

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on March 19, 2018 at Parkland County Centre

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

PCLB:

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

Administration:

Kathy Gardiner, Library Manager

With Regrets:

Jackie McCuaig

ADOPTION OF AGENDA Cheryl Budzinski **MOVED:**
That the agenda be adopted with the following revision:

IX. Old Business

b. Partner Library Funding/Advocacy

Carried Unanimously

ADOPTION OF MINUTES Sharon Cornelius **MOVED:**
That the minutes of the February 5, 2018 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS

a. Volunteer Appreciation Dinner: Members remarked that they enjoyed the appreciation dinner. They particularly liked the format of the evening and Tracey will provide this feedback to the organizing committee.

b. Board Basics Workshop and Symposium: Sarah Leteta and Kathleen Linder attended the half day board basics workshop in Sherwood Park. Library Manager also remarked about the 2-day Symposium she attended, along with Sarah Leteta and Cheryl Budzinski, hosted by PLSB. The Symposium titled: "We're Only Human" was dedicated to Human Resources and attendees felt it was beneficial and requested for the board to focus on policy this year.

c. Tri-Board Meet and Greet: Members remarked that this was a lovely evening hosted by Spruce Grove Public Library and appreciated hearing the collaboration and partnerships of the three libraries from the presentation put on by the three library directors.

d. Meeting with Lenny Richer from Parkland County: Sarah Leteta and the Library Manager met with Lenny Richer and Angela Turner from

Parkland County to discuss projects, supports, and initiatives that they are doing. Angela asked if the libraries would be interested in having a travelling art exhibit from the art collection at Parkland County. We agreed that we would like to continue to meet on a regular basis throughout the year.

REVIEW OF ACTION ITEMS Action items were reviewed.

Action #1: *Library Manager to submit the approved 2018 Public Library Survey & 2017 Annual Report to PLSB - Completed.*

Action #2: *Library Manager to email board members partner library financials - Completed*

TREASURER’S REPORT

a. General Operations Contingency Reserve

Cheryl Budzinski MOVED:

That the board transfers \$12,000.00 to the general operations contingency reserve.

**Seconded by: Barb Shackel-Hardman
Carried Unanimously**

b. Financial Report

Members reviewed the financial report statement for the period ending January 31, 2018. Cheryl commented that next week she will be meeting with Parkland County financial reporting staff, along with the library manager, to clarify details of the monthly financial reports.

c. Three Year Rolling Budget

A draft of the Three Year Rolling Budget to 2020 was presented. Board members were asked to review and come back to the next meeting with thoughts on the budget for 2019. Presentation to council will be held in June.

Cheryl Budzinski MOVED

That her report be approved.

**Seconded by: Kathleen Linder
Carried Unanimously**

LIBRARY MANAGER’S REPORT

Library Manager submitted a board report for members to review. Attached to the report was a annual report summary of statistics for 2017. Members were pleased to see an increase in the outreach programs and noted the number of participants.

Library Manager also highlighted that the WiFi Hotspots Lending Program and the On-Reserve Services to Paul First Nation are nominated for a

YOU Libraries Award in conjunction with the Minister's Award.
Nominations are open from March 19 – March 23.

NEW BUSINESS

a. Policy B-22 "Staff Performance Review" & Policy B-3 "Employee Grievance Procedure"

Board members reviewed the current policy on staff performance reviews and employee grievance procedures. Library Manager to draft changes to the policies and bring back to next meeting.

b. Signing Authority

Board members reviewed policy A-12 "Board Financial Responsibilities" and recommended revisions. Library Manager will make the revisions and bring the revised copy to the next meeting.

Tracey Melnyk MOVED:

That policy A-12 "Board Financial Responsibilities" should be amended to read the following: "Signing officers shall be appointed at each annual organizational meeting and shall be assigned to the Board Treasurer and any other two board members".

**Seconded by: Barb Shackel-Hardman
Carried Unanimously**

Tracey Melnyk MOVED:

That we remove Lisa Gilchrist and add Cheryl Budzinski, Barb Shackel-Hardman, and Sharon Cornelius to the library board signing authority for Servus bank.

**Seconded by: Kathleen Linder
Carried Unanimously**

Cheryl Budzinski MOVED:

That we remove Lisa Gilchrist and add Cheryl Budzinski, Barb Shackel-Hardman, and Sharon Cornelius to library board signing authority at ATB.

**Seconded by: Kathleen Linder
Carried Unanimously**

c. Company Vehicle Proposal

Library Manager presented a proposal on leasing a company vehicle through Parkland County for use by the Library Manager and Community Services Librarian. Board members agreed that this would be beneficial for the organization and recommended magnetic advertising for the vehicle. Library manager will proceed and research costs for car magnets.

IN CAMERA SESSION

None at this time

OLD BUSINESS

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

Board members who are attending have been registered for the library conference.

b. Partner Library Funding/Advocacy

Forming an advocacy committee (talk about funding, council presentation) next month policy and then advocacy.

OTHER BUSINESS

None at this time

COMMUNICATIONS

YRL 2017 Annual Report

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:
April 16, 2018 5:30pm
Parkland County Centre**