

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on February 13, 2023 at the Parkland County Centre.

CALL TO ORDER Sarah Leteta called the meeting to order at 5:40pm 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 **Sharon Cornelius MOVED:**
That the agenda be adopted as presented.

Carried Unanimously

ADOPTION OF MINUTES **Cheryl Budzinski MOVED:**
That the minutes of the January 9, 2023 board meeting be adopted.

Carried Unanimously

MEMBERS REMARKS Electronic sign for Keephills has been purchased and should be installed within the next couple of months.

REVIEW OF ACTION ITEMS No action items to review at this time.

TREASURER'S REPORT **a. Financial Report**
None at this time

b. Five Year Rolling Budget

Revised Rolling Budget for the board reapprove. The revision included changes to the partner library funding to remove Drayton Valley funding and reduce Seba Beach Library funding.

Cheryl Budzinski MOVED:

That the Five Year Rolling Budget be approved as amended.

Seconded by: Vicki Leder

Carried Unanimously

DIRECTOR'S REPORT Library Director board report was presented and reviewed. Kathy reported that due to insurance and liability, she is told that library staff can no longer drive the county vehicle and requested from the board approval to investigate other options. At this time, Rob will look into the matter from the county's end.

NEW BUSINESS

a. Annual Report and Public Library Survey

Kathy presented the annual report for all 5 libraries, along with the public library survey, for boards review and approval.

Kathy highlighted that overall visits to the library surpassed the number reported in 2019 statistics. In addition, WiFi sessions increased and website sessions and eContent checkouts all remained consistent with 2021 stats.

Sharon Cornelius MOVED:

That the 2022 Annual Report and Public Library Survey be accepted and approved.

**Seconded by: Vicki Leder
Carried Unanimously**

b. Bylaw

Members reviewed the bylaws and decided to have the county draft revisions to reflect a rotation in board term expiry years in order to have continuity. Kathy will respond to Dave Cross and bring back a revised copy before approval through council.

c. Policy Committee 2023

Policy committee brought forth policies for the board to review and approve, those policies that required updates were noted and presented.

Helen Lomas MOVED:

That policy A1 "Code of Ethics" be accepted.

**Seconded by: Vicki Leder
Carried unanimously**

Policy A2 "Statement of Intent" was presented with a minor change from library to *libraries*.

Cheryl Budzinski MOVED:

That policy A2 "Statement of Intent" be accepted.

**Seconded by: Helen Lomas
Carried Unanimously**

Policy A2 "Statement of Intellectual Freedom" was presented with no changes as information is still correct and current.

Vicki Leder MOVED:

That Policy A3 "Statement of Intellectual Freedom" be approved.

**Seconded by: Helen Lomas
Carried Unanimously**

Policy A4 "Orientation of Board Members" was presented with no changes.

Cheryl Budzinski MOVED:

That Policy A4 "Orientation of Board Members" be approved.

**Seconded by: Vicki Leder
Carried Unanimously**

Policy A5 "Board Duties and Responsibilities" was presented with no changes.

Sally Kucher-Johnson MOVED:

That Policy A5 "Board Duties and Responsibilities" be approved.

**Seconded by: Cheryl Budzinski
Carried Unanimously**

Policy A6 "Continuing Education and Professional Development" was presented with no changes.

Vicki Leder MOVED:

That Policy A6 "Continuing Education and Professional Development" be approved.

**Seconded by: Helen Lomas
Carried Unanimously**

Policy A7 "Expenses and Mileage" was presented with no changes.

Sally Kucher-Johnson MOVED:

That Policy A7 "Expenses and Mileage" be approved.

**Seconded by: Vicki Leder
Carried Unanimously**

Policy A8 "Remuneration" was presented with no changes.

Rob Wiedeman MOVED:

That Policy A8 "Remuneration" be approved.

**Seconded by: Sally Kucher-Johnson
Carried Unanimously**

Policy A9 "Community Relations" was presented with no changes.

Vicki Leder MOVED:

That Policy A9 "Community Relations" be approved.

**Seconded by: Helen Lomas
Carried Unanimously**

Policy A10 "Contracting Services" presented with no changes.

Cheryl Budzinski MOVED:

That Policy A10 "Contracting Services" be approved.

**Seconded by: Helen Lomas
Carried Unanimously**

Policy A11 "Criteria for Partner Library Funding" was presented with the addition of including the names of the partner libraries and that they have to be a current member in good standing of YRL.

Vicki Leder MOVED:

That Policy A11 "Criteria for Partner Library Funding" be approved with the revisions presented.

**Seconded by: Cheryl Budzinski
Carried Unanimously**

Policy A12 "Board Financial Responsibility" was presented with the addition to paragraph 2 "*and other bank documents*" and the addition of paragraph 6 "*budget for current financial year should be balanced*".

Cheryl Budzinski MOVED:

That Policy A12 "Board Financial Responsibility" be approved with the revisions presented.

**Seconded by: Sally Kucher-Johnson
Carried Unanimously**

Policy A 13 "Restricted Surplus" was presented with no changes.

Rob Wiedeman MOVED:

That policy "Restricted Surplus" be approved.

**Seconded by: Sally Kucher-Johnson
Carried Unanimously**

Policy A 14 "Board Recognition" was presented with no changes.

Vicki Leder MOVED:

That Policy A 14 "Board Recognition" be approved.

**Seconded by: Sally Kucher-Johnson
Carried Unanimously**

OLD BUSINESS

None at this time

COMMUNICATIONS

None at this time

ADJOURNMENT

The meeting was adjourned at 7:23pm.

ACTION ITEM LIST

None at this time.

**Next Meeting: Tuesday, March 14, 2023
5:30pm Parkland County Centre**



March 14, 2023