

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on October 12, 2016 at Parkland County Centre.

CALL TO ORDER

Lisa Gilchrist called the meeting to order at 6:18pm with the following in attendance:

PCLB:

Cheryl Budzinski Lisa Gilchrist
Tracey Melnyk Sonia Poulin
Lorraine Stewart

Administration:

Valerie Wittek, Library Manager

With Regrets:

Sharon McGuire
Jackie McCuaig

ADOPTION OF AGENDA

Lorraine MOVED:

That the agenda be adopted with the following addition:

IX. New Business

c. YRL Allotment
d. Christmas Party

That the agenda be adopted with the following omission:

VI. Treasurer's Report

a. Financial report

Carried Unanimously

ADOPTION OF MINUTES

Tracey MOVED:

That the minutes of the September 19, 2016 board meeting be adopted with the following modification:

d. HR Strategy

"The board mentions that in order to maintain transparency as an organization the current Community Services Librarian contract will be extended until June..."

Carried Unanimously

IN CAMERA SESSION

Lorraine MOVED:

That the board moves in camera at 6:25pm.

Carried Unanimously

Valerie Wittek left the room for this portion of the meeting.

Cheryl MOVED:

That the board moves out of camera at 6:55pm

MEMBERS REMARKS

Lorraine inquired about barrier-free access for indigenous peoples. This information was included in the manager's report.

REVIEW OF ACTION ITEMS

Action #1: *Valerie to compile information on working alone policies and library hours* --- Completed

Action #2: *Valerie to compile ideas for Canada 150 and present to the board* --- Completed

TREASURER'S REPORT

a. Rolling Budget

Cheryl presented the rolling budget to 2019.

Increasing benefits will change how much we are asking the county for. Cheryl mentions that we kept in the \$10,000 contribution for Keephills. Valerie inquired about funding for community services programs – the board decides the best option would be to pool all library program money together and the manager will decide where the money is spent. A motion is not needed at this time for the rolling budget as it is not finalized.

LIBRARY MANAGER'S REPORT

Valerie presented the previously supplied manager's report. Valerie presented the Keephills plan with the suggested changes made. The plan will be updated throughout the year (statistics to be updated quarterly) and census results will be included once they are available. Valerie also presented ideas for Canada 150. We are currently waiting to apply for a grant to find out what the scale of our project can be. Valerie updated the board on funding for Aboriginal services and our plans with the grant money.

OLD BUSINESS

a. HR Strategy

The board is waiting to see the final budget to find out the cost for each employee to pay into benefits. From here, we will evaluate whether to move forward.

Tracey will look into other options and the possibility of opting out.

b. Working Alone

Tracey suggests an opportunity here to increase programming with an additional staff member present. Sonia suggests that regardless, we look into getting panic buttons for the staff members. Lisa suggests exploring the hours we are open, perhaps changes need to be made so that staff can accompany each other. Valerie will look into these things.

Staff should be reminded that if they feel unsafe at any time they do not have to open the door for a patron.

NEW BUSINESS

a. Borrowing Resolution

The Marigold Library system is looking for support and advocacy in libraries borrowing funds for building costs. There was no motion forward from the board to take action.

b. Policy Review

Policies A-6 through A-9 were reviewed and will be edited for approval at the next board meeting.

c. YRL Allotment

Valerie will check if we advised a change to YRL last year. Ideally we would like the allocation to go in line with the formula.

d. Christmas Party

Tracey suggested some alternative ideas for a Christmas party this year, Valerie will check what the staff would prefer.

OTHER BUSINESS

a. Gift for Sharon

The board will send flowers to Sharon in the amount of \$75 after her surgery.

COMMUNICATIONS

None at this time.

ADJOURNMENT

The meeting was adjourned at 8:40pm.

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Valerie to research panic buttons and gather information on working alone schedules	Library Manager
ACTION #2	Tracey to look into different possibilities for benefit packages and opting out	Board Member
ACTION #3	Valerie to edit policies containing board suggestions before next meeting	Library Manager

**Next Meeting:
November 17, 2016
Duffield Public Library**