

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on May 27, 2022 via Zoom

- CALL TO ORDER** Sarah Leteta called the meeting to order at 1:30pm with the following in attendance:
- PCLB:**  
Cheryl Budzinski Sharon Cornelius  
Sarah Leteta Sally Kucher-Johnson  
Vicki Leder Rob Wiedeman
- With Regrets:**  
Helen Lomas
- Administration:**  
Kathy Gardiner, Library Director
- ADOPTION OF AGENDA** **Sharon Cornelius MOVED:**  
That the agenda be adopted.  
**Carried Unanimously**
- ADOPTION OF MINUTES** **Vicki Leder MOVED:**  
That the minutes of the April 25, 2022 board meeting be adopted.  
**Carried Unanimously**
- MEMBERS REMARKS** The board had a discussion on looking more closely at the operations and budgets of each individual library.
- REVIEW OF ACTION ITEMS** Action items were reviewed.  
**Action #1:** Cheryl to ask Parkland County for the cost breakdown of each library – Complete
- TREASURER'S REPORT**
- a. Financial Report**  
Cheryl presented the financial report ending April 30, 2022. Cheryl also presented a cost breakdown of each library that showed the costs of operations at each location. Discrepancies in the wages and salaries were present between locations as well as much higher costs at Keephills compared to the rest of the libraries. Cheryl will look to the county for further clarification on these and bring back to the next meeting.  
**Cheryl Budzinski MOVED:**  
That her report be accepted as presented.  
**Seconded by: Vicki Leder**  
**Carried Unanimously**
- b. Rolling Budget**  
Cheryl presented the draft Rolling Budget for members to review and approve.

**Cheryl Budzinski MOVED:**

That the Parkland County Library Board 2023-2026 Rolling Budget be approved.

**Seconded by: Rob Wiedeman  
Carried Unanimously**

**DIRECTOR'S REPORT**

Library Director submitted her board report for review. Kathy reminded the board of the Public Library Services Branch workshops that are being offered virtually. Some members have indicated they are taking the courses and have enjoyed them.

Kathy also provided a staffing update that at this time the Community Services Librarian position is vacant, and we will look to reevaluate the position and our needs for a potential replacement in the fall.

The Entwistle Public Library is adopting new hours for the summer months to align with the outdoor pool schedule. The library will be open every Monday evening and every Saturday this summer in addition to the regular hours already set.

**NEW BUSINESS**

**a. Presentation to Council**

The Parkland County Library Board presentation to Parkland County Council is scheduled for Tuesday, June 21 at 10am. A discussion of the overview of presentation was had and members provided some feedback to the presenters. Sarah Leteta Board Chair, Cheryl Budzinski Board Treasurer and Kathy Gardiner, Library Director will be presenting.

**b. Champions Committee Update**

Vicki remarked that the Champions held their AGM meeting on April 26 and Tracey Melnyk was elected president. The society is applying for a casino and members are working on the mission and vision statement.

Vicki will be attending the Wabamun Farmers' Market on June 5<sup>th</sup> and will share a table with the Wabamun Public Library.

**OLD BUSINESS**

None at this time

**OTHER BUSINESS**

None at this time

**COMMUNICATIONS**

None at this time

**ADJOURNMENT**

The meeting was adjourned at 3:35pm

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
<b>ACTION #1</b>	Cheryl to ask for clarification from Parkland County on the cost breakdown of each library	Treasurer

**Next Meeting: June 20, 2022 12:00pm  
Parkland County Centre**