

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on April 16, 2018 at Parkland County Centre

**CALL TO ORDER** Sarah Leteta called the meeting to order at 6:25pm with the following in attendance:

**PCLB:**

Cheryl Budzinski	Sharon Cornelius
Sarah Leteta	Kathleen Linder
Tracey Melnyk	Barb Shackel-Hardman
Jackie McCuaig	

**Administration:**

Kathy Gardiner, Library Manager

**ADOPTION OF AGENDA**

**Sharon Cornelius MOVED:**

That the agenda be adopted with the following omission:

*V. Treasurer's Report  
b. Three Year Rolling Budget*

**Carried Unanimously**

**ADOPTION OF MINUTES**

**Kathleen Linder MOVED:**

That the minutes of the March 19, 2018 board meeting be adopted.

**Carried Unanimously**

**MEMBERS REMARKS**

Members congratulated the library team on winning the Minister's Award of Excellence in Public Library Service for their WiFi Hotspots Lending Program

**REVIEW OF ACTION ITEMS**

Action items were reviewed.

Action #1: *Library Manager to revise policy A-12 "Board Financial Responsibilities" – in progress*

**Barb Shackel-Hardman MOVED:**

That the paragraph Grants, Gifts and Donations, from policy A-12 "Board Financial Responsibilities", be removed.

**Carried Unanimously**

Action #2: *Library Manager to revise policies B-2 "Staff Performance Review" and Policy B-3 "Employee Grievance Procedure" and bring to next meeting – in progress*

**TREASURER'S REPORT**

a. Financial Report

Members reviewed the financial report statement for the period ending February 28, 2018.

**Cheryl Budzinski MOVED**

That her report be accepted as presented.

**Seconded by: Sarah Leteta  
Carried Unanimously**

**LIBRARY MANAGER’S REPORT**

Library Manager submitted a written board report for members to review and ask questions. Library Manager included in her report dates of the upcoming community BBQ’s at each of our libraries and members are encouraged to attend.

**NEW BUSINESS**

**a. Policy Review: B-4 “Community Library Assistant Job Description” & Policy B-5 “Community Volunteer Job Description”**

Postponed to next meeting.

**IN CAMERA SESSION**

None at this time

**OLD BUSINESS**

**a. Policy Review: B-2 “Staff Performance Review” & Policy B-3 “Employee Grievance Procedure”**

Members reviewed policy draft that was presented and provided more suggestions for revisions. Library manager will make the changes and bring to the next meeting.

**b. Company Vehicle Proposal**

No update at this time

**c. Partner Library Funding/Advocacy**

A lengthy discussion was held on the partner library funding. Members reviewed partner library operating budgets and financial statements and also looked at the history of partner library funding. Members agreed that more discussion was needed to make an appropriate decision.

**OTHER BUSINESS**

None at this time

**COMMUNICATIONS**

None at this time

**ADJOURNMENT**

The meeting was adjourned at 8:00pm

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Library Manager to revise policy A-12 “Board Financial Responsibilities”	Library Manager
ACTION #2	Library Manager to revise policies B-2 “Staff Performance Review” and B-3 “Employee Grievance Procedure” and add to next meeting package	Library Manager

**Next Meeting: May 7, 2018 5:30pm, Parkland County Centre**