

Penhold & District Library

Town of Penhold Library Board Meeting

Tuesday, September 27 2022

@ 6:00 pm / Library

MINUTES:

Present: Myra Binnendyk, Manager; Jennifer Walsh, Vice Chair; Joan Schmelke, Brenda Hoskin, Teresa Cunningham, Gail Maki;

Guests: Mayor Mike Yargeau, Town of Penhold; Brian Constantine, Communications

Regrets: Lisa Newton, Chair

1. 2022 Minister 's Award for Municipal and Public Library Excellence: Formal Presentation by Mayor Yargeau to the Penhold & District Library Board and Photos.
2. Approval of the Library Agenda:
Moved by Teresa Cunningham to accept the Agenda as presented. Carried.
3. Minutes of Wednesday, June 22, 2022
Moved by Gail Maki to accept the minutes as amended. Carried.
 - October 27,2021 Board Approval of 2022 Budget was missed in the minutes.
Moved by Joan Schmelke that the Board acknowledges that acceptance of the 2022 Budget was not formally recorded in the October 27, 2021 Minutes. Carried.
 - March 23, 2022 Board Approval of Revision to 2022 Budget was missed in the minutes.
Moved by Joan Schmelke that the Board acknowledges an accepted Revision to the 2022 Budget was not formally recorded in the March 23, 2022 Minutes. Carried
4. Correspondence: the following was accepted for Information
 - New business cards, letterhead, thank you cards, etc. have been received, bearing the Library's new logo.
 - Receipt of \$14,357.85 from the Parkland Regional Library System in the form of a libraries service grant designed to enhance library service to rural patrons;
 - Receipt of \$16,650 from the Public Library Services Branch as payment of the 2022.2023 Public Library Operating Grant;
 - Congratulatory correspondence from the Town of Penhold on Winning the 2021 TD Summer Reading Club Award;
 - Confirmation by the Town of Penhold of Board appointments as follows:
Lisa Newton, third 3-year term; June 25, 2020 to **June 25, 2023**;
Jennifer Walsh, third 3-year term, May 28, 2022 to **May 28, 2023**;
Joan Schmelke, for a second 3-year term, April 26, 2020 to **April 26, 2023**.
The appointment for Jennifer Walsh should be:
Request for Appointment: Jennifer Walsh, Town of Penhold Resident
Third 3-year term: May 28, 2020 to May 28, 2023
The Town of Penhold will reconfirm Jennifer Walsh's appointment.

- Congratulatory correspondence from the Minister of Alberta Municipal Affairs on winning the award for Municipal and Public Library Excellence for boards serving under 10,000 population.

5. New Business:

- Logo - Signage presentation by our Library Communications person, Brian Constantine. Several quotes have been requested for signage for over the entry door of the Library; two quotes have been received, based on a number of different design options. The existing sign appears to be constructed of wood. It was generally agreed that an acrylic sign would have better lasting power than foam core. The preferred design option incorporates the word, 'Library' under the logo. The current 'Fun for the Whole Family' could be salvaged and incorporated inside the Library proper.

Moved by Joan Schmelke that the Library staff make the final determination on signage, based on the general direction of the Board, to a maximum value of \$3,000.

Carried.

6. Finance

- Joan Schmelke reviewed the financial reporting form the months of June, July and August. **Moved by Teresa Cunningham to accept the 2022 June Reconciliation as presented.**

Carried.

Moved by Gail Maki to accept the 2022 July Reconciliation as presented.

Carried.

Moved by Joan Schmelke to accept the 2022 August Reconciliation as presented.

Carried.

- Joan Schmelke reviewed the Budget vs. Actual with the Board.

Moved by Joan Schmelke to accept the 2022 Budget vs. Actual as presented.

Carried.

- Myra Binnendyk presented the requisition to Penhold Crossing Secondary School. Accepted for information.

- Myra Binnendyk requested reconsideration be given to allocate a portion of the TD SRC Award Prize (approximately \$4,000) to purchase a baby grand piano; letters of support from staff and Library patrons attached. The Board looks favourably upon award monies being used to create a legacy rather than simply applying it to general revenue. While there is some support for funds to be directed towards music enrichment, there continues to be concern that a baby grand piano would serve a very small component of the Library's patronage; a lower end baby grand may not result in a better experience and ongoing maintenance may be more expensive. It was determined that the Library continue to explore all options and request input from the broader community.

- Penhold Crossing Secondary School, CESD - Requisition attached for information.

7. Governance

Brenda Hoskin and Myra Binnendyk presented the following forms. Forms will be used by Library staff and may be amended by the Manager from time to time, to address the specifics of an individual situation.

- Library Board Code of Conduct Pledge: a new form, in conformance with Governance Policy 2.1, to be signed at the beginning of each term;

- Animals in the Library Waiver Form: a new form, in conformance with Governance Policy 3.7. Brenda indicated that the wording of the waiver was amended to reflect the exact wording used within *The Service Dogs Act* and to incorporate a reference to the Central Alberta Humane Society as an recognized pet therapy course;
- Volunteer Application: an update to an existing form, in conformance with Governance Policy 5.4;
- Contract for Volunteer Services: an update to an existing form in conformance with Governance Policy 5.4.

Moved by Brenda Hoskin to accept the Library Board Code of Conduct Pledge, Volunteer Application and Contract for Volunteer Services Forms as Presented, and the Animals in the Library Waiver Form as Amended. Carried.

Moved by Brenda Hoskin that Governance Policy 3.7 be amended to reflect the exact wording of *The Service Dogs Act*. Carried.

- Salary Grid and 2022 PRL Wage Survey: Library Policy dictates that the Board review the Library Salary Grid on an annual basis. Myra Binnendyk presented the grid along with the PRL Wage Survey. Penhold & District Library has been assigned to have a service population of 5,000 to 9,999, to reflect the Town's population and surrounding community. Based on the outcomes of the survey, the Library's current Salary Grid continues to reflect competitive salaries to move forward into the 2023 calendar year.

Moved by Brenda Hoskin to that the 2022 Salary Grid continue forward in 2023. Carried.

- 2023 Budget Presentation: Myra Binnendyk presented the 2023 Budget, indicating that the Library chose to address overages in the 2022 budget by pulling from reserves rather than requesting funding from the Town. The overages were directed toward enhancing programs in order to meet the challenges created by Covid, all of which were deemed successful and highly appreciated by the community. The 2023 budget reflects a continuation of program enhancements.

Moved by Joan Schmelke to accept the 2023 Budget as presented. Carried.

9. Manager's Report: Accepted for Information

10. Next Meeting: Wednesday, October 26, 2022 @ 6:00 pm

11. Adjournment: 8:05 pm.