

## Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on March 14, 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

#### Sharon Cornelius MOVED:

That the agenda be adopted with the following addition:

*Treasurers Report*

*b. Contingency Reserve*

Carried Unanimously

### ADOPTION OF MINUTES

#### Helen Lomas MOVED:

That the minutes of the February 13, 2023 board meeting be adopted.

Carried Unanimously

### MEMBERS REMARKS

Members received a copy of the "Your Parkland" publication in the mail as did all residents in Parkland County. It was expressed that the libraries should be part of the publication with an advertisement or message about the libraries.

### REVIEW OF ACTION ITEMS

No action items to review at this time.

### TREASURER'S REPORT

#### a. Financial Report

Financial report ending January 2023 was presented. It was noted that Parkland County funding has been received but will not be represented until the March 2023 financial statement. Funding was received, however, monies set aside for Entwistle Public Library was not. This money will be allocated after Entwistle Public Library hours of operations are addressed and meeting with county administration.

#### Cheryl Budzinski MOVED:

That the financial report be accepted.

Seconded by: Vicki Leder

Carried Unanimously

**b. Contingency Reserve**

**Cheryl Budzinski MOVED:**

That we transfer the unspent funds to the contingency account at year end and put it into the general operations and contingency reserve.

**Seconded by: Helen Lomas  
Carried Unanimously**

**DIRECTOR’S REPORT**

Kathy presented her report for board members review. Discussion was had about the operating hours of the libraries versus the number of people entering per year. Kathy and staff will document hourly the operations at Keephills and Tomahawk libraries for the month of March and provide information at the next meeting.

Kathy announced that Parkland County Libraries were awarded the Digital Literacy Exchange Program (DLEP) funding grant from the Federal Government. Parkland County Libraries was 1 of 23 organizations across Canada to receive funding and a news release has been submitted to local media outlets. The program is integral for the libraries to continue to offer computer fundamental skills covering both technical skills, skills in emerging technologies, and analytical skills for critically evaluating information online.

It was acknowledged that the Provincial Government increased their funding by 3million to libraries across Alberta. A letter dated March 1, 2023 from Minister Schulz was received.

**NEW BUSINESS**

a. None at this time

**OLD BUSINESS**

a. Bylaw Review – no update at this time.

**COMMUNICATIONS**

Minister’s letter dated Wednesday, March 1, 2023.

**ADJOURNMENT**

The meeting was adjourned at 7:46pm.

**ACTION ITEM LIST**

None at this time.

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
<b>ACTION #1</b>	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.	Director

**Next Meeting: Monday, April 17, 2023 5:30pm  
Parkland County Centre**



April 17, 2023