

Parkland County Library Board

Minutes of the Parkland County Library Board (PCLB) Meeting on October 16, 2023 at Parkland County Centre.

CALL TO ORDER

Sarah Leteta called the meeting to order at 5:25pm 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.

Carried Unanimously

ADOPTION OF MINUTES

Helen Lomas MOVED:
That the minutes of the September 25, 2023 board meeting be adopted with the following addition to the financial report, paragraph 1:

a. Financial Report

Parkland County funding has also been received minus 30K that was prorated due to operating hours for Jan-Feb 2023 at Entwistle Public Library.

Carried Unanimously

MEMBERS REMARKS

Champions Society held a meeting on October 10, 2023. A book sale will be their first fundraising event held in May 2024.

REVIEW OF ACTION ITEMS

Action #1: *Meet with Dave Cross to discuss the feasibility of moving Wabamun Library to Village Office– a consulting firm will be reaching out for information.*

TREASURER'S REPORT

a. Financial Report

Financial report for period ending August 31, 2023 was presented. Members reviewed and with some discrepancies or inconsistencies with the report members agreed to accept report for information and requested for director to include expenditure report for next meeting as well as have treasurer and director meet with finance department for clarification.

Helen Lomas MOVED:

To have a meeting with the finance department to seek further information on the financial reports and balance sheets.

Seconded by: Sharon Cornelius
Carried Unanimously

DIRECTOR'S REPORT

Director submitted her report for review. Highlights of the report included September 30th Truth and Reconciliation recognized with an indigenous story-walk at the Duffield Public Library and Knowledge Keeper Barb Scott delivering an Indigenous Storytelling at the Entwistle Public Library.

NEW BUSINESS

a. Policy Review

The policy committee brought forth a newly revised A 13 "Restricted Surplus" policy for members to review and approve. The policy outlines the different types of reserves and includes the purpose the reserves are for.

Vicki Leder MOVED:

That Policy A13 "Restricted Surplus" be changed to title Policy A13 "Reserves" and revisions be accepted and approved.

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

b. Board Terms of Reference

Members agreed that their terms of reference need to be updated. Director will draft an updated document and bring to the next board meeting.

c. Board appointment Interviews

As stated in the Government of Alberta Municipal Affairs '*Appointments to the Municipal Library Board: A Fact Sheet for Alberta Public Library Boards and Councils*' it is recommended for council to involve the library board with recruitment and selection of board members. Members discussed and agreed and a draft letter will be composed to council requesting Library Director or representative from the board be part of the annual board appointment interviews.

Sharon Cornelius MOVED:

That a letter will be written and sent to County Council requesting Library Director or library board representative will be involved in the board appointment interview process.

**Seconded by: Vicki Leder
Carried Unanimously**

OLD BUSINESS

a. Wabamun Library Feasibility Assessment

The Wabamun Library location was further discussed as a new consulting firm will be contacting the director and staff for options for the library and community centre at the Village office or elsewhere in the community. Kathy noted she received notification and will look forward to the discussion.

COMMUNICATIONS

Board and staff Christmas party December 2, 2023

YRL Stronger Together Conference November 9 & 10, 2023

ADJOURNMENT

The meeting was adjourned at 7:40pm.

ACTION ITEM LIST

<i>Action Number</i>	<i>Action</i>	<i>Responsibility</i>
ACTION #1	Meet with finance department to seek further information on financial reports	Board Treasurer & Library Director
ACTION #2	Compose and distribute a draft letter to County Council to request Library Director be included in the interview process for new library board members.	Board Chair & Library Director
ACTION #3	Draft board terms of reference and bring to next board meeting	Library Director

Next Meeting: Monday, November 20, 5:00pm
Parkland County Centre



November 20, 2023