

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on January 15, 2024 at the Parkland County Centre.

### INTRODUCTIONS

Members welcomed Amanda Bird to the Parkland County Library Board.

### CALL TO ORDER

Sharon Cornelius called the meeting to order at 5:30pm with the following in attendance:

#### **PCLB:**

Cheryl Budzinski	Sharon Cornelius
Sarah Leteta	Amanda Bird
Vicki Leder	Sally Kucher-Johnson
Rob Wiedeman	

#### **Administration:**

Kathy Gardiner, Library Director

### ELECTIONS OF EXECUTIVE

#### **Board Chair**

**Sharon Cornelius** called for nominations of Board Chair.

Vicki Leder nominated Sarah Leteta for Board Chair.

#### **Sally Kucher-Johnson MOVED:**

That nominations for Board Chair cease.

**Seconded by: Vicki Leder  
Carried Unanimously**

Sarah Leteta was declared Chair of the PCLB and resumed with Chair duties.

#### **Vice Chair**

Sarah Leteta called for nominations of Vice Chair.

Cheryl Budzinski nominated Sharon Cornelius for Board Vice Chair.

#### **Sarah Leteta MOVED:**

That nominations for Board Vice Chair cease.

**Seconded by: Vicki Leder  
Carried Unanimously**

Sharon Cornelius was declared Board Vice Chair of the PCLB.

#### **Treasurer**

Sarah Leteta called for nominations of Board Treasurer.

Vicki Leder nominated Cheryl Budzinski for Board Treasurer.

#### **Sarah Leteta MOVED:**

That nominations of Board Treasurer cease.

**Seconded by: Sharon Cornelius  
Carried Unanimously**

Cheryl Budzinski was declared Board Treasurer of the PCLB.

ADOPTION OF AGENDA	<p>Vicki Leder <b>MOVED:</b> That the agenda be adopted.</p> <p style="text-align: right;"><b>Carried Unanimously</b></p>
ADOPTION OF MINUTES	<p>Sharon Cornelius <b>MOVED:</b> That the minutes of the November 20, 2023 board meeting be adopted.</p> <p style="text-align: right;"><b>Carried Unanimously</b></p>
MEMBERS REMARKS	<p>Members remarked on the board/staff Christmas party at the Mayfield Dinner Theatre and that it was great to see everyone together.</p>
REVIEW OF ACTION ITEMS	<p>Action items were reviewed.</p> <p style="text-align: center;"><i><b>Action #1:</b> Draft board terms of reference and bring to next board meeting. – policy committee will bring forth.</i></p>
TREASURER'S REPORT	<p><b>a. Financial Report</b> Cheryl presented the financial report as of November 30, 2023 for review. Utilizing the county specific codes for expenditures reports have helped our financial statements and monthly reports reflect our budget. Cheryl indicated that Parkland County funding should be deposited by the end of the month so we should not have to transfer money from our savings plan.</p> <p>Cheryl Budzinski <b>MOVED:</b> That her report be accepted as presented.</p> <p style="text-align: right;"><b>Seconded by: Amanda Bird</b> <b>Carried Unanimously</b></p>
DIRECTOR'S REPORT	<p>Library Director presented her board report for board members to review. Members appreciated the information on the seniors shuttle bus that is available for Parkland County residents.</p>
NEW BUSINESS	<p><b>a. 2024 Meeting Dates and Times</b> Board members agreed to hold the majority of their meetings on the third Monday of every month at the Parkland County Centre starting at 5:00pm. Some spring meetings may happen at the service point libraries for members to meet staff and visit library locations.</p> <p><b>b. Signing Authority</b> Signing Authority officers for the 2024 year remain with Cheryl Budzinski, Sharon Cornelius, and Vicki Leder as signing authority officers for Parkland County Library Board.</p> <p><b>c. Policy Committee 2023</b> Members of the Policy Committee for 2024 include Sharon Cornelius, and Amanda Bird and Library Director.</p>
OLD BUSINESS	<p>None at this time</p>

**IN CAMERA**

**Rob Wiedeman MOVED:**

That the board meeting go in camera at 6:06pm.

**Rob Wiedeman MOVED:**

That the board meeting moves out of in camera at 6:24pm.

**COMMUNICATIONS**

Christmas card from Minister McIver Alberta Municipal Affairs

**ADJOURNMENT**

The meeting was adjourned at 7:02pm.

**ACTION ITEM LIST**

None at this time.

**Next Meeting: February 26, 2024 5:00pm  
Parkland County Centre**

A handwritten signature in dark ink, appearing to read "Sarah Lelek".

March 11, 2024