

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on October 12, 2021 at the Keephills Public Library.

CALL TO ORDER

Sarah Leteta called the meeting to order at 10:15am with the following in attendance:

PCLB:

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

Administration:

Kathy Gardiner, Library Director

ADOPTION OF AGENDA

Kathleen Linder MOVED:

That the agenda be adopted with the following addition:

Treasurer's Report

b. Motion to transfer funds from current account to savings plan

Carried Unanimously

ADOPTION OF MINUTES

Tracey Melnyk MOVED:

That the minutes of the September 13, 2021 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS

Tracey provided members with a YRL update. The update included that we can expect to see a reduction in our allotment funds to the libraries. It was noted here that we also provide allotment dollars to some of our partner libraries so this will impact them as well. In addition, YRL expects that there will no longer be the Alberta Library Conference in Jasper, but that there will be in person conferences next year from YRL and other library systems in the province.

The board recognized Tracey Melnyk's years of contribution to the Parkland County Library Board and YRL Board and thanked her for her commitment and dedication.

REVIEW OF ACTION ITEMS

Action #1 *Kathy to send conference information to board members - Complete*

TREASURER'S REPORT

a. Financial Report

Cheryl presented the financial report ending August 31, 2021. It was noted that the Makerspace funding has not been received by Parkland County

so Kathy will contact Parkland County and get back to the board next meeting.

Cheryl Budzinski MOVED:

That the report be accepted as presented.

**Seconded by: Vicki Leder
Carried Unanimously**

b. Motion to transfer funds from current account to savings plan

Cheryl Budzinski MOVED:

That we transfer up to \$150,000 from Servus to a new investment plan that is to be determined.

Sharon Cornelius MOVED:

To table motion to next board meeting.

Carried Unanimously

DIRECTOR'S REPORT

Library Director presented her report to the board. New restrictions came into effect for public libraries on September 20, 2021. The province has proclaimed libraries as essential entities for individuals to access in order to be able to contribute to society; with this proclamation public libraries cannot implement a vaccine exemption program and are such mandated to observe restrictions including masking, 1/3 capacity and physical distancing. All adult indoor programming must be postponed, but youth and early literacy programs can still run.

Kathy informed the board of a new temporary position at the Entwistle Public Library to fulfill coverage in the busy times after school and in the evenings. Welcome Kathy Kulak who will be starting on October 19, 2021 and working with us until April 1 in a Library Clerk position. Kathy noted the temporary position was essentially due to COVID in case libraries were mandated to close their buildings again and therefore would not be necessary to have this additional coverage on the desk.

In conclusion of the report, Kathy informed the board of two new grants (Western Diversification Revitalization Fund & UFA) that the library submitted to support the move of the Wabamun Library and no word on either of these grants as of yet.

NEW BUSINESS

a. State of Emergency (Staffing Protocols)

Sarah and Kathy updated the board on an incident that happened at the Entwistle Public Library related to COVID protocols and masking. The incident led to RCMP being involved and the board chair being contacted about the handling of the incident. Kathy noted that staff followed all procedures appropriately and in line with our Code of Conduct guidelines. Further discussion was had acknowledging the different 'climate' that our staff are facing during these difficult times. Kathy will continue to ensure that the staff feel supported and update the board if any policies need to be addressed.

OLD BUSINESS None at this time

COMMUNICATIONS Board and Staff Christmas Party – Saturday, November 20, 2021 at
Mayfield Dinner Theatre

ADJOURNMENT The meeting was adjourned at 12:30pm

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Connect with new council members for board orientation	Director & Board Chair
ACTION #2	Kathy to contact Parkland County RE: Makerspace Funding	Director

**Next Meeting:
November 15, 2021
10:00am
Entwistle Public Library**