

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on November 30, 2020 via Zoom.

**CALL TO ORDER** Kathleen Linder 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

**ADOPTION OF AGENDA** Sharon Cornelius **MOVED:**  
That the agenda be adopted.

**Carried Unanimously**

**ADOPTION OF MINUTES** Vicki Leder **MOVED:**  
That the minutes of the October 29, 2020 meeting be adopted.

**Carried Unanimously**

**MEMBERS REMARKS** There was an open house in Wabamun and residents approved of the Village dissolution. We will now wait until the official order of approval from the Province before Wabamun becomes officially Parkland County. It is recommended to Kathy to reach out to James and ensure any needed support during the transitional period.

**REVIEW OF ACTION ITEMS** Action #1: *Kathy to contact staff RE: Christmas staff appreciation – Complete*

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

**TREASURER'S REPORT** a. **Financial Presentation**  
Cheryl Budzinski presented the financial report for the period ending September 30, 2020. Members reviewed and discussed the implications of our budget with the addition of the Wabamun Library. It is anticipated that we will look to Parkland County for funding if necessary and we will have more of a budget projection once Wabamun Library transfers assets to us.

**Cheryl Budzinski MOVED:**  
That the be accepted as presented.

**Seconded by: Kathleen Linder**  
**Carried Unanimously**

## **DIRECTOR'S REPORT**

Kathy presented her board report. The board report included highlights from the COVID-19 Library Operations report that UofA MLIS practicum student, Michelle Albrecht, compiled during her work experience. This report captured a month of statistics comparing October 2019 and October 2020 of in person visits, circulation of materials, and eResources use. The COVID report concluded with research and resources for libraries across North America.

Kathy also highlighted the Grand Opening of the Entwistle Public Library on November 2, 2020. We did a 'live' presentation through Facebook and had invited supporters and colleagues to watch. It is hoped that in the Spring, we will have an additional in-person ceremony outdoors so people can visit the new library.

## **NEW BUSINESS**

### **a. Wabamun**

Wabamun will be dissolving into Parkland County and we will be taking over the operations of Wabamun Public Library. It is uncertain when the order of approval will be made by the Province, so until then it is advised that the Director work with the Wabamun Library Manager to ensure smooth transition as well it was decided that a board meeting should occur between Wabamun Library Board and Parkland County Library Board.

### **b. Partner Library Funding**

Members discussed the funding distribution for 2021 for the partner libraries and it was agreed that our current formula, based on circulation use, is irrelevant due to COVID-19 and the closures of library facilities in 2020. Members agreed to maintain the funding based on 2020 amounts in order to ensure continuity and no significant variances in funding.

#### **Tracey Melnyk MOVED:**

That 2021 Partner Library Funding will remain the same as 2020 to ensure continuity.

**Seconded by: Vicki Leder  
Carried Unanimously**

### **c. Friends Committee Update**

Committee members presented 11 possible names to call our new library friends society. Members reviewed and discussed the mission and vision of a friends group and decided to continue discussion on a title at the next meeting.

### **d. Policy Committee: comments from Public Library Services Branch (PLSB)**

After hearing feedback from updated policies that were recently sent to PLSB, committee members revised policies B5 – "Volunteering at the Library" and C1 – "Confidentiality of User Records" based on their recommendations.

**Sharon Cornelius MOVED:**

That policy B5 – “Volunteering at the Library” be accepted as outlined in the board package dated November 30, 2020 and be approved.

**Carried Unanimously**

**Sharon Cornelius MOVED:**

That policy C1 - “Confidentiality of User Records” be accepted as outlined in the board package dated November 30, 2020 and be approved.

**Carried Unanimously**

**OLD BUSINESS**

**a. Keephills Sign**

The Keephills Community Hall Association invited the library to partner on getting an electronic sign that will be placed along the highway. The association was requesting a lump sum of \$4100.00 to cover remaining costs or a fee on a use basis. Board members agreed to provide the lump sum amount to the Keephills Community Hall Association.

**Kathleen Linder MOVED:**

That Parkland County Library Board provides the Keephills Community Hall Association with \$4,100.00 to cover the remaining costs of an outdoor sign.

**Seconded by: Cheryl Budzinski  
Carried Unanimously**

**c. Plan of Service**

Members were reminded of the community needs assessment survey and the stakeholders survey. Board members are encouraged to contact stakeholders. The survey will be available to complete until the end of January.

**OTHER BUSINESS**

None at this time

**COMMUNICATIONS**

Kathy shared a thank you note she received from the Thompson – Nicola Regional Library in Kamloops, BC; this was in regards to assisting them with implementing a WiFi Hotspot lending program similar to ours.

**ADJOURNMENT**

The meeting was adjourned at 12:00pm

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Distribute the Memorandum of Agreements to Partner Libraries	Library Director
ACTION #2	Update one another when information arises regarding the current COVID-19 situation	All members

**Next Meeting: Monday, January 18, 2021**

**Location: TBD**