

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on May 7, 2018 at Parkland County Centre

CALL TO ORDER Sarah Leteta called the meeting to order at 5:30pm 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 Tracey Melnyk **MOVED:**
That the agenda be adopted with the following addition:

IX. Other Business

a. BBQ dates

Carried Unanimously

ADOPTION OF MINUTES Kathleen Linder **MOVED:**
That the minutes of the April 16, 2018 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS Members remarked on the Alberta Library Conference and congratulated Alex Daum and the library team on winning the Ministry Award. Members who attended Alex's presentation session on services to Paul First Nation thought it was excellent. There was networking opportunities and many people asked about our WiFi Hotspots service.

Members discussed the upcoming Council Meeting on Tuesday, May 8 in Entwistle. Members were encouraged to attend in support of the Entwistle Community Hub.

REVIEW OF ACTION ITEMS Action items were reviewed.

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

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

Sharon Cornelius MOVED:

That Policy B-2 “Staff Performance Review”, renamed “Performance Appraisals”, be approved.

Seconded by: Kathleen Linder

Tracey Melnyk MOVED:

That Policy B-3 “Employee Grievance Procedure”, renamed “Employee/Volunteer Grievance Procedure”, be approved.

Seconded by: Barb Shackel-Hardman

TREASURER’S REPORT

a. Financial Report

None at this time.

b. Three Year Rolling Budget

Cheryl Budzinski presented the three year rolling budget. Kathy to review the staff salary and wages for 2019 and 2020 to ensure the budget reflects the wage grid. Cheryl will email the revisions for board approval and then send to Lenny Richer at Parkland County.

LIBRARY MANAGER’S REPORT

Library Manager submitted a written board report for members to review. Report included the announcement of Entwistle School building closure.

NEW BUSINESS

a. Policy Review: B-4 “Community Library Assistant Job

Description” & Policy B-5 “Community Volunteer Job Description”

Members agreed that the policy statement should affirm that there are job descriptions for each paid position and for volunteering at the library; therefore, the actual job description will be removed from the policy statement and held in the procedures manual.

Cheryl Budzinski MOVED:

That Policy B-4 “Community Library Assistant Job Description”, renamed “Job Descriptions”, be approved.

Seconded by: Sharon Cornelius

Kathleen Linder MOVED:

That Policy B-5 “Community Volunteer Job Description”, renamed “Volunteering at the Library”, be approved with the following amendment:

Volunteers over the age of 18 should provide a criminal record check.

Seconded by: Sharon Cornelius

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” of the agenda.

b. Company Vehicle Proposal

The county asked for a formal request from the library board stating their approval of leasing a vehicle with Parkland County. A letter was drafted and will be sent to Lenny Richer.

c. Partner Library Funding/Advocacy

A lengthy discussion was held on the partner library funding. Members reviewed partner library operating budgets and financial statements. Members suggested that they would benefit from having someone from the Public Library Services Branch (PLSB) speak to various models of funding. Kathy will invite Kerry Anderson from PLSB to the September meeting.

OTHER BUSINESS

BBQ Dates

Board members are encouraged to attend the community BBQ's at the library locations. Members will hold their June board meeting in Entwistle after the BBQ.

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 invite a representative from PLSB to the September board meeting	Library Manager

**Next Meeting: June 14, 2018
6:30pm, Entwistle Public Library**