

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on October 22, 2019 at Keephills Public Library.

CALL TO ORDER

Sarah Leteta called the meeting to order at 5:50pm with the following in attendance:

PCLB:

Cheryl Budzinski	Sarah Leteta
Jackie McCuaig	Kathleen Linder
Vicki Leder	Tracey Melnyk

Administration:

Kathy Gardiner, Library Director

Guest:

Charllotte Smelski, Library Manger Keephills Public Library

ADOPTION OF AGENDA

Sharon Cornelius MOVED:

That the agenda be adopted with the following additions:

VII. New Business

Director Evaluations – YRL Conference

VIII. Old Business

Christmas Party

Carried Unanimously

Kathleen Linder MOVED:

That the minutes of the September 16, 2019 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS

Sarah and Kathy discussed the meeting they were invited to by Angela Turner, Manager of Community and Culture at Parkland County, who advised them of the opportunity to renovate the Keephills Library and/or Library Directors' office. It was noted that the entrance to the facility will change to the South doors and access to the library will be from the hallway. Consensus was made that it would be beneficial to expand the entrance of the library through the office and reconfigure the office space to make it more visible and welcoming as you walk through the doors; Kathy will pass along these recommendations to Angela. Members all agreed that the YRL Conference was beneficial and informative and everyone appreciates the opportunity to attend the conference.

Concerns with the Keephills Consultation Report were addressed, and members were assured that it was a report provided for the county and not distributed to outside groups.

REVIEW OF ACTION ITEMS

Action Items were reviewed.

Action #1: *Get sample evaluation procedures for determining grants and partnerships – Complete*

Kathy shared the evaluation forms that Spruce Grove Library uses to determine grants and partnerships they will participate in. Board members agreed to adopt a similar template for evaluating our future partnerships and grant proposals.

Action #2: *Kathy and Sarah to write a letter in response to Wabamun Library Board - Complete*

Action #3: *Kathy to email out the Keephills Consultation Report to the board – Complete*

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: Vicki Leder
Carried Unanimously**

LIBRARY DIRECTOR REPORT

Library Director submitted a written board report for members to review.

Kathy highlighted the variety of programs that are being offered at the libraries. The Escape Rooms that Rena has created are a very big hit and she organized one for our staff meeting. The library board will partake in one at their next meeting.

Charlotte commented on her experience so far as a student in the Library Operations Certificate Program through SAIT. She expressed challenges of being a distant learner and being out of school for many years, but she also expressed how very rewarding it is when achieving assignments successfully. Kathy's expectations for the employees taking the Library program is to not only enhance library knowledge but to also learn transferrable skills of being a student including essay writing, grammar, citations and practical use of computer programs such as Powerpoint. Kathy acknowledged the dedication of the staff for doing the program.

Sharon Cornelius MOVED:

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

Carried Unanimously

NEW BUSINESS

a. Policy Review

The policy committee presented two policies for board members to review and approve.

Kathleen Linder MOVED:

That Policy B-6 “Library Resources” be changed to Policy C-9, with a new title, “Conditions Under Which Library Resources will be Loaned” and be approved with the following revision:

The intent of this policy is to ensure that there are multiple avenues for patrons of Parkland County Libraries to explore the widest selection of library items available, and to facilitate the return of library items in good condition and in a timely manner. Parkland County Libraries will uphold the obligations of participation in the Public Library Network, Yellowhead Regional Library System, the Alberta Library (TAL) Card program, and the ME Libraries Program.

Carried Unanimously

Sharon Cornelius MOVED:

That Policy B-21 “Staff Expenses and Mileage” be changed to Policy B-8 “Employee Expenses and Mileage” and be approved with the following revisions:

Paragraph 2a.

Mileage reimbursement will be based on actual mileage to and from employee workplace or home, whichever is closer to the location of the meeting/event. Kilometers travelled will be reimbursed at the per kilometer rate prescribed annually by Parkland County.

Paragraph 4.

PCLB will not pay for spousal or guest expenses associated with library activities, unless granted prior board approval. This includes travel, accommodation, registrations, meals, tickets to events, and other expenses.

Carried Unanimously

b. Plan of Service

Discussion deferred to next meeting. Kathy will send out her Plan of Service report and updated summary for board members to review prior to next meeting.

c. Director Evaluations – YRL Conference

Members brought forth from the YRL Conference the need to have a suitable evaluation process for the Library Director. Currently performance appraisals are provided to Library Director but having an evaluation process in place will allow the board to respond better to a working model and maintain documentation for moving forward.

OLD BUSINESS

a. Christmas party

Board members agreed to inviting our employees – and guest - who are currently on leave to the Christmas party.

COMMUNICATIONS

Charlotte commented on a new program happening at Keephills Library called PiYo - a combination of Pilates and Yoga. Not many interest at Keephills but possibly a program to try in Entwistle.

Board members will experience our Zombie Escape room program at the next board meeting.

IN CAMERA SESSION

None at this time

ADJOURNMENT

The meeting was adjourned at 8:00pm

ACTION ITEM LIST

None at this time

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
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**Next Meeting: November 18, 2019 5:00pm
Parkland County Centre
5:00pm Escape Room
5:30pm Dinner and Meeting**

Sarah Lettke December 9th 2019