

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Virtual Meeting on May 10, 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 April 12, 2021 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS Members who attended the PLSB Symposium "Resiliency, Pandemic Response, and Emergency Planning" stated it was overall a great conference. And a big thank you to our Rena Traxel for presenting on our responses and adaptations to COVID.

REVIEW OF ACTION ITEMS Action items were reviewed.

Action #1: Cheryl Budzinski to include employee recognition totals and makerspace funds to rolling budget – Complete

Action #2: Director to research if other libraries have had requests for policies from LAPP - Complete

TREASURER'S REPORT a. **Financial Report**
Cheryl presented the financial report statement of operations period ending March 31, 2021.

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 services that are continued to be offered to patrons through curbside and take home kits.

Kathy acknowledged that the Digital Literacy Exchange Program Grant was in its final year of federal funding but with advocacy groups there is potential for future funding of this important initiative. We should hear in the fall the future of the program.

Kathy highlighted many outreach initiatives that happened during the past month. We were invited to Paul First Nation School; there is a community area just beyond the entrance to the school where it is welcomed that we can provide a little free library for the community. We received a lovely thank you note and photos from the Fiwagoh Orphanage in East Africa, Kenya as our package of weeded nonfiction materials arrived.

NEW BUSINESS

a. Presentation to Council Preview

Kathy presented her draft presentation for council to the library board. Members provided feedback and suggestions for change on the presentation to Kathy. The presentation to council will be presented by Kathy (Director), Sarah (Chair) and Cheryl (Treasurer). The presentation will be in June and it was noted that the presentation will be virtual via Zoom.

b. Policy Committee – Review Policies C-10 “Hours of Service”, C-11 “Use of Library Premises”, C-12 “Patron Code of Conduct”. New Policy B-12 “Local Authorities Pension Plan Benefits”.

Policy committee brought forward four policies for board members to review and approve.

Policy C-10 “Hours of Service” was reviewed. It was noted that this revised policy now contains the operating hours of each library branch as required. Members recommended that the policy should also allow for flexibility on pop-up libraries and activities happening outside of library hours. The policy committee will revise and bring back to the next board meeting.

Members reviewed Policy C-11 “Use of Library Premises”. No further discussion.

Sharon Cornelius MOVED:

That policy C-11 “Use of Library Premises” be approved.

**Seconded by: Vicki Leder
Carried Unanimously**

Policy C-12 “Patron Code of Conduct” was reviewed. Members provided feedback and suggested that the patron code of conduct include

statements on how to behave appropriately in the library. The policy committee will relook at the policy and bring back to the next board meeting.

It was requested by Local Authorities Pension Plan (LAPP) that the library board have a policy reflecting their distribution to employees of the benefits plan.

Sharon Cornelius MOVED:

That Policy B-12 “Local Authorities Pension Plan Benefits” be approved.

**Seconded by: Cheryl Budzinski
Carried Unanimously**

c. Plan of Service

An updated draft of the goals and objectives were presented to the board. Members had no further comments. Kathy will finalize the document and send to the board prior to the next meeting for members to review. Approval will need to be made at the June board meeting.

d. Champions Committee

Cheryl and Vicki opened a bank account at the Servus Credit Union on behalf of the Champions of Parkland County Libraries Society.

OLD BUSINESS

None at this time

COMMUNICATIONS

None at this time

ADJOURNMENT

The meeting was adjourned at 11:57am

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Kathy to devise and then email the board the final Plan of Service document.	Library Director

**Next Meeting: May 10, 2021
10:00am via Zoom**