

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Virtual Meeting on January 17, 2022 via Zoom.

**INTRODUCTIONS** Members of the Board welcomed Helen Lomas as a new member of the Parkland County 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	Helen Lomas
Vicki Leder	Sally Kucher-Johnson

**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.

**Sharon Cornelius MOVED:**

That nominations for Board Chair cease.

**Seconded by: Cheryl Budzinski  
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.

Sarah Leteta 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**      **Vicki Leder MOVED:**  
That the agenda be adopted with the following revisions to the year (2022) for both items under New Business:  
    *c. Policy Committee 2022*  
    *d. Champions Committee 2022*  

**Carried Unanimously**
- ADOPTION OF MINUTES**      **Sharon Cornelius MOVED:**  
That the minutes of the November 15, 2021 board meeting be adopted.  

**Carried Unanimously**
- MEMBERS REMARKS**      Members welcomed Helen Lomas to the library board and did a round table of introductions for all of the members.
- REVIEW OF ACTION ITEMS**      Action items were reviewed.  

**Action #1:** *Cheryl to clarify the Software amount under Board Expenses in the budget – Completed*

**Action #2:** *Send a letter to the partner libraries indicating 2022 funding amounts - Completed*
- TREASURER’S REPORT**      **a. Financial Report**  
Cheryl presented the financial report as of November 30, 2021 for review. Cheryl indicated some discrepancy under the Librarian wage where payroll costs for two additional employees are being reported here rather than under Outlet Operations and we will make this adjustment for our following budget.  
**Cheryl Budzinski MOVED:**  
That her report be accepted as presented.  

**Seconded by: Vicki Leder**  
**Carried Unanimously**
- DIRECTOR’S REPORT**      Library Director, along with all library staff, submitted board reports for review. Board reports captured some impactful services and programs that our library staff are offering.  
  
Kathy provided an update on the provincial guidelines for libraries that now indicate adult educational programming can resume indoors; this was an email to public libraries sent on December 22, 2021. Kathy indicated that they had been offering their core services of computer training courses to adults that will continue, and we will ease into adding additional adult programming at each of the sites that had been planned to run back in the fall.  
  
Tomahawk Library will be hosting a ‘pop-up’ library with services at the Agra Complex on February 3 in order to provide full service throughout the morning for their patrons.

Sharon Cornelius expressed that she enjoyed reading the reports from the library employees.

**NEW BUSINESS**

**a. 2022 Meeting Dates and Times**

Board members agreed to hold their meetings on the third Monday of every month starting at 10:00am. Meetings will continue via Zoom for the winter months and will resume in person at each of the service point libraries for members to meet staff and see library locations.

**b. Signing Authority**

Signing Authority officers for the Parkland County Library Board for the 2022 year are: Cheryl Budzinski, Sharon Cornelius, and Vicki Leder.

**Cheryl Budzinski MOVED:**

To remove Kathleen Linder as a signing authority officer on the Parkland County Library Board.

**Seconded by: Sally Kucher Johnson  
Carried Unanimously**

**Sharon Cornelius MOVED:**

To add member Vicki Leder as signing authority on the Parkland County Library Board for 2022.

**Seconded by: Sally Kucher Johnson  
Carried Unanimously**

**c. Policy Committee 2022**

Members of the Policy Committee for 2022 will include Sharon Cornelius, and Helen Lomas, and Director.

**d. Champions Committee 2022**

As Chair of Champions, Vicki Leder provided an overview of the goals and objectives of the Champions Society. Currently the society consists of some individuals of the library board, but once recruitment begins, board members will resign from this role.

**OLD BUSINESS**

None at this time

**COMMUNICATIONS**

Christmas cards from Drayton Valley Library and City of Spruce Grove and Devon Public Library.

**ADJOURNMENT**

The meeting was adjourned at 11:10am

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
<b>ACTION #1</b>	Vice Chair to coordinate board orientation for new councillors and board member	Sharon Cornelius

**Next Meeting: February 28, 2022 10:00am via Zoom**