

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on September 19, 2022 at Entwistle Public Library.

CALL TO ORDER Sarah Leteta called the meeting to order at 10:03am with the following in attendance:

PCLB:

Cheryl Budzinski Sarah Leteta
Vicki Leder Helen Lomas

Administration:

Kathy Gardiner, Library Director
Britney Robinson, Entwistle Library Manager

With Regrets:

Sharon Cornelius
Sally Kucher-Johnson
Rob Wiedeman

ADOPTION OF AGENDA Vicki Leder **MOVED:**
That the agenda be adopted.

Carried Unanimously

ADOPTION OF MINUTES Minutes of the June 20, 2022 will be amended and reissued for approval at next meeting.

MEMBERS REMARKS Sarah Leteta remarked that her term for the library board is up at the end of December and has taken a position at the school. It was discussed if meetings could be moved to evenings at the Parkland County Centre. Kathy will email the rest of the members their availability for evening meetings.

Spruce Grove Public Library has been approved of funding to have a new library in the newly built Civic Centre building.

REVIEW OF ACTION ITEMS Action items were reviewed.

Action #1: *Kathy to email the BBQ dates to the board members – Complete*

TREASURER'S REPORT

a. Financial Report

Cheryl presented the financial report ending July 31, 2022. Cheryl noted that Makerspace Grant funding had not been received yet and Kathy has contacted the county. Staffing budget is also high in anticipation of hiring more staff at Entwistle Public Library. And a reminder that grant funds get expensed to Tomahawk Library.

Cheryl noted that the county has not made the salary adjustments for Keephills in the 'cost breakdown of each library' document.

Several motions were on the table brought forth by Cheryl Budzinski in her financial report.

- i. Motion to transfer \$4950.00 to Champions of Parkland County Libraries Society to begin their fundraising for the libraries.

More information and an action plan was requested so that the board knows what the return on investment will be with the money we provided.

**Seconded by: Vicki Leder
Abstained by: Helen Lomas
Carried Unanimously**

- ii. Motion to remove Municipal from our legal name to be Parkland County Library Board as per Provincial guidelines.

**Seconded by: Vicki Leder
Carried Unanimously**

- iii. Motion to approve the Parkland County Library Board Financial Statements ending December 31, 2021.

**Seconded by: Vicki Leder
Carried Unanimously**

Cheryl Budzinski MOVED:

That her treasurer's report be accepted as presented.

**Seconded by: Helen Lomas
Carried Unanimously**

DIRECTOR'S REPORT

Library Director submitted her board report for review.

Kathy presented a proposal to the board requesting a total of \$1500.00 to provide \$250.00 honorariums to six volunteers who supported and worked at all of the library events throughout the summer.

Vicki Leder MOVED:

That the board approve \$1500.00 to be given to six volunteers for their work over the summer.

**Seconded by: Helen Lomas
Carried Unanimously**

NEW BUSINESS

a. Employee Salaries and Benefits

A discussion was presented to the board on employee compensation and benefits. Members reviewed a draft wage grid as well as a draft costing of adding Parkland County benefits package to our part time employees. Additional funding would be needed, and so members felt it would be important to have county HR come to a board meeting to discuss and answer questions on the benefits and pension package that our employees would receive if carried through. Kathy will invite county payroll to come to a future meeting. The wage grid was also left to be reviewed

and approved at the next board meeting to have more members' opinions and thoughts reflected.

b. Directors performance appraisal preparation

Preparation for Director's performance appraisal that will be conducted by Chair and Vice Chair before the end of the year. If members have thoughts and correspondence they are to contact Sarah.

c. YRL Conference – October 6 & 7

Kathy will email the link to the conference registration to board members. The YRL conference is being held virtually over two days and recordings will be made of each session and keynote speakers to view at a later time if needed.

d. Champions Committee Update

Champions meeting was postponed to October which members will review and finalize their mission and vision statements. Vicki fundraised throughout the summer at library BBQ's and Wabamun Farmers' Market for the Champions Society.

**OLD BUSINESS
COMMUNICATIONS
ADJOURNMENT
ACTION ITEM LIST**

None at this time

Email from Public Library Services Branch dated September 8, 2022

The meeting was adjourned at 12:00pm

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Kathy to invite Parkland County payroll to next board meeting to discuss benefits	Director

**Next Meeting: October 17, 2022 (evening)
Parkland County Centre**