

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Virtual Meeting on June 14, 2021 via Zoom.

**CALL TO ORDER** Sarah Leteta called the meeting to order at 10:05am 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** Sharon Cornelius **MOVED:**  
That the agenda be adopted.

**Carried Unanimously**

**ADOPTION OF MINUTES** Tracey Melnyk **MOVED:**  
That the minutes of the June 14, 2021 board meeting be adopted.

**Carried Unanimously**

**MEMBERS REMARKS** Council presentation is June 15, 2021 at 10am. Cheryl, Sarah and Kathy will be presenting.

Members remarked they are happy to see library doors are open to the public again.

**REVIEW OF ACTION ITEMS** Action items were reviewed.

**Action #1:** *Kathy to devise and then email the board the final Plan of Service document – Complete*

**TREASURER'S REPORT**

**a. Financial Report**

Cheryl presented the financial report statement of operations period ending May 31, 2021.

Cheryl commented that the application to the provincial government was filed for our funding.

**Cheryl Budzinski MOVED:**

That the report be accepted as presented.

**Seconded by: Vicki Leder**  
**Carried Unanimously**

## DIRECTOR'S REPORT

Library Director presented her report to the board and shared the reopening plan for our libraries over the summer. Libraries will be opening their doors to the public on June 15 and July 5<sup>th</sup> for the ones that our housed in schools.

The libraries have a full summer line up of fun activities and outreach events including Summer reading program, Comic Con, and Farmers' Markets.

Kathy also highlighted the grant funding opportunities that we have been successful in receiving to further our programs and initiatives.

## NEW BUSINESS

### a. Plan of Service – Board Approval

Members reviewed the Plan of Service 2021-2025 document.

#### **Vicki Leder MOVED:**

The library board Plan of Service 2021-2025 be approved with the following amendment to page 4, paragraph 1:

*With the addition of Wabamun, Parkland County Library Board now has five service point libraries that work together to meet the needs of county residents; these five libraries are in the hamlets of: Duffield, Entwistle, Keephills, Tomahawk and Wabamun. While each library is used by residents in these communities, they serve a greater population that expands throughout the province by way of interlibrary loaning. Parkland County Libraries pride themselves as being 'lenders' of their materials which is a direct testament to the popularity and relevancy of their collections that are sought after by other patrons across the province.*

**Seconded by: Cheryl Budzinski  
Carried Unanimously**

### b. Policy Committee – Review Policies C-10 “Hours of Service” and C-12 “Patron Code of Conduct”.

Policy committee revised two policies that were presented at the previous meeting for the board to review:

Policy C-10 “Hours of Service” was reviewed.

#### **Sharon Cornelius MOVED:**

That policy C-10 “Hours of Service” be approved.

**Seconded by: Vicki Leder  
Carried Unanimously**

Policy C-12 “Patron Code of Conduct” was reviewed. And the policy committee presented Appendix A Patron Code of Conduct procedures of the library. It was discussed that the code of conduct is a set of guidelines

for the public to behave appropriately in the library so the “being under the influence of alcohol” statement in Appendix A Patron Code of Conduct, should be removed as this is the action that causes disruptiveness. Kathy will make changes to the poster at each of the libraries.

**Sharon Cornelius MOVED:**

That Policy C-12 “Patron Code of Conduct” be approved.

**Seconded by: John McNab  
Carried Unanimously**

**OLD BUSINESS**

None at this time

**COMMUNICATIONS**

Invitation to Stony Plain Public Library Grand Opening June 24, 2021  
Public Library Services Branch (PLSB) Email May 25, 2021 : Update for  
Libraries: Alberta’s Opening Plan

**ADJOURNMENT**

The meeting was adjourned at 11:57am

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	None at this time	

**Next Meeting:  
September 13, 2021  
Keephills Public Library**