

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on January 15, 2018 at Parkland County Centre

INTRODUCTIONS Current board members welcomed Sharon Cornelius and Kathleen Linder to the library board.

CALL TO ORDER Tracey Melnyk called the meeting to order at 6:10pm with the following in attendance:

PCLB:

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

Administration:

Kathy Gardiner, Library Manager

ELECTIONS OF EXECUTIVE **Board Chair**

Tracey Melnyk called for nominations of Board Chair

Barb Shackel-Hardman nominated Sarah Leteta for Board Chair

Kathleen Linder MOVED:

That nominations for Board Chair cease.

**Seconded by Sharon Cornelius
Carried Unanimously**

Sarah Leteta was declared Chair of the PCLB

Vice Chair

Sarah Leteta assumed the position of Board Chair and called for nominations of Vice Chair.

Cheryl Budzinski nominated Barb Shackel-Hardman for Vice Chair

Cheryl Budzinski MOVED:

That nominations for Vice Chair cease.

**Seconded by Kathleen Linder
Carried Unanimously**

Barb Shackel-Hardman was declared Vice Chair of the PCLB

Treasurer

Sarah Leteta called for nominations of Board Treasurer

Jackie McCuaig nominated Cheryl Budzinski for Board Treasurer

Jackie McCuaig MOVED:

That nominations of Board Treasurer cease

**Seconded by Sharon Cornelius
Carried Unanimously**

Cheryl Budzinski was declared Treasurer of the PCLB

ADOPTION OF AGENDA

Kathleen Linder MOVED:

That the agenda be adopted with the following additions:

X. New Business

c. Meeting Dates and Times

d. Annual Workplan

e. Alberta Library Conference

Carried Unanimously

ADOPTION OF MINUTES

Barb Shackel-Hardman MOVED:

That the minutes of the November 6, 2017 board meeting be adopted.

Carried Unanimously

IN CAMERA SESSION

None at this time

MEMBERS REMARKS

Board members expressed interest in the Rural Library Conference in Grande Prairie. Kathy will email information to the board.

REVIEW OF ACTION ITEMS

Action items were reviewed.

Action #1: *Request long term service and retirement policies from Parkland County – Completed*

Action #2: *Library Manager to email PFN report to library board for review for the Minister Award - Completed*

Action #3: *Inform Entwistle Principal at the library board is interested in pursuing sharing a digital sign for school and library – Completed.*

TREASURER'S REPORT

a. Financial Report:

Cheryl presented the financial report to the board. She reviewed line items and expenses for new board members. Library Manager also presented a spreadsheet detailing the outlet libraries spending on Programming and Materials and Collection.

Cheryl Budzinski MOVED:

That the treasurer's report be accepted as presented.

Carried Unanimously

LIBRARY MANAGER'S REPORT

Library Manager presented her report and updated the board on Keephills facility that had some flooding due to pipes rupturing. There was no damage to the library.

Manager also submitted two reports for the board to review for nominations for the Minister Awards of Excellence. Board agreed that we should nominate both services for the award: Services to Paul First Nation and the Library Hotspots Lending Program. Kathy will finalize the reporting before the submission deadline.

NEW BUSINESS

a. Partner Library Funding

Members agreed to hold the funding formula meeting at the same time as the regular scheduled board meeting on Monday, February 5th.

b. Remembering Sharon McGuire

Board members discussed various options that the libraries and the board could do to remember Sharon McGuire who was a long standing board member that passed away suddenly. One thought was dedicating a collection in our new library at Entwistle. Board members will discuss further at the next meeting.

c. 2018 Meeting Dates and Times

Members agreed to meet the 3rd Monday of the month when possible.

Upcoming meeting dates are as follows:

Monday, February 5

Monday, March 19

Monday, April 16th

d. Annual Work Plan

Items highlighted in a board annual work plan document could include Strategic Planning, Three Year Rolling Budget, Council Presentations, and other distinct items that happen at certain times throughout the year. Kathy will devise a document.

e. Alberta Library Conference – April 26-April 29, 2018

Board members are invited to attend the Alberta Library Conference in Jasper. Some members were also interested in the Rural Library Conference in Grande Prairie. Kathy will send information on both conferences to the board.

OLD BUSINESS

b. Policy B-23 Long Service Recognition

Board members reviewed and approved Policy B-23 Long Service Recognition.

Barb Shackel Hardman MOVED:

That Policy B-23 Long Service Recognition be approved.

Carried Unanimously

a. Entwistle Community Hub

The Entwistle Community Hub Committee gave an overview of the vision for a new public library in Entwistle. A copy of the report was emailed to Parkland County in December and Kathy will email the report to new board members.

c. Entwistle Sign

Mr. Murrin going together to purchase a digital and electronic sign cost share. The new Principal at Entwistle is interested in working with the public library on cost sharing for a digital sign. Board members agreed that this would be beneficial for the public library.

OTHER BUSINESS

None at this time

COMMUNICATIONS

Board Basics Workshop in Leduc on Saturday, February 3 9:30am-3:30pm.

ADJOURNMENT

The meeting was adjourned at 8:45pm

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Library Manager to submit the nominations for the Minister Award.	Library Manager
ACTION #2	Library Manager to email conference information to all board members	Library Manager
ACTION #3	Library Manager to email Community Hub report to new board members.	Sarah Leteta

**Next Meeting:
February 5, 6:00pm
Parkland County Centre**