

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on September 19, 2016 at Tomahawk Public Library.

CALL TO ORDER

Lisa Gilchrist called the meeting to order at 6:17pm with the following in attendance:

PCLB:

Cheryl Budzinski Lisa Gilchrist
Jackie McCuaig Tracey Melnyk
Lorraine Stewart – via conference call

Administration:

Valerie Wittek, Library Manager

Library Staff:

Chris Goerz – Tomahawk Library

With Regrets:

Sharon McGuire
Sonia Poulin

ADOPTION OF AGENDA

Tracey MOVED:

That the agenda be adopted with the following addition:

VI. Treasurer's Report

c. ATB Demand

That the agenda be adopted with the following deferral:

X. In camera session

Carried Unanimously

ADOPTION OF MINUTES

Jackie MOVED:

That the minutes of the June 21, 2016 board meeting be adopted with the following modification:

Header: PCLB Minutes June 21, 2016

Carried Unanimously

MEMBERS REMARKS

Jackie gave an update from the YRL board meeting. An update was received from ALTA; there is a PowerPoint 2.0 available on the website for trustees, updated trustee lists need to be sent to ALTA, they are also looking for a new alternate member for ALTA. Rick Mercer has been booked for ALC next year

Lisa thanks Chris for hosting the meeting tonight and thanks the staff and manager for their hard work this summer.

REVIEW OF ACTION ITEMS There are no action items to review at this time.

TREASURER'S REPORT **a. Financial Report**

Cheryl presented the treasurer's report.

The Library Manager salary is currently being taken from the Entwistle salary on the budget sheets, the county will change this in September. We received a cheque from the county for \$63,000.00 which will cover the salary of the community services librarian. The Plan 24 account is currently sitting at \$41,000.00.

b. Rolling Budget

Cheryl presented the rolling budget to 2019.

Cheryl states that this is not the final rolling budget (it will be presented at the next meeting). We are trying to build up our reserve for the replacement plan.

Tracey mentions that it is the board's prerogative to determine how money is spent; we are simply asking council for the funds.

The money in the reserve is being built up, we are not using it for operations.

Lorraine asks about the Keephills money. Since it has been moved to reserve and will build up are we obligated to use it for Keephills? Cheryl says it's not restricted and Tracey mentions that we can always reduce the budget ask if we don't need additional funds.

Cheryl MOVED:

That the treasurer's report be accepted as presented.

Seconded by Tracey Melnyk

Carried Unanimously

c. ATB Demand

Cheryl met with ATB regarding a notice demand account. We can open an operating account where transferred money would go. Jackie suggests inquiring about similar rates at Servus rather than using multiple banks – Cheryl will look into it.

LIBRARY MANAGER'S REPORT

Valerie presented the previously supplied manager's report. Valerie inquired as to how the board would like to receive updates on Plan of Service tracking. The board suggested quarterly updates. Valerie also updated the board on staffing changes (letter attached) and the new Library Assistant in Entwistle. Rima Halabi will work for us temporarily until January 2017.

a. Tomahawk Update

Chris shared information about upcoming programs including yoga, card making and movie night. She also mentioned that next year is Tomahawk Library's 60th anniversary.

The board discussed purchasing gifts for employees on maternity leave.

OLD BUSINESS

a. Keephills Strategy

Valerie will send out a copy of the updated strategy for board feedback at the next meeting.

NEW BUSINESS

a. Working Alone Policy

Tracey shared her concern about staff working alone. Outside of school hours the outside doors are locked and this is not ideal if there is a problem patron as no one can get in. Tracey suggests looking at hiring a part-time employee and creating greater expectations around programming.

Lisa suggests looking up the county's policy on working alone as well as WCB regulations and finding out which are employees are alone and when – Valerie will do this.

b. Canada 150

Tracey mentions doing a special project for Canada's 150th. Valerie mentioned that she and Alex had discussed doing a book project in conjunction with another organization (i.e. Hills of Hope). Other ideas include a book of children's art or a video story project.

c. Policy Review

Review of policies A-6 through A-9 will be deferred until the next board meeting.

Valerie mentions that policy A-10 is no longer in effect as the library manager performs the board administrative duties.

Jackie MOVED:

That Policy A-10 be removed from PCLB's Policies.

Carried Unanimously

IN CAMERA SESSION

Jackie MOVED:

That the board moves in camera for the HR strategy discussion at 7:25pm.

Carried Unanimously

Valerie Wittek and Chris Goerz left the room for this portion of the meeting.

Tracey MOVED:

That the board moves out of camera at 7:52pm.

Carried Unanimously

d. HR Strategy

Lorraine MOVED:

That the acting library manager’s request to return to the position of library assistant in Entwistle effective January 15, 2017 be approved.

Seconded by Jackie McCuaig

Carried Unanimously

The board mentions that in order to maintain transparency as an organization Alex’s position will be extended until June; this will give the returning library manager time to evaluate and then post the position externally.

Tracey MOVED:

To extend Alex’s position as Community Services Librarian to June 30, 2017.

Seconded by Cheryl Budzinski

Carried Unanimously

OTHER BUSINESS

None at this time.

COMMUNICATIONS

None at this time.

ADJOURNMENT

The meeting was adjourned at 8:01pm.

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Valerie to compile information on working alone policies and library hours	Library Manager
ACTION #2	Valerie to compile ideas for Canada 150 and present to the board	Library Manager

**Next Meeting:
Date TBD
Duffield Public Library**