

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on March 21, 2022 at Wabamun Public Library.

CALL TO ORDER

Sarah Leteta called the meeting to order at 10:15am with the following in attendance:

PCLB:

Cheryl Budzinski	Sharon Cornelius
Sarah Leteta	Helen Lomas
Vicki Leder	Sally Kucher-Johnson

With Regrets:

Rob Wiedeman

Administration:

Kathy Gardiner, Library Director
James Bryl, Library Manager Wabamun Public Library

ADOPTION OF AGENDA

Sharon Cornelius MOVED:
That the agenda be adopted.

Carried Unanimously

ADOPTION OF MINUTES

Cheryl Budzinski MOVED:
That the minutes of the February 28, 2022 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS

Sarah welcomed everyone to the Wabamun Public Library and welcomed James Bryl, Library Manager.

Parkland County is starting up a new Farmers' market in Wabamun that will take place every Sunday inside the old fire hall. The library will look to host a table at the first market and throughout the summer.

REVIEW OF ACTION ITEMS

Action items were reviewed.

Action #1: *Kathy to ask for an update on Keephills electronic sign.* – Incomplete

Action #2: *Kathy to ask Parkland County for information on the Annexation as it relates to population and funding* – Complete.

TREASURER'S REPORT

a. Financial Report

Cheryl presented the financial report as of January 31, 2022 for review. Cheryl commented that \$935 is the DLEP federal grant funding. Cheryl also noted that we received money from the county but we did not get the

January bank statement from ATB so this will be updated for next meeting.

Cheryl Budzinski MOVED:

That her report be accepted as presented.

**Seconded by: Vicki Leder
Carried Unanimously**

b. Rolling Budget

Cheryl presented the first draft of the Rolling Budget for members to review and comment. Some key points include: Summer student program will not be happening for 2022 but it is budgeted for 2023. The Professional learning and development include three employees taking their library diploma courses; it was noted that once diploma is completed this will be part of our wage grid discussion.

As requested, Cheryl will bring to the next meeting a breakdown of how much it costs to run each of our libraries. Members are to continue to review and provide feedback to Cheryl for the next meeting.

DIRECTOR'S REPORT

Library Director submitted her board report for review. Kathy provided an update on the provincial guidelines for libraries in an email dated February 28, 2022 that any COVID restrictions still impacting public libraries will be lifted March 1st.

Kathy presented annual report infographics for each of the libraries that highlights the main points of operations from the annual reporting document. Kathy noted that these are placed on our library website and also provided to each staff.

Kathy invited any members to attend the Cybersecurity program that is being held at the Entwistle Public Library Thursday May 24th. This will be the first in person adult program held inside the new library. Kathy noted that this program was being funded by the DLEP grant.

NEW BUSINESS

a. Wabamun Public Library – Tour of Village Office

Members, including James and Kathy, walked across the street to tour the Village Office. This could be a potential space for the Wabamun Public Library to move into.

b. Mission and Vision Statement

Members reviewed the mission and vision statement that was drafted by the library staff. Kathy explained that staff was led through a series of three 1-hour sessions with former councilor, Tracey Melnyk. Members will further review and come with feedback to the next meeting.

c. Champions Committee Update

Vicki remarked that the AGM will need to held before May 1, 2022. It will be held in person at Keephills and it is hoped that new members will be able to attend so we can meet in person.

OLD BUSINESS

None at this time

OTHER BUSINESS None at this time

COMMUNICATIONS None at this time

ADJOURNMENT The meeting was adjourned at 12:00pm

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Kathy to ask for an update on the Keephills Electronic Sign	Library Director
ACTION #2	Cheryl to ask Parkland County the cost breakdown of each library	Treasurer
ACTION #3	Members to review Mission and Vision statement	All

**Next Meeting: April 25, 2022 3:00pm
Virtual via Zoom**