

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Virtual Meeting on April 12, 2021 via Zoom.

**CALL TO ORDER** Sarah Leteta called the meeting to order at 10:05am 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

**ADOPTION OF AGENDA** Sharon Cornelius **MOVED:**  
That the agenda be adopted.

**Carried Unanimously**

**ADOPTION OF MINUTES** Sharon Cornelius **MOVED:**  
That the minutes of the March 15, 2021 board meeting be adopted with the following revision:

**Members Remarks:**

*Members reflected on the Plan of Service workshop meeting and how smoothly it ran even in a virtual format. Sharon Cornelius remarked that our priority focus of lifelong learning aligns with the Tri-Community Adult Learning and Literacy Association and their Boards' strategic plan.*

**Carried Unanimously**

**MEMBERS REMARKS** Libraries are closed once again but curbside pickups and exam proctoring are services we can still provide.

Sharon Cornelius recommended that the board take a tour of the new Stony Plain Library. Flowers have been sent to the staff at Stony Plain Library and a card will be given from the board to Stony Plain Library Board.

**REVIEW OF ACTION ITEMS** Action items were reviewed.

**Action #1:** Board members to review Three Year Rolling Budget and bring suggestions for any revisions to next meeting – Complete

## TREASURER'S REPORT

### a. Financial Report

The financial statement year ended December 31, 2020 had been reviewed and is for board approval.

#### **Cheryl Budzinski MOVED:**

To approve the 2020 Financial Statements ended December 31, 2020.

**Seconded by: Vicki Leder  
Carried Unanimously**

### b. Three Year Rolling Budget

Cheryl Budzinski presented the Three Year Rolling budget to 2024. Discussion was had involving the success of the Inventors Club program to continue to advocate Parkland County for funds for STEAM initiatives.

Members approved the rolling budget with an understanding there may be slight adjustments to the programming budget.

#### **Cheryl Budzinski MOVED:**

That the 2022-2025 Rolling Budget be approved.

**Seconded by: John McNab  
Carried Unanimously**

## DIRECTOR'S REPORT

Library Director presented her report to the board. Kathy informed the board the announcement made that libraries were to close their doors effective April 7, 2021. Staff have pivoted and are able to adapt immediately into full curbside services and

As a complement to the annual report infographics that Kathy presented at the last meeting, Kathy shared some fun facts of library operations for 2020 including such things as most popular Fiction and Nonfiction book that was checked out and downloaded. It was noted that moving forward with annual report information, all outreach activities will be calculated and have the same data for each library. Kathy also presented statistics on the eResources usage for 2020 that identified what online learning tutorials library users are accessing; this information will be a guideline for future program opportunities.

Kathy ended her report by inviting members to attend the Public Library Services Branch Symposium being held on April 14-15<sup>th</sup>, 2021. Rena Traxel will be presenting as a panel discussion on what services Parkland County Libraries conducted during the pandemic.

**NEW BUSINESS**

a. Policy Committee – Review Policies A-12 “Board Financial Responsibilities”, C-4 “Records Retention”, B-7 “Long Service Recognition”, B-11 “Continuing Education & Professional Development”, and C-10 “Hours of Service”. New policy A-14 “Board Recognition”

Policy committee brought forward six policies for board members to review and approve.

**Sharon Cornelius MOVED:**

That policy A-12 “Board Financial Responsibilities” be approved.

**Seconded by: Vicki Leder  
Carried Unanimously**

**Sharon Cornelius MOVED:**

That Policy C-4 “Records Retention” be approved.

**Seconded by: Tracey Melnyk  
Carried Unanimously**

Policy B-7 “Long Service Recognition” was brought forward and it was noted that employee recognition rewards are a taxable benefit. Employee recognition totals will be included in the rolling budget.

**Sharon Cornelius MOVED:**

That Policy B-7 “Long Service Recognition” be approved

**Seconded by: Tracey Melnyk  
Carried Unanimously**

Policy B-11 “Continuing Education & Professional Development” included an additional paragraph outlining the measures for approval for Library Directors’ professional development.

**Sharon Cornelius MOVED:**

That Policy B-11 “Continuing Education & Professional Development” be approved.

**Seconded by: Vicki Leder  
Carried Unanimously**

**Sharon Cornelius MOVED:**

That Policy C-10 “Hours of Service” be approved.

**Seconded by: John McNab  
Carried Unanimously**

Policy committee brought forward a new policy outlining board recognition. Members reviewed and approved.

**Sharon Cornelius MOVED:**

That Policy A-14 “Board Recognition” be approved and included in the board policies and information manual.

**Seconded by: John McNab  
Carried Unanimously**

**b. Plan of Service**

Board members reviewed the goals and the underlining objectives that drew about from the staff plan of service workshop. Members commented on the objectives listed for Visit a Comfortable Space and it was encouraged to explore further opportunities and unique services to achieve this service response.

**c. Friends Committee Update**

Vicki shared that an appointment has been made with the Servus Bank to set up an account for the Champions of Parkland County Libraries Society. Before the appointment she will need the legal name, occupation and date of birth of all signing officers. Members will email Vicki their information.

**OLD BUSINESS**

None at this time

**COMMUNICATIONS**

Receipt of email from Spruce Grove Library Board RE: Entwistle Public Library and the process of building the new library in the community recreation facility.

**ADJOURNMENT**

The meeting was adjourned at 11:55am

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Cheryl Budzinski to include employee recognition totals and makerspace funds to rolling budget	Cheryl Budzinski & Library Director
ACTION #2	Director to research if other libraries have had requests for policies from LAPP	Library Director

**Next Meeting: May 10, 2021  
10:00am via Zoom**