

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on May 11, 2020 via Zoom Virtual Meetings.

**CALL TO ORDER** Sarah Leteta called the meeting to order at 10:00am with the following in attendance:

**PCLB:**

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

**Administration:**

Kathy Gardiner, Library Director

~ Member of the public present for the meeting~

**ADOPTION OF AGENDA** Vicki Leder **MOVED:**  
That the agenda be adopted with the following addition:

*XI. In Camera*

**ADOPTION OF MINUTES** Cheryl Budzinski **MOVED:**  
That the minutes of the February 10, 2020 meeting be adopted.  
**Carried Unanimously**  
*Sharon Cornelius abstained could not view minutes via Zoom*

**Sharon Cornelius MOVED:**  
That the minutes of the March 16, 2020 board meeting be adopted.  
**Carried Unanimously**

**MEMBERS REMARKS** Members expressed gratitude to the staff for continuing to deliver services to their communities during the closure. The libraries are offering many programs virtually and through social media; and are also providing services by phone and email support.

Members remarked on missing the library being open and getting materials as well as missing attending the various programs such as yoga.

**REVIEW OF ACTION ITEMS** Action #1: *Kathy to write service announcement for closure of the libraries – Complete*

Action #2: *Kathy to email audited financial statement the board – incomplete*

Action #3: *Members to update one another as information arises regarding the current COVID-19 situation. – complete/ongoing*

## TREASURER'S REPORT

### a. Financial Report

Cheryl presented the financial report as of February 29, 2020 for review. It was noted that expenses for the Digital Literacy Exchange Program (DLEP) get expended from the Tomahawk Library which will reflect that they have expended more funds.

### Cheryl Budzinski MOVED:

That the Treasurer's Report be accepted as presented.

**Seconded by: Vicki Leder  
Carried Unanimously**

### b. Three Year Rolling Budget

Cheryl presented the Three Year Rolling Budget to 2024. Cheryl noted that the budget is not balanced and some areas of funding, such as, partner library funding will need to be reviewed and addressed. Members requested Kathy to email areas of operations that can be reviewed for a possible scale back and Kathy will do so before the next meeting.

## DIRECTOR'S REPORT

Kathy presented her report to the board which highlighted all of the services and social media engagements that have been happening at the libraries since the closures.

Virtual statistics are on

## NEW BUSINESS

### a. Entwistle Community Hub

Construction of the Entwistle Library and Community Hub continues and is scheduled to be completed on time this summer. Kathy advised that Parkland County announced the pool will not be opening this summer due to COVID-19. The library is still hoping to be able to open when it is possible.

### b. Council Presentation

The board presentation to Mayor and Council is scheduled for Tuesday, June 2, 2020 via teleconference. Board Chair, Sarah Leteta, Board Treasurer, Cheryl Budzinski and Director, Kathy Gardiner will be presenting on behalf of the library board.

**OLD BUSINESS**

**a. Name Change for Banking Records**

It was made aware that Servus bank has our account under our prior name of Parkland County Municipal Library Board.

**Cheryl Budzinski MOVED:**

That the library board legal name at Servus Bank be changed to Parkland County Library Board.

**Seconded by: Kathleen Linder  
Carried Unanimously**

**OTHER BUSINESS**

None at this time

**COMMUNICATIONS**

Alberta Municipal Affairs Letter from Minister Madu dated April 20, 2020. Letter informing public libraries of the immediate advance of 50% of the 2020-2021 operating grant funding.

**IN CAMERA**

All agenda items were complete, and the member of the public left the board meeting.

**Tracey Melnyk MOVED:**

That the library board meeting moves to in-camera session.

**Carried Unanimously**

**Sharon Cornelius MOVED:**

That the library board moves out of in-camera session.

**Carried Unanimously**

**ADJOURNMENT**

The meeting was adjourned at 2:04pm

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Email audited financial report to board members	Library Director
ACTION #2	Update one another when information arises regarding the current COVID-19 situation	All members

**Next Meeting: Monday, May 25, 2020  
10:00am via Zoom**