

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on September 17, 2018 at Parkland County Centre.

**Guest Presentation: Kerry Anderson, Manager, Public Library Services Branch (PLSB)
Miranda Maguire, Library Consultant, Public Library Services Branch (PLSB)**

Kerry and Miranda gave a brief overview of their positions with PLSB and their primary responsibilities of administering the Libraries Act and ensuring libraries follow and understand the Act and Regulations. They also discussed Bylaws and Policies and offered to send copies of their "Policy Guides for Alberta Public Library Boards" to Kathy to distribute.

Kerry also reviewed the library boards current funding formula to their partner libraries. She expressed her views and thought it was a thorough, equitable and fair formula. Furthermore, she thought circulation was a good indicator of usage but did, however, suggest that for the future we should consider eBook circulation in our circulation numbers. Kerry also advised the board to align their Plan of Service goals and objectives with the funding to partner libraries.

Guest Presentation: Dave Cross, Manager Parkland County – Entwistle Community Hub update

Dave Cross attended the library board meeting to provide an update on the Entwistle Library and Community Hub. He indicated that the Entwistle Steering Committee has been meeting regularly to create the Statement of Requirements for the facility which includes the library. Having our own "Library Community Hub Committee" develop a proposal for the library with an outline of general requirements, it was simple to add these to the overall Statement of Requirements document. The Steering Committee will continue to meet throughout the entire process and Dave and Kathy will update the board as information arises.

CALL TO ORDER Sarah Leteta called the meeting to order at 7:00pm 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 Barb Shackel-Hardman **MOVED:**
That the agenda be adopted.

Carried Unanimously

ADOPTION OF MINUTES Sharon Cornelius **MOVED:**
That the minutes of the June 14, 2018 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS Members who attended the YRL Conference thought overall it was a good conference with a wide variety of sessions to choose from. Members enjoyed the presentation that Kathy, Alex and Barb Scully presented: “The Power of Partnerships in Bridging the Digital Divide” and thought beyond the presentation itself, it showed an example of having a good relationship with our municipality and how beneficial it is.

IN CAMERA SESSION **Kathleen Linder MOVED:**
That the board move in-camera at 7:25pm.

Sharon Cornelius MOVED:
That the board move out of camera at 7:40pm.

REVIEW OF ACTION ITEMS Action items were reviewed.

Action #1: Library Manager to purchase tickets to Mayfield Dinner Theatre – Completed

TREASURER’S REPORT **a. Financial Report**
Members reviewed the financial report ending July 31, 2018. No issues or concerns were reported.

Cheryl reported that the Partner Libraries have received their funding upon receipt of the provincial funding in July 2018.

Cheryl Budzinski MOVED:
That her report be accepted.

Seconded by: Barb Shackel-Hardman

LIBRARY MANAGER’S REPORT

Library Manager submitted a written board report for members to review. In addition to the Managers report, Community Services Librarian report was also provided. Members commented about the ALA Conference that Library Manager and Community Services Librarian attended in New Orleans and thought the overall experience and certainly the sessions were beneficial to the staff.

NEW BUSINESS No new business at this time

OLD BUSINESS **a. Policy Review: B-7 “Hours of Service Description” & Policy B-8 “Building Use”**
Postponed to next meeting.

b.Christmas Party

A reminder to board members that the Christmas party date is Saturday, December, 15 2018. Kathy will send a calendar invite to the Christmas Party.

c. 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.

Barb Shackel-Hardman MOVED:

That a memorial to Sharon McGuire will be at Keephills Library in an amount up to \$500.00.

d. Partner Library Funding/Advocacy

Item discussed with PLSB presentation at beginning of meeting

**OTHER BUSINESS
COMMUNICATIONS**

None at this time

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	Send Christmas party invite to board members	Library Manager

**Next Meeting: October 15, 2018
5:30pm
Keephills Public Library**