

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on June 14, 2018 at Entwistle Public Library

CALL TO ORDER Sarah Leteta called the meeting to order at 6:20pm with the following in attendance:

PCLB:

Cheryl Budzinski Sharon Cornelius
Sarah Leteta Kathleen Linder
Tracey Melnyk
Jackie McCuaig

Administration:

Kathy Gardiner, Library Manager
Valerie Craddock, Entwistle Library

With Regrets: Barb Shackel-Hardman

ADOPTION OF AGENDA

Sharon Cornelius MOVED:

That the agenda be adopted with the following addition:

IX. Other Business

a. Remembering Sharon McGuire

New business

d. Library Council Presentation

Carried Unanimously

ADOPTION OF MINUTES

Jackie McCuaig MOVED:

That the minutes of the May 7, 2018 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS

Members remarked at the importance of our Community BBQ's in building community. Board and staff are very impressed at the community involvement and the number of people that continue to come each year to the BBQ's.

REVIEW OF ACTION ITEMS

Action items were reviewed.

Action #1: Library Manager to invite a representative from PLSB to the September board meeting - Completed

Kerry Anderson will be available to come to our next board meeting, along with a staff member, on September 17th beginning at 5:30pm.

TREASURER'S REPORT

a. Financial Report

Members reviewed the financial report ending April 30, 2018. No issues or concerns were reported.

Cheryl Budzinski MOVED:

That her report be accepted.

Seconded by: Kathleen Linder

LIBRARY MANAGER'S REPORT

Library Manager submitted a written board report for members to review. In addition to the Managers report, Community Services and Library Assistants reports were also provided. Members enjoyed reading the reports and particularly liked hearing the experiences of how the library is impacting people's lives as in the example of Valerie Craddock's report from Entwistle Library.

NEW BUSINESS

a. Policy Review: B-7 "Hours of Service Description" & Policy B-8 "Building Use"

Board members agreed to view policies more in depth at the next meeting. Kathy to include these policies again in the next board package.

b. YRL Conference

Board members and library staff will be attending the YRL conference on Friday, September 14 at the River Cree Resort.

c. Christmas Party

Members agreed to hold our annual board/staff Christmas party at the Mayfield Dinner Theatre. Kathy will purchase tickets for the events and update the board next meeting.

Kathleen Linder MOVED:

That the annual Board/Staff Christmas Party be held at Mayfield Dinner Theatre.

Seconded by: Cheryl Budzinski

d. Library Council Presentation

Members discussed and debriefed the recent board presentation to council on June 12, 2018. The board was asked to present the Entwistle Community Hub" report that our "Entwistle Hub Committee" devised. Board Chair, Sarah Leteta, and Entwistle Librarian, Valerie Craddock, will present the report.

OLD BUSINESS

a. Policy Review: B-2 "Staff Performance Review" & Policy B-3 "Employee Grievance Procedure"

Policies were discussed and approved under "Review of Action Items" on the agenda.

c. Partner Library Funding/Advocacy

A brief discussion was held on the partner library funding. Members reviewed partner library operating budgets and financial statements again. Members are looking forward to hearing Kerry Anderson speak to funding at the September board meeting.

OTHER BUSINESS

a. Remembering Sharon McGuire

Members agreed to dedicate a reading nook within Keephills Library to Sharon McGuire. Kathy will also investigate a memorial bench as a possibility as well.

COMMUNICATIONS

None at this time

IN CAMERA SESSION

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 purchase tickets to Mayfield Dinner Theatre	Library Manager

**Next Meeting: September 17, 2018
5:30pm, Parkland County Centre**