

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on November 15, 2021 at the Entwistle Public Library.

<b>INTRODUCTIONS</b>	Welcome Sally Kucher Johnson councillor representative to the Parkland County Library Board!
<b>CALL TO ORDER</b>	Sarah Leteta called the meeting to order at 10:15am with the following in attendance:  <b>PCLB:</b> Cheryl Budzinski            Sally Kucher Johnson Sarah Leteta                Kathleen Linder Vicki Leder                 Sharon Cornelius <b>Administration:</b> Kathy Gardiner, Library Director
<b>ADOPTION OF AGENDA</b>	<b>Kathleen Linder MOVED:</b> That the agenda be adopted.  <b>Carried Unanimously</b>
<b>ADOPTION OF MINUTES</b>	<b>Vicki Leder MOVED:</b> That the minutes of the October 12, 2021 board meeting be adopted.  <b>Carried Unanimously</b>
<b>MEMBERS REMARKS</b>	Members introduced themselves to new council and spoke of the various committees and individual contributions to the library board.
<b>REVIEW OF ACTION ITEMS</b>	<b>Action #1</b> <i>Connect with new council members for board orientation</i> – Complete  <b>Action #2</b> Kathy to contact Parkland County RE: Makerspace funding - Complete
<b>TREASURER’S REPORT</b>	<b>a. Financial Report</b> Cheryl presented the financial report ending September 30, 2021. It was noted that there is a difference of expense amount at Tomahawk compared to the other libraries due to the DLEP grant that is expensed to Tomahawk library. Members asked for clarification on what the “Software” purchases might be under Board Expenses; Cheryl will contact Parkland County and advise members as soon as possible. <b>Cheryl Budzinski MOVED:</b> That the report be accepted as presented.  <b>Seconded by: Vicki Leder</b> <b>Carried Unanimously</b>
<b>DIRECTOR’S REPORT</b>	Library Director presented her report to the board. Kathy reiterated that public libraries are essential entities for daily living, so we are not implementing the REP program and as such need to follow restrictions that include: 1/3 capacity and physical distancing. Our libraries that our

housed in schools are able to offer services to the public during school hours, as long as it is under 15 minutes, and for any length of time after school hours (3:00pm-5:00pm and 3:00pm-7:00pm). Kathy expressed her gratitude to Parkland School Division for their support in allowing us to continue to offer services to our patrons as best we can while following both provincial mandates.

Kathy highlighted the Storywalk that is a permanent structure at Keepphills, as well as a mini ‘Halloween’ walk that we implemented on Tomahawk grounds. The Storywalks have been very impactful to visitors and residents in these communities and both are going to be putting together a Winter Wonderland walk for the holiday season. Kathy wanted to note here that Parkland County FCSS invited us to partner with them in providing treat bags to students throughout Parkland County; it was great to hand out these bags as a complement to our Storywalk.

Kathy updated the board on social media statistics and presented the overwhelming number of participants in our Halloween themed game posts for the month of October. Posts included a scrabble game and predictive text phrases as well as a Halloween bingo.

**NEW BUSINESS**

**a. Partner Library Funding**

The funding model and distribution amounts for 2022 was reviewed and discussed. As a reminder, our current 2021 funding amounts had remained stable as we did not implement the funding model for distribution last year.

It was agreed, however, that for 2022 distribution, our funding model will be utilized as libraries have been open and inter library loaning has been reinstated by the province. 2022 funding for partner libraries was presented to board members using the formula, which is based on circulation statistics from the Polaris system, so letters to partner libraries will be devised and sent out.

**OLD BUSINESS**

None at this time

**COMMUNICATIONS**

Board and Staff Christmas Party – Saturday, November 20, 2021

**ADJOURNMENT**

The meeting was adjourned at 12:30pm

**ACTION ITEM LIST**

None at this time

<b>ACTION 1</b>	Cheryl to clarify the Software amount under Board Expenses in the budget	Treasurer
<b>ACTION 2</b>	Send a letter to the partner library's indicating 2022 funding amounts	Treasurer & Director

**Next Meeting:  
January 17, 2022  
10:00am**