

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Virtual Meeting on March 15, 2021 via Zoom.

### CALL TO ORDER

Sarah Leteta 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

**Kathleen Linder MOVED:**

That the agenda be adopted with the following addition to the financial Report:

- a. Financial Report  
Transfer of funds to Plan 24 Savings Plan

**Carried Unanimously**

### ADOPTION OF MINUTES

**Vicki Leder MOVED:**

That the minutes of the February 8, 2021 board meeting be adopted.

**Carried Unanimously**

### MEMBERS REMARKS

Members reflected on the Plan of Service workshop meeting and how smoothly it ran even in a virtual format. Sharon Cornelius remarked that our priority focus of lifelong learning aligns with the TransAlta Tri Leisure Boards initiatives.

### REVIEW OF ACTION ITEMS

Action items were reviewed.

**Action #1:** Board members to review Three Year Rolling Budget and bring suggestions for any revisions to next meeting – Complete

**Action #2:** Kathy to email the Fire Inspection Report to board members that was completed for Wabamun Library – Complete

**Action #3:** Kathy to submit the Annual Report and Public Library Survey to the Province – Complete

**Action #4:** Kathy will email the board her performance appraisal from December 8, 2020 to all board members – Complete

## TREASURER'S REPORT

### a. Financial Report

There was no financial report at this time.

#### **Cheryl Budzinski MOVED:**

To transfer \$50,000 from the current Servus bank account to our Plan 24 savings plan.

**Seconded by: Kathleen Linder  
Carried Unanimously**

### b. Three Year Rolling Budget

Cheryl Budzinski presented the Three Year Rolling budget to 2024.

Members are to review once again and bring any further suggestions to the next meeting for board approval.

#### **Cheryl Budzinski MOVED:**

That her report be accepted as presented.

**Seconded by: Sharon Cornelius  
Carried Unanimously**

## DIRECTOR'S REPORT

Library Director presented her report to the board. Kathy informed the board that our libraries are reopening as of March 15, 2021, with the exception of Wabamun Library; they will continue to provide curbside services and take aways for patrons.

Infographics from data taken from the library annual reports were presented to board members; these infographic posters will be available at each library as well as posted on our website and social media. Kathy highlighted that although overall circulation of materials decreased, eBook circulation significantly increased.

Kathy highlighted the programs that are being offered this winter/spring. The 'pick me up' kits we are supplying have been very successful as they are supporting the five pillars of mental health including creativity, exercise, connection, nutrition, and sleep. The Pick Me Up kits are available for all ages and different activities and themes are developed each month.

## NEW BUSINESS

### a. Libraries Reopening – Town Hall Engagement March 9, 2021

Sarah Leteta attended the engagement along with Kathy and library staff. Libraries can reopen to the public at 15% capacity and are able to carry out services within these restrictions. Kathy noted that the libraries housed in schools will have some additional protocols, but that all staff are equipped with safety measures and are looking forward to welcoming their patrons back into their library. Wabamun Library will continue to offer all services via curbside take away, and Kathy will continue to work towards reopening Wabamun doors to the public soon too.

**b. Plan of Service**

Board members reviewed the goals under each priority service response that Kathy formulated from the discussions and ideas that came from the board Plan of Service workshop. The next step is to have library staff involvement in creating the objectives to each goal and Kathy will have this draft to present at the next meeting.

**c. Friends Committee Update**

Application has been received and was successful, so we welcome the Champions of Parkland County Libraries Society. The next step is for the committee to begin the process of setting up a new bank account for the society.

**OLD BUSINESS**

None at this time

**COMMUNICATIONS**

Letter from Minister Alberta Municipal Affairs February 25, 2021 stating that funding for provincial public library network supports remain stable for 2021.

**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

**Next Meeting: April 12, 2021  
10:00am Keephills Library or via Zoom**