

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Virtual Meeting on January 18, 2021 via Zoom.

INTRODUCTIONS Members of the Board welcomed Councillor John McNab who is the newly appointed Councillor to the library board.

CALL TO ORDER Sarah Leteta called the meeting to order at 10:00am with the following in attendance:

PCLB:

Cheryl Budzinski	Sharon Cornelius
Sarah Leteta	John McNab
Vicki Leder	Tracey Melnyk
Kathleen Linder	

Administration:

Kathy Gardiner, Library Director

ELECTIONS OF EXECUTIVE **Board Chair**

Kathleen Linder called for nominations of Board Chair

Tracey Melnyk nominated Sarah Leteta for Board Chair

Sharon Cornelius 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 assumed the position of Board Chair and called for nominations of Vice Chair.

Vicki Leder nominated Kathleen Linder for Board Vice Chair

Tracey Melnyk MOVED:

That nominations for Board Vice Chair cease.

**Seconded by: Sharon Cornelius
Carried Unanimously**

Kathleen Linder was declared Board Vice Chair of the PCLB

Treasurer

Sarah Leteta called for nominations of Board Treasurer

Sharon Cornelius nominated Cheryl Budzinski for Board Treasurer

Kathleen Linder MOVED:

That nominations of Board Treasurer cease

**Seconded by: Vicki Leder
Carried Unanimously**

Cheryl Budzinski was declared Board Treasurer of the PCLB

ADOPTION OF AGENDA

Cheryl Budzinski MOVED:

That the agenda be adopted.

Carried Unanimously

ADOPTION OF MINUTES

Sharon Cornelius MOVED:

That the minutes of the November 30, 2020 board meeting be adopted with the following addition after Review of Action Items:

~ at 10:10am Sarah Leteta assumed her role of Board Chair and continued to chair the meeting

Carried Unanimously

MEMBERS REMARKS

Tracey Melnyk told members about the HELM Project for organizations to support guided virtual programming and virtual childcare. Kathy will investigate further for the team and report back to the board for any contributions in the future.

All members remarked on reading the library employees reports submitted in the board package. Good to hear how everyone is doing during this time and how busy the libraries are while facilities are closed.

REVIEW OF ACTION ITEMS

Action items were reviewed.

Action #1: *Kathy to distribute Memorandum of Agreements to Partner Libraries – Completed*

Action #2: Update one another when information arises regarding the current COVID-19 situation - Ongoing

TREASURER'S REPORT

a. Financial Report

Cheryl presented the financial report as of December 31, 2020 for review.

Cheryl Budzinski MOVED:

That her report be accepted as presented.

**Seconded by: Kathleen Linder
Carried Unanimously**

b. Three Year Rolling Budget

Cheryl Budzinski advised that the Three Year Rolling budget will be presented at next meeting.

DIRECTOR'S REPORT

Library Director, along with all library staff, submitted board reports for review. Kathy welcomed James Bryl from the Wabamun Public Library to the team. Kathy also highlighted services, such as curbside service and virtual programs that all the libraries are offering during the recent lockdown that began December 13, 2020.

In light of the recent shutdown, we are still able to offer one of our Digital Literacy Exchange Program courses on Quickbooks in partnership with Tri-CALA. The course is being offered virtually via zoom and will be held on two dates January 23 and January 30th.

NEW BUSINESS

a. Wabamun Public Library

Members were informed that Wabamun Library Board dissolved effective December 31, 2020 and transferred all assets to the Parkland County Library Board.

Cheryl will update the three year rolling budget to include Wabamun Library and will present at the next meeting.

Kathy informed the board that she is working closely with James to ensure a smooth transition of personnel matters along with library services and operations at Wabamun Library.

b. 2021 Meeting Dates and Times

Board members agreed to hold their meetings on the third Monday of every month starting at 10:00am. Meetings will resume to being in-person at each of the service point libraries when COVID restrictions are lifted.

c. Signing Authority

Signing Authority officers for the 2021 year are the following: Cheryl Budzinski, Sharon Cornelius, and Kathleen Linder, remaining the same as 2020.

d. Policy Committee 2021

Members of the Policy Committee will remain the same for 2021 with Sharon Cornelius and Kathleen Linder, along with the Library Director, as members of the committee. It was stated that this year is the final of the three-year rotation for all of the board policies.

e. Friends Committee 2021

Vicki Leder replaced Kathleen Linder on the Friends Committee for representation of all board members on each committee. Members of the Friends Committee for 2021 include: Cheryl Budzinski, Tracey Melnyk, Vicki Leder and Library Director.

OLD BUSINESS

a. Friends Committee Update

Board members agreed to have the name of the new Friends Society decided upon by the friends committee.

COMMUNICATIONS

Christmas cards from Devon Public Library and Spruce Grove Public Library

Well wishes to Jackie McCuaig for her time on the library board. Members agreed to send a thank you note and flowers for their appreciation.

Sharon Cornelius MOVED:

That the board send a card and flowers to Jackie McCuaig in an amount up to \$75.00 in appreciation for her time on the board.

**Seconded by: Vicki Leder
Carried Unanimously**

ADJOURNMENT

The meeting was adjourned at 12:15pm

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Update one another when information arises regarding the current COVID-19 situation	All Members

**Next Meeting: February 8, 2020
10:00am via Zoom**