

Town of Penhold Library Board Meeting
Wednesday, February 28, 2024
@ 6:31 pm / Library

Prepared by Lynley Mainprize

Library Chair Signature _____

MINUTES

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

1. Additions to the Agenda

- No additions need to be added.
- Quick discussion about the pending items for the next meeting. Discussion about the creation of a document that contains meeting rules and protocols. This will be added to our next month's agenda.

Moved by Geralis Enns to approve the agenda.

Carried.

2. Changes to Minutes Wednesday, January 31, 2024

- An amendment was made to minutes, adding Brandi Filipchuk's name to attending board members.

Moved by Teresa Cunningham to approve the amendment made to minutes.

Carried.

3. Correspondence

- The following is accepted for information:
 - Programs available for March were presented.
 - After Premier Danielle Smith's speech about her government introducing the "Parental Rights" legislation, the Library Association of Alberta released their statement in response to this. Library manager presented copies of this statement to board members so they were made aware.
- Nothing to report for action.

Moved by Geralis Enns to accept correspondence as presented.

Carried.

4. Financial

- Mastercard Records reviewed. No concerns or questions.
- Reconciliation for January 2024
 - Statement beginning balance - \$131,709.08

- Statement ending balance - \$108,341.05
- Uncleared transactions - \$3,235.30
- Registered balance - \$105,105.75
- Uncleared transactions - \$21,044.59
- Registered balance as of 23/02/2024 - \$84,061.16
- No budget vs actual for this month. Presented next month.
- 2023 Financial Statement from RSM, Kevin Fergusson
 - Statement was reviewed by board members. Our overall revenue increased in 2023. Library was advised to have 30-40% of our budget as surplus cash flow (\$101,065.00) reserved for emergencies and the continuation of funds to meet expenses. This would leave around \$21,000.00. The board will have to determine how this money should be spent and invested into the library. We will table this motion of how to break down this money for our next meeting.
 - Reserve fund, investments and capital projects.
 - Pleased with this year.

Moved by Lynley Mainprize to accept the 2023 financial statement as presented and to table motion of spending to next meeting. Carried.

5. CESD

- The library board's chair and library manager will be meeting with Penhold Crossing Secondary School's principal and librarian on February 29, 2024.
- A meeting with the CESD administration is set for May 15, 2024. Board's chair, vice-chair and library manager will meet before this meeting to discuss items to bring up with CESD. Plans are to discuss the \$10.00 per student rate and how money should be allocated. Notes from this meeting will be presented at the April board meeting.

6. Governance

- Manager's Review
 - Copy of the review has been shared with library manager and board members.
 - Goals for 2024 include making more connections with the community, expanding programs to more diverse users, and using the new baby grand piano for more programming. Some ideas presented for these goals are as follows:
 - Arrange a meeting time for board members to discuss ideas for new programming and involve the community to review their feedback.
 - Finding pianist volunteers to perform for the library or to tutor.
 - Continue to work on the website and develop ideas for content to include.

- The Plan of Service must be completed by the end of 2025. Discussion about sending out surveys to the community for their feedback as well as inviting the community in to participate in conversations about the library. As this process takes time, the board will be starting the process this year.
- Will set collection development as a 2024 goal. New organization in the library with books and collections. Signage will be provided.

The manager's review has been accepted by the board and the library manager.

7. Manager's Report

- Stats brochure has been sent out in the mail. The library manager will visit businesses and hand out brochures. It was suggested to send the brochure to PRL as well.
- Summer programmer position has been posted. Will start scheduling preliminary reviews. Will wait to hire an assistant position until a programmer has been hired so they can partake in the interview process.
- Storage cabinet is done.
- Parkland regional library council meeting coming up. Library manager is planning on attending and will complete a write up for the board.

8. Next Meeting March 27, 2024 @ 6:30pm

Meeting adjourned at 7:43 pm.