

Town of Penhold Library Board Meeting
Wednesday, November 29, 2023
@ 6:09 pm / Library

Prepared by Lynley Mainprize

Library Chair Signature _____

MINUTES

Present: Joan Schmelke (Chair), Crystal Schening (Vice Chair), Myra Binnendyk (Manager), Lynley Mainprize (Secretary), Gail Maki, Teresa Cunningham, Brenda Hoskin, Geralis Enns

1. Addition to the Agenda
 - Add to Governance - Review of lockdown procedures.
 - Add to Manager's Report - Signage up in the arena.

Moved by Teresa Cunningham to approve the additions to the agenda. Carried.

2. Changes to the Minutes (Wednesday, October 25, 2023)

Moved by Lynley Mainprize to approve the minutes. Carried.

3. Correspondence
 - The following is accepted for information:
 - The library will be hosting a Christmas party on December 13th at 6:30pm. The Messengers will perform live. This party is being held to celebrate the library's new baby grand piano.
 - Correspondence received from the town council. Teresa Cunningham will continue to act as council representative for another year.
 - Nothing to report for action.

4. Financial
 - Reconciliation for October 2023
 - Statement beginning balance: \$184,897.14
 - Checks cleared: \$67,861.57
 - Deposits: \$47,481.15
 - Statement ending balance: \$164,517.15
 - Registered balance as of November 10, 2023: \$155,807.52
 - When looking over the financials, it was noted that the GIC interest (\$1,360.26) was added. Discussion was had about using the interest to cover the cost of the spider dolly whereas the library manager would prefer to pay for the spider dolly using the regular budget as the spider has already been ordered.
 - 2023 Budget vs. Actual

- Our overall income for the library is up.
- Discussion about proper protocol for approving finance as read and accepted.
- Information was presented and accepted.
- GIC Interest Discussion

Moved by Crystal Schening to roll the interest for as much as is allowed. Carried.

- Mastercard Records
 - Reviewed

Financial records have been read and accepted.

5. CESD

- Fee money was received from the division, with \$3000 less.
- Meetings will be held in February and May where the library and division will renegotiate the terms of fees and library usage. It is important for the board to be clear on what we want to ask them. Board member Crystal Schening will be attending these meetings. Board members will be looking over the current agreement with the division at the January meeting to prepare for meeting with the division. The current agreement can be found in google drive.
- The new baby grand piano is starting to attract a new crowd of students who are showing an interest in music. Beginner books will be left out for students to look through.
- Discussion about other community libraries who have agreements with school divisions. Library manager will look into getting information about these agreements for further information.

6. Governance

- Board Meeting Dates
 - Continue with the 4th Wednesday of the month. Meeting times will be changed to 6:30pm and members who are not able to attend will be given the option of joining the meeting through Zoom. Members are expected to let Myra or Joan know ahead of time if they wish to join the meeting through a Zoom call.
 - December meeting will be skipped.
- Training on Fundamentals of Parliamentary Procedures
 - Parkland Regional hosted the conference in Lacombe. Two of our board members and our library manager attended this conference and were very pleased with their overall experience. Tom Brand was a speaker and shared some very enlightening information and strategies to help our board and library run more smoothly. Since our board is small, we do not need to follow the rigorous rules of seconding every discussion topic.

Discussion about how to deal with conflict and always doing what is comfortable with the library.

- **Manager Review**
 - Another review of our library manager is due this year. Since we have more of a newer board, this will allow perspective about our library. An evaluation form will be updated by governance representatives and input will be taken from board members. Library manager is expected to write a self-evaluation and provide it to the board members before Christmas. Board members will meet by Zoom on January 10th, 2024 to review manager's self-evaluation, and create discussion questions for review. To administer raises, we need to wait for the town to approve our budget and we also need to review the wording used about staff raises in our policies.

- **Task List**
 - Brenda Hoskin shared with the board her online chart that keeps track of policy updates and scheduled tasks. Governance is responsible for the upkeep of this chart but all board members have access to it on google drive.

- **Lockdown procedure**
 - Library manager shared with the board the updated version of the library's lockdown procedure. The cell phone policy has changed. During a lockdown, cell phones do not have to be turned off but they must be on silent. During a lockdown, fire alarms are to be ignored and all staff members must remain calm during high tense situations and to not open any doors. It was mentioned that the use of the radio is to be omitted from the policy. It was also discussed that all hiding spaces should be equipped with a first aid kit. The library manager will update the procedure and ask if there were any "hold and secure" policies to be aware of.

7. Storage Cabinet Estimate

- Estimates for the cost of the new storage cabinet were presented. Board voted to go with the stained maple for aesthetic purposes. The original budget for these cabinets was \$4,500 and shelving is estimated to be \$5,275.18. Work will begin next week.

**Moved by Brenda Hoskin to approve the plans for the stained wood storage cabinets.
Carried.**

8. Community Building / Legacy Project

- The spider dolly has been ordered. The price of the dolly includes installation. This will allow for the baby grand piano to be safely moved around the library and out of the library.

9. Manager's Report

- Library manager conducted a staff meeting. Items of discussion were made available on her report.
- The library's signage is up in the arena.
- The library continues to work towards rebranding. New signage is being developed and a vinyl sign will be purchased to be put up over the entry door windows. The board was asked for their opinions on logos.

10. Next Meeting

- Board will meet for a Zoom meeting on January 10, 2024 to discuss evaluations.
- Next board meeting will be January 24, 2024.

*Board members were reminded to attend the Christmas party on December 13th.

Meeting was adjourned at 8:12pm