

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on January 20, 2020 at Parkland County Centre.

**INTRODUCTIONS** Board executive members reflected on the roles and responsibilities of each position of the executive.

**CALL TO ORDER** Tracey Melnyk called the meeting to order at 5:15pm with the following in attendance:

**PCLB:**

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

**Administration:**

Kathy Gardiner, Library Director

**ELECTIONS OF EXECUTIVE Board Chair**

Tracey Melnyk called for nominations of Board Chair

Sharon Cornelius nominated Sarah Leteta for Board Chair

**Kathleen Linder MOVED:**

That nominations for Board Chair cease.

**Seconded by: Cheryl Budzinski  
Carried Unanimously**

Sarah Leteta was declared Chair of the PCLB and resumed with Chair duties

**Vice Chair**

Sarah Leteta assumed the position of Board Chair and called for nominations of Vice Chair.

Vicki Leder nominated Kathleen Linder for Board Vice Chair

**Sharon Cornelius MOVED:**

That nominations for Board Vice Chair cease.

**Seconded by: Sharon Cornelius  
Carried Unanimously**

Kathleen Linder was declared Board Vice Chair of the PCLB

**Treasurer**

Sarah Leteta called for nominations of Board Treasurer

Sharon Cornelius nominated Cheryl Budzinski for Board Treasurer

**Vicki Ledier MOVED:**

That nominations of Board Treasurer cease

**Seconded by: Sarah Leteta  
Carried Unanimously**

Cheryl Budzinski was declared Board Treasurer of the PCLB

**ADOPTION OF AGENDA**

**Cheryl Budzinski MOVED:**

That the agenda be adopted with the following additions:

**IX. New Business**

c. Signing Authority

d. Policy Committee Appointments

**Carried Unanimously**

**ADOPTION OF MINUTES**

**Tracey Melnyk MOVED:**

That the minutes of the December 9, 2019 board meeting be adopted.

**Carried Unanimously**

**MEMBERS REMARKS**

Sarah Leteta shared her experience working at Duffield School and noticed the frequent use of the computers and the many students that utilize the Duffield Library.

Sharon Cornelius suggested to send our library statistics and annual report information to the Parkland County Communicator; the information presented may be surprising to some residents.

There was discussion about the library offering its outreach services to different parts of the county and supporting events that happen at each community hall.

**REVIEW OF ACTION ITEMS**

Action items were reviewed.

**Action #1:** *Kathy to create Plan of Service planning schedule – Completed*

The first item on the Plan of Service planning schedule was to identify stakeholders. Kathy will develop a document from the list that was created during this discussion.

**Action #2:** *Kathy to create a Calendar of Events for board members - Completed*

Some items were discussed to add to the calendar of events and Kathy will add to the document and send to board members.

## TREASURER'S REPORT

### a. Financial Report

Cheryl presented the financial report as of November 30, 2019 for review.

#### Cheryl Budzinski MOVED:

That her report be accepted as presented.

**Seconded by: Kathleen Linder  
Carried Unanimously**

### b. Three Year Rolling Budget

Cheryl Budzinski advised that once she receives actuals for 2019 then the Three Year Rolling Budget will be presented. She advised board members and Library Director to think of costs and what our vision will be for the next few years to include in the budget.

## LIBRARY DIRECTOR REPORT

Library Director submitted a written board report for members to review. Report from Community Services Librarian was also included. Kathy advised board members that the Storywalk project at Keephills will be put on hold until we decide on a different trail for the project. Staff will look to do a smaller version of one within the property lines of Keephills Community Centre for the summer.

## NEW BUSINESS

### a. 2020 Meeting Dates and Times

Board members agreed to hold their meetings on the third Monday of every month starting at 5:00pm. Kathy will send out meeting requests for the entire year.

### b. Alberta Library Conference – Jasper April 23-April 26, 2019

Kathy will email conference information to the board members interested in attending the conference (Cheryl Budzinski, Sharon Cornelius, and Vicki Leder). Kathy will also send information on the Rural Library Conference that is held annually in Grande Prairie in September.

### c. Signing Authority

#### Tracey Melnyk MOVED:

That Kathleen Linder be added as signing authority for the Library Board and Barb Shackel-Hardman be removed from the signing authority list. Signing Authority officers include: Cheryl Budzinski, Sharon Cornelius, and Kathleen Linder.

**Seconded by: Vicki Leder  
Carried Unanimously**

**d. Policy Committee**

Members felt it was important to continue having a policy committee. Committee members felt that two members present, along with the Library Director, was sufficient for the committee but also felt that a third member could be included so that if a member was unable to attend the meeting, there was still two board members present.

**Tracey Melnyk MOVED:**

That the Policy Committee members for 2020 are: Sharon Cornelius, Kathleen Linder and Kathy Gardiner, and Jackie McCuaig as an alternate.

**Carried Unanimously**

**OLD BUSINESS  
COMMUNICATIONS  
IN CAMERA SESSION  
ADJOURNMENT**

None at this time

None at this time

None at this time

The meeting was adjourned at 7:15pm

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Email the Creativity for Business Strategic Plan report from 2015 to board members	Library Director
ACTION #2	Develop list of stakeholders for Plan of Service	Library Director
ACTION #3	Email conference registration to board members	Library Director

**Next Meeting: February 10, 2020  
5:00pm  
Parkland County Centre**