

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on May 25, 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 Sharon Cornelius **MOVED:**
That the agenda be adopted.

Carried Unanimously

ADOPTION OF MINUTES Vicki Leder **MOVED:**
That the minutes of the May 11, 2020 meeting be adopted with the following revisions:

VI. Director's Report:

Remove second paragraph that reads "Virtual statistics are on"

XI. Adjournment

"The meeting was adjourned at 12:04pm".

Carried Unanimously

MEMBERS REMARKS Vicki Leder remarked that she read an eBook using the library eResource "Hoopla". Hoopla is one of three eResources available to patrons to download eBooks and eAudiobooks; you can also stream movies and music.

REVIEW OF ACTION ITEMS Action #1: *Kathy to email audited financial statements to the board – Complete*

Action #2: Members to update one another as information arises regarding the current COVID-19 situation. – Complete/ongoing

TREASURER'S REPORT a. **Three Year Rolling Budget**
Cheryl presented the Three Year Rolling Budget. Cheryl revised the budget based on Kathy's report on areas in outlet operations that could be scaled back, including collection and materials and programming. Members reviewed the proposed budget with the revisions that were

made by Cheryl and Kathy. Members further discussed continuing to hold virtual board meetings and limiting the attendance at the annual library conference in Jasper as other means of reducing costs.

Cheryl Budzinski MOVED:

That the Three Year Rolling Budget be accepted as presented.

**Seconded by: Vicki Leder
Carried Unanimously**

The Three Year Rolling Budget will be sent to Parkland County and presented to Council on June 2, 2020.

DIRECTOR'S REPORT

All our libraries are offering curbside pickup for their patrons. With the implementation of curbside pickup, we have also relaunched the outreach program at Brightbank Youth Centre.

Kathy reported conversations she has had with Stony Plain and Spruce Grove Library on re-opening strategies for libraries. It was reported that libraries will be provided with a FAQ document from the province to help guide board and staff in re-opening. Board members discussed that many factors and conversations will need to be considered with our libraries housed in schools before they can re-open, but perhaps there could be a 'soft' re-open at Keephills. Kathy will keep up to date with information and inform the board as information arises.

NEW BUSINESS

None at this time

OLD BUSINESS

a. 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.

**OTHER BUSINESS
COMMUNICATIONS**

None at this time
None at this time

ADJOURNMENT

The meeting was adjourned at 11:45am

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Send Three Year Rolling Budget to Parkland County	Treasurer
ACTION #2	Update one another when information arises regarding the current COVID-19 situation	All members

**Next Meeting: Monday, June 29, 2020
9:00am via Zoom**