

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on October 29, 2020 at Entwistle Public Library.

**CALL TO ORDER** Sarah Leteta called the meeting to order at 9:40am with the following in attendance:

**PCLB:**

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

**With Regrets:**

Jackie McCuaig

**Administration:**

Kathy Gardiner, Library Director  
Britney Robinson, Entwistle Library Manager

**ADOPTION OF AGENDA** Vicki Leder **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** Members toured the new Entwistle Public Library and Community Hub. It was the first PCLB board meeting held in the multipurpose room in the new library.

Members remarked on attending the Stronger Together Virtual Conference. It was noted that the format of the conference worked very well, and we will look to pass this feedback on to YRL for future online conferences.

**REVIEW OF ACTION ITEMS** Action #1: *Kathy to contact Jordan from PLSB to arrange a Plan of Service meeting date – 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 August 31, 2020. Members reviewed and discussed the Christmas staff appreciation evening at Mayfield. Members agreed it would be best to confirm with staff and consider various options if they are not comfortable attending the event due to COVID-19; Kathy will inform and report back to board.

**Cheryl Budzinski MOVED:**

That the be accepted as presented.

**Seconded by: Kathleen Linder  
Carried Unanimously**

**DIRECTOR'S REPORT**

Kathy introduced Britney Robinson as the new Entwistle Library Manager. Britney grew up in Entwistle and attended the Entwistle School, so it is so fitting to have her back in her hometown and part of our team.

Kathy and Britney presented the Entwistle Library opening procedures for board approval. Library will be opening on November 2 with COVID-19 protocols in place.

**Sharon Cornelius MOVED:**

To reopen the Entwistle Public Library on Monday, November 2, 2020 with COVID-19 protocols and measures in place.

**Seconded by: Cheryl Budzinski  
Carried Unanimously**

Kathy continued to present her board report and showed pictures of the new Tomahawk Public Library outdoor sign. Duffield also has a new sign, but installation will wait until renovations of the school/library entrance is complete.

Kathy highlighted the hybrid programs that are being offered including yoga and walking book clubs; this is a combination of in person and virtual meetings. The walking book club has two locations and times (Chickakoo Wednesday mornings and Hasse Lake Saturday mornings).

**NEW BUSINESS**

**a. Keephills Sign**

Discussion postponed to next meeting.

**b. Ratifying email approval dated July 8, 2020 for Policy B7 "Hours of Service" revision.**

Members agreed to add a statement to our policy B7 "Hours of Service" reflecting possible, and immediate, changes to our library services and library hours in an event of an emergency situation in light of our closures due to COVID-19.

**Kathleen Linder MOVED:**

To ratify email dated July 8, 2020 that approved the addition of the following statement to policy B7 "Hours of Service":

*"In an event of an emergency, crisis, or disaster, the Library Director or municipal, provincial and federal directives, may make immediate and temporary changes to library services. Notice of these changes will be communicated to the Board, the Municipality, the Public, and all other Stakeholders as soon as it is safe to do so".*

**Seconded by: Vicki Leder  
Carried Unanimously**

**OLD BUSINESS**

**a. Policy Committee – Review Board Policy A7 “Expenses and Mileage”**

Members reviewed the changes and approval was made.

**Kathleen Linder MOVED:**

That the revisions to Policy A7 “Expenses and Mileage” be accepted and approved.

**Seconded by: Vicki Leder  
Carried Unanimously**

**b. Friends of the Parkland County Library Board**

Committee agreed to set up a meeting time to discuss first steps in establishing a Friends Society. Committee will report at next board meeting.

**c. Plan of Service**

Workshop meeting with facilitator, Jordan DeSousa, is planned for after this board meeting. Members are reviewing the community and stakeholder surveys.

**OTHER BUSINESS**

None at this time

**COMMUNICATIONS**

None at this time.

**ADJOURNMENT**

The meeting was adjourned at 11:00am

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Kathy to contact staff RE: Christmas staff appreciation	Library Director
ACTION #2	Update one another when information arises regarding the current COVID-19 situation	All members

**Next Meeting: Monday, November 30, 2020  
Keephills Public Library, 10:00am**