSB, Kathy invited members to participate in the Red Tape Reduction survey or in-person meeting being held at the Stony Plain Public Library on November 30, 2019. Members were going to review the survey, but overall felt they had no concerns.

Sharon Cornelius MOVED:

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

Carried Unanimously

NEW BUSINESS

a. Entwistle Hub – Policy and Procedures

Sarah further addressed the meeting that was held with Parkland County staff in regards to the policies and procedures at the Entwistle Community Hub. Members discussed that the library is a tenant within the community hub, so our policies need to reflect the activities that happen in the library. Members still expressed the importance of being aware of policies and procedures of the community hub so that Entwistle staff are fully aware of the procedures of the building.

OLD BUSINESS

a. Policy Review

The Policy Committee presented Policy B-6 "Conditions of Employment" and it was reviewed by members. The policy combines "Vacation and Statutory Pay" and "Hours of Work" policies into one and further includes statements addressing leaves of absences.

Members suggested changes and thought another review would be necessary. The policy will be brought forth again at the next meeting.

b. Plan of Service

Kathy presented the status of the current Plan of Service to the board and had emailed the summary and report to members prior to the meeting. Kathy indicated that most objectives have been achieved and this was a very successful 4 years of initiating services throughout Parkland County, building relationships through various coalitions and committees, and establishing outreach services.

The board will have to begin preparing for their next 5 year plan Plan of Service. Suggestions were made to have stakeholders identified at the January meeting. Kathy will add Plan of Service as a standing item to the agenda for 2020 meetings.

c. Director Evaluations – YRL Conference

Process should be the board chair does the evaluation of Kathy for opportunities and strengths. Whole board should collectively Action item to send out evaluation template.

COMMUNICATIONS IN CAMERA SESSION

None at this time

None at this time

ADJOURNMENT
ACTION ITEM LIST

The meeting was adjourned at 8:00pm
None at this time

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Kathy to send Library Director performance appraisal template to all board members	Library Director
ACTION #2	Board members complete Library Director evaluation and send responses to Sharon Cornelius by December 1	All Board Members
ACTION #3	Sharon to compile board members responses and send to Sarah Leteta for Library Director's performance discussion	Sharon Cornelius

Next Meeting: Monday, December 9, 2019 5:00pm
Parkland County Centre

Sarah Leteta Jan 20 2020