

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on November 14, 2022 at Parkland County Centre.

**CALL TO ORDER** Sharon Cornelius called the meeting to order at 5:43pm with the following in attendance:

**PCLB:**

Cheryl Budzinski	Rob Wiedeman
Vicki Leder	Helen Lomas
Sharon Cornelius	Sally Kucher-Johnson

**Administration:**

Kathy Gardiner, Library Director

**With Regrets:**

Sarah Leteta

**ADOPTION OF AGENDA**

**Sally Kucher-Johnson MOVED:**

That the agenda be adopted with the following additions:

***VIII. New Business***

***A. Library Hours***

***B. Wabamun Library and Keephills Library***

**Carried Unanimously**

**ADOPTION OF MINUTES**

Meeting minutes from October 17, 2022 were reviewed and adopted.

**Helen Lomas MOVED:**

That the Minutes of the October 17, 2022 be accepted.

**Carried Unanimously**

**MEMBERS REMARKS**

A reminder of the board and staff Christmas party on December 3, 2022

**REVIEW OF ACTION ITEMS**

Action items were reviewed.

**Action #1:** Sarah and Kathy to draft two letters to send to Seba Beach & Drayton Valley Library Boards - Complete

**Action #2:** Benefits breakdown for 2023 wages and salaries - Complete

**Action #3:** Request a quote from Parkland County for the LAPP amount that would be deducted from employees – Complete

**TREASURER'S REPORT**

**a. Financial Report**

Cheryl presented the financial report ending September 30, 2022.

\$150,000 was moved and transferred to savings Plan 24 and this will be reflected on the October statement. It was noted that the over budget

amount of \$4,950.00 in Partner Library Funding is the seed money that was transferred to the Champions Society.

**Cheryl Budzinski MOVED:**

That her treasurer's report be accepted as presented.

**Seconded by: Vicki Leder**

**Carried Unanimously**

**b. Three Year Rolling Budget**

Members reviewed the draft of the three year rolling budget. The 2023 budget includes the updated wage grid as well as the addition of Parkland County benefits plan to our permanent part-time library staff. The budget also includes the additional funding for Entwistle Public Library and a discussion was had on the new hours that were expected. Members agreed that library hours should be reflective of what is best for the community and during busiest times according to the annual report.

It was noted that the position of Community Services Librarian has been filled internally with existing staff carrying out these duties successfully.

Board members are to review and bring any changes or omissions to the Three Year Rolling Budget to the next meeting for approval.

**DIRECTOR'S REPORT**

Director submitted her report for review. Members reviewed prior to the board meeting. A request came from Parkland County to increase our hours at Entwistle Public Library with the potential of our extra funding being taken back to Parkland County.

Kathy and her team have met to decide on the hours that work best for the library at this time.

Library Manager at Entwistle has resigned effective November 18, 2022 so we will be looking at staff positions and rehiring as soon as possible to reflect additional hours of operations.

**NEW BUSINESS**

**a. Library Hours**

Members discussed the library hours at Entwistle Public Library. It was decided that being open every evening along with Sunday hours was not ideal for staffing and library operations.

Kathy will work with staff to determine the library hours that best fit the community, programming and services we offer.

**b. Wabamun and Keephills**

Discussion took place regarding the new location for Wabamun. Rob Wiedeman will look into the old Fire Station.

It was noted that the charter school that was set to move into the Keephills Community Centre will no longer be doing so in 2023.

**OLD BUSINESS**

**a. Employee Salaries and Benefits**

Members agreed to the new employee wage grid. It was suggested to add an additional step to the Library Manager wages at the beginning.

**Cheryl Budzinski MOVED:**

That the salary and hourly new wage grid presented for employees be adopted with the amendment of an additional first step, before \$23.02, for Library Manager position.

**Seconded by: Vicki Leder  
Carried Unanimously**

Members also agreed to the employee benefits plan offered through Parkland County for permanent part-time employees working a minimum of 24 hours per week. Members agreed to 5 sick days per year, with the exception of Library Director.

There will be no Quickcard offered at this time and it will be discontinued effective January 1, 2023.

**Helen Lomas MOVED:**

That the Parkland County Library Board adopt Parkland County's benefits and LAPP plan with the conditions including: a minimum 24hrs/week and 5 paid sick days per year effective January 1, 2023. The removal of Quickcard from our benefits plan will also be effective January 1, 2023.

**Seconded by: Cheryl Budzinski  
Carried Unanimously**

**b. Partner Library Funding**

Partner Library funding amounts per the formula were reviewed. Members agreed to the formula and agreements and cover letters will be sent to partner libraries.

Drayton Valley is no longer a funding partner and their Library Board exclaimed that they appreciated the years of funding. Seba Beach will no longer receive the base grant funding and we received a letter of feedback from them dated November 13, 2022. The letter was discussed, and members agreed to commit to our decision and respond in letter format to them.

**COMMUNICATIONS**

Response Letter received from Seba Beach Library Board dated November 13, 2022.

**ADJOURNMENT**

The meeting was adjourned at 7:50pm

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
<b>ACTION #1</b>	Board members to review and send any additions or changes to the Three Year Rolling Budget to Cheryl	All
<b>ACTION #2</b>	Sarah and Kathy to draft response letter to Seba Beach Library Board and send to all members for review	Board Chair and Library Director

**Next Meeting: January 9, 2023 5:30pm at Parkland County Centre**