

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Virtual Meeting on February 8, 2021 via Zoom.

CALL TO ORDER Kathleen Linder called the meeting to order at 10:01am with the following in attendance:

PCLB:

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

Administration:

Kathy Gardiner, Library Director

ADOPTION OF AGENDA Cheryl Budzinski **MOVED:**
That the agenda be adopted with the following omission:

V. Treasurer's Report

a. Financial Report
- Motion to transfer funds

Carried Unanimously

ADOPTION OF MINUTES Sharon Cornelius **MOVED:**
That the minutes of the January 18, 2021 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS None at this time

REVIEW OF ACTION ITEMS Action items were reviewed.

Action #1: Update one another when information arises regarding the current COVID-19 situation - Ongoing

TREASURER'S REPORT a. **Three Year Rolling Budget**
Cheryl Budzinski presented the first draft of the Three Year Rolling budget to 2024. Some items she wanted board members to consider was the funding to the Partner Libraries. Members decided to hold a separate discussion at a different time to decide on a funding model for 2022 distribution. Discussion was brought forward regarding the possible move of the Wabamun Library to a different location and the envision of what funds may be necessary for that.

Members are to review the rolling budget and bring any further suggestions for revisions to the next meeting.

Cheryl Budzinski MOVED:

That her report be accepted as presented.

**Seconded by: Sharon Cornelius
Carried Unanimously**

DIRECTOR'S REPORT

Library Director presented her report and highlighted that she had been working closely with James at the Wabamun Library ensuring a proper and smooth transition. An in-depth fire inspection was completed for the Wabamun Library facility and all matters have been addressed with the help of Parkland County staff. Kathy will send a copy of the fire inspection report to the Board.

A new podcast has begun titled "Small Town Banter" with our hosts, library staff members: Lareina Lisitza and Britney Robinson. The podcast will feature special guests, interest-topics, community information, and library awareness.

NEW BUSINESS

a. 2021 Public Library Survey and 2020 Annual Reports

The annual report and survey were submitted to board members for review prior to the board meeting.

Members had an opportunity to review the 2020 Annual Reports for each library. Kathy highlighted that eBook checkouts have increased this past year where circulation of physical items decreased which was a trend across all of Alberta. YRL reported a decrease of 30 percent of circulating items within their regional system.

Members also reviewed the Wabamun Public Library 2020 Annual Report and accepted their report as information.

Vicki Leder MOVED:

That the 2020 Annual Report and 2021 Public Library Survey be accepted and approved for all Parkland County Libraries.

Carried Unanimously

b. Plan of Service

Board members reviewed the survey data collected from the community needs assessment survey and stakeholder interviews. The next step of the Plan of Service process is to meet with Facilitator, Jordan DeSousa and analyze the results. A date will be determined for the last week in February.

c. Library Director Performance Appraisal

Members discussed the importance of implementing a performance appraisal program for the Library Director. Members were given a brief summary of the performance appraisal for Kathy on December 8, 2020 and Kathy will email a copy of the report for members to review and discuss.

d. Board Schedule of Duties and Calendar of Events

Kathy will update the board calendar of events and duties and responsibilities to include the preparation and the delivery of the performance review for the Library Director.

e. Policy Committee – Review Policies B1 “Personnel”, B2 “Performance Appraisal”, B3 “Employee/Volunteer Grievance Procedure”, B4 Job Descriptions, B5 “Volunteering at the Library”

The Policy committee brought forward 5 policies for board review and approval.

Sharon Cornelius MOVED:

That policy B1 “Personnel” be accepted and approved.

**Seconded by: Cheryl Budzinski
Carried Unanimously**

Sharon Cornelius MOVED:

That policy B2 “Performance Appraisal” be accepted and approved.

**Seconded by: Vicki Leder
Carried Unanimously**

Sharon Cornelius MOVED:

That policy B3 “Employee/Volunteer Grievance Procedure” be accepted and approved with the following revision in paragraph 2 of the policy:

In the case of Library Director, grievances are referred to the Parkland County Library Board through the Chair for investigation and resolution. If not resolved, a procedure is outlined to provide a fair and equitable outcome.

**Seconded by: Cheryl Budzinski
Carried Unanimously**

Sharon Cornelius MOVED:

That policy B4 “Job Descriptions” be accepted and approved.

**Seconded by: Vicki Leder
Carried Unanimously**

Sharon Cornelius MOVED:

That policy B5 “Volunteering at the Library” be accepted and approved with the following revision to paragraph 1:

Parkland County Library Board and library staff strongly promote volunteering at their service point libraries. The Library Director is responsible for all volunteers.

**Seconded by: Vicki Leder
Carried Unanimously**

f. Friends Committee Update

Application has been prepared and just needs signatures in order to file to the registries. Members will meet at Keephills at a later time to sign all the necessary documentation.

OLD BUSINESS None at this time

COMMUNICATIONS None at this time

ADJOURNMENT The meeting was adjourned at 11:51am

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Board members to review Three Year Rolling Budget and bring suggestions for any revisions to next meeting	All Members
ACTION #2	Kathy to email the Fire Inspection Report to board members that was completed for Wabamun Library	Library Director
ACTION #3	Kathy to submit the Annual Report and Public Library Survey to the Province	Library Director
ACTION #4	Kath will email the board her performance appraisal from December 8, 2020 to all board members	Library Director

**Next Meeting: March 15, 2020
10:00am via Zoom**