

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on April 17, 2023 at the Parkland County Centre.

### CALL TO ORDER

Sarah Leteta called the meeting to order at 6:00pm with the following in attendance:

#### PCLB:

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

#### Administration:

Kathy Gardiner, Library Director

### ADOPTION OF AGENDA

**Helen Lomas MOVED:**

That the agenda be adopted.

**Carried Unanimously**

### ADOPTION OF MINUTES

**Vicki Leder MOVED:**

That the minutes of the March 14, 2023 board meeting be adopted.

**Carried Unanimously**

### MEMBERS REMARKS

Compliments to staff who are responsible for our social media posts. There have been many engagements with individuals tagging friends and planning outings together. Kathy had print outs of examples of some correspondence on Facebook to share with members.

Alberta Library Trustee Association (ALTA) website has many good tools for board members. Under the trustee toolkit there are a series of webinars about budgeting and policy. No password is needed to view.

Action item for Kathy to ask Keephills Hall Association about the outdoor electronic sign.

Members discussed the Wabamun Library and the potential for having it moved to the Village Office. Ideas of utilizing the basement while ensuring accessibility factors are met. The possibility of Wabamun becoming a community hub centre, similar to Entwistle, and board members will look to investigate as a possible option for the future of our library services.

**Sharon Cornelius MOVED:**

To seek information from Dave Cross to explore the feasibility of utilizing half of the lower level of the Wabamun Village office.

**Carried Unanimously**

**REVIEW OF ACTION ITEMS**     **Action #1:** *Kathy to collect statistics and data of hourly operations of the Tomahawk and Keephills Libraries ie. Number of people walking in per hour, programming, etc. – Complete*

Kathy to email the statistics to board members.

**TREASURER’S REPORT**

**a. Financial Report**

Financial report for period ending February 28, 2023 was presented. Members reviewed and Cheryl commented that Canada Summer Jobs is budget for. Kathy heard earlier that day that they have been approved to receive funding for a summer student.

Canada Summer Jobs is budgeted for.

**Cheryl Budzinski MOVED:**

That the financial report be accepted.

**Seconded by: Vicki Leder  
Carried Unanimously**

**DIRECTOR’S REPORT**

Kathy presented her report for board members review. Kathy informed members that employee Rebecca Brookhart will be leaving the end of May.

Kathy presented the library mobile schedule for July and August. Staff will take our library vehicle and service different areas of Parkland County where there is not a public library.

**NEW BUSINESS**

a. None at this time

**OLD BUSINESS**

**a. Bylaw Review**

Members reviewed and approved the revisions to the Bylaw. Information and approval will be sent to Parkland County for further approval by Council.

**Sharon Cornelius MOVED:**

That the board approves the revisions made to the bylaws and submits the revised bylaws to Parkland County for further approval.

**Seconded by: Vicki Leder**

**COMMUNICATIONS**

Email dated April 17 from the office of Dane Lloyd Riding-1 RE: Recipient of the Canada Summer Jobs grant.

**ADJOURNMENT**

The meeting was adjourned at 7:56pm.

**ACTION ITEM LIST**

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
<b>ACTION #1</b>	Meet with Dave Cross to discuss the feasibility of moving Wabamun Library to Village Office.	Board Chair & Library Director
<b>ACTION #2</b>	Ask Keephills Hall Association for an update on the electronic sign	Library Director
<b>ACTION #3</b>	Kathy to email hourly statistics and the recent Five Year Rolling Budget to board members	Library Director

**Next Meeting: Thursday, May 25, 2023 5:30pm  
Keephills Public Library**

*Sarah Leleke*

May 25, 2023