

Town of Penhold Library Board
Meeting Wednesday, October 25, 2023
@ 6:03pm / Library

Prepared by Geralis Enns

Library Chair Signature

Present: Joan Schmelke (Chair), Crystal Schening (Vice Chair), Myra Binnendyk (Manager), Brandi Filipchuk (Treasurer), Gail Maki, Teresa Cunningham, Geralis Enns

Position	Primary	Supporting
Chair	Joan Schmelke	
Vlce-Chair	Crystal Schening	
Secretary	Lynley Mainprize	Gail Maki
Treasurer/Finance Committee	Brandi Filipchuk	Joan Schmelke
Governance Committee	Geralis Enns	Teresa Cunningham

Moved by Teresa Cunningham to bring forward names from the June meeting and carry forward positions into the next full term. Seconded by Brandi Filipchuk. Carried.

Adjourned at 6:12

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@ 6:13pm / Library

Prepared by Geralis Enns

Library Chair Signature

Present: Joan Schmelke (Chair), Crystal Schening (Vice Chair), Myra Binnendyk (Manager), Brandi Filipchuk (Treasurer), Gail Maki, Teresa Cunningham, Geralis Enns

1. Additions to the Agenda
 - Addition of arena advertising under Correspondence
 - Addition of book dedication under Legacy Project

Moved by Gail Maki to approve the agenda. Carried

2. Minutes from Wednesday, October 11, 2023

Moved by Brandi Filipchuk to accept the minutes as presented. Carried

3. Correspondence:
 - Design contest: Parkland is using the poster created by Penhold Library staff. Individuals can submit a design to be used on the tote bags and win a prize.
 - Myra circulated advertisements for Penhold Reporter
 - Arena advertising: had removed advertising as it had old branding. Cost to reprint banner and renew at arena - \$500 for printing banner, \$470 - for fee to post in arena.

Moved by Brandi Filipchuk to renew our arena signage with the new logo. Carried.

4. Financials - Brandi Filipchuk

- a. Reconciliation

- Reconciliation report for September, \$2023
- Statement beginning balance: \$201,285.25
- Cheques cleared: \$18,331.01
- Deposits: \$1942.90
- Statement ending balance: \$184,897.14
- Registered balance as of October 16, 2023: \$174,435.80

Moved by Brandi Filipchuk to accept Septembers financial report as read. Carried.

- b. Budget vs. Actual
 - Total grant revenue above what we thought
 - No plans to spend PD funds

Moved by Brandi Filipchuk to approve the September Budget vs. Actual Report. Carried

- c. Storage Cabinet
 - Staff would like to replace the upper and lower cabinets, put in wall to wall lockable cabinets, with moveable shelves
 - Discussion about what to do with old cabinets

Moved by Teresa Cunningham to ask Myra to share a quote for cabinets with the board via email or the next meeting, with possibility of completion by December 31, 2023. Carried.

- d. GIC Reconciliation
 - GIC was increased to \$50,000 and renewed with date of maturity October 12, 2024 at rate of 4.25% interest

- e. Mastercard Statements
 - Expenses were reviewed. Notable expenses were the Quickbooks renewal, as well as children's area carpet

- f. Staff Salary Grid
 - Salary survey review was sent out for information
 - Vacation rates were verified

Moved by Crystal Schening to accept Staff salary grid with updated vacation information as circulated. Carried.

- g. 2024 Budget
 - Updated budget was previously circulated by email.

Moved by Geralis Enns to approve the adjusted 2024 budget, totalling \$278,017 circulated by email due to adjustments to the CESD invoice. Carried.

5. Chinook's Edge School Division Agreement

- Continued discussion about interpretation issue around whether the flat amount of \$15,000, includes \$3000 for collection development or if that should be paid in addition to the \$15,000
- Removed \$3000 from the invoice for this year
- Requested to re-open negotiations on the agreement as the language is unclear and to address changes to the operating hours, waiting to hear back.
- Agreement has no set term where re-negotiating occurs
- Myra requested that if negotiations re-open, that several members of the board attend

- Worked with the Principal on sending out a Google Form created to assist with issue of gathering student & parent information. Sent out as a test run.
6. Legacy Project - TD Summer Reading Award
- This was a prestigious prize for the library and want a project that will stand out from what we already do.
 - Discussion about baby grand piano as the legacy project. Staff and community members had submitted letters of support for a baby grand piano.
 - There is \$8000 in prize money
 - Variety of board members have contacts to look into purchase of a baby grand piano
 - Would want to have piano inspected by piano tuner. Piano should have wheels and be moveable.
- Moved by Teresa Cunningham to approve the purchase of a baby grand piano using the TD Summer Reading Award funds meeting the conditions discussed (budget, inspection, board approval). Carried.**
- Book dedication: Penhold resident recognized in Guinness Book of World Record 2024 for record blood donations. Would like to recognize her with a copy at the Library. Teresa will write a dedication for the book and submit it to Myra. Myra will purchase the book. Idea of dedicating the book at Community Christmas - Teresa will look into this
- Moved by Teresa Cunningham that this individual be recognized with a book dedication. Carried.**
7. Manager's Report
- Received for information
 - Staff apparel purchase is underway. Board members to let Myra know if they would like to purchase apparel for themselves.
 - Myra will lay the wreath at Remembrance Day Ceremony

Next meeting: Wednesday, November 29, 2023 at 6:00pm

Adjourned 7:53pm