

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on March 16, 2020 at Keepphills Public Library.

**CALL TO ORDER** Sarah Leteta called the meeting to order at 1:00pm with the following in attendance:

**PCLB:**

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

**Administration:**

Kathy Gardiner, Library Director

**With Regrets:**

Jackie McCuaig

This meeting was requested to discuss the current situation of the COVID-19 virus which led to the closures of all public spaces including schools and public libraries.

The regular scheduled board meeting was to be held in Entwistle Public Library but effective immediately the libraries were closed, and that meeting was postponed to a later time. The following minutes document the meeting and discussions that took place regarding the COVID-19 virus and the health and safety of our staff and patrons, as well as compensation for employees during this time. Some additional financial items on the original agenda were addressed as well, and this is also reflected below.

### **COVID-19 discussion:**

Tracey advised the board of Parkland County protocols at this time which included the closure and cancellations of all meeting spaces and council meetings at the county offices along with staff being asked to work from home.

Kathy updated the board with information from YRL that at this time the van run delivery was still happening and that many libraries from across the province have reported creative ways to try to continue to offer borrowing services to their patrons. Kathy advised that our libraries have currently cancelled all deliveries essentially to adhere to the request of PSD that no public is allowed in the schools at this time, but also because the procedures and protocols that would have to be in place to quarantine the books for a period of time and to meet patrons outside of the facility was not worth it for the volume of materials we see each week.

Kathy acknowledged that we will offer as much as can through our Facebook page and library website and engage the community through the social networks. Library staff will also be available to answer phone calls and emails to assist people with online help or any inquiries they may have.

The board reassured that the health and safety of the staff is of utmost priority. All staff will be compensated their regular scheduled hours during this time. It was indicated that there may be a special code for staff who are sick or need to leave early for various reasons pertaining to the state we are in, for

future preparedness if organizations receive emergency reimbursements for this crisis. Kathy will investigate this further with payroll staff at the county.

Kathy will write a public announcement declaring the closures of our libraries and this will get posted to Facebook and on our website.

## TREASURER'S REPORT

### a. Financial Report

Cheryl presented the audited financial statements year ended December 31, 2019.

Schedule 2 of the statements show Tomahawk and Keephills expenses considerably higher than the other libraries, and this is because of the Digital Literacy Exchange Program (DLEP) grant expenses being coded to Tomahawk and Custodial costs being added to Keephills expenses.

#### **Cheryl Budzinski MOVED:**

The audited financial statements year ended December 31, 2019 be accepted and approved.

**Seconded by: Sharon Cornelius  
Carried Unanimously**

#### **Cheryl Budzinski MOVED:**

That the accumulated surplus (deficit) of \$45,877 be move into the General Operation Contingency reserve.

**Seconded by: Sharon Cornelius  
Carried Unanimously**

Kathy will email a copy of the financial statements to the board.

## MEMBERS REMARKS

The meeting that Kathy had with the Principal of Entwistle School was discussed. She informed the board that the school would like to continue to have regular scheduled visits to the new public library location. Kathy acknowledged some hesitation in terms of the collection but that these procedures can be worked out once we are in the location and see the operations first hand.

The April 6<sup>th</sup> Board meeting is cancelled. All other regular board meetings will be cancelled at this time unless there are items to approve or items of discussion.

Board members agreed that the Plan of Service meeting scheduled for Thursday, April 16 should resume and the meeting will take place at Keephills Library. Kathy will update the board if anything changes on this matter.

**ADJOURNMENT**

The meeting was adjourned at 2:04pm

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Write service announcement for the closure of our libraries	Library Director
ACTION #2	Email audited financial report to board members	Library Director
ACTION #3	Update one another when information arises regarding the current COVID-19 situation	All members

**Next Meeting: TBD**