

Town of Penhold Library Board  
Meeting  
Wednesday, October 23, 2024 @  
6:36pm

Prepared by Geralis Enns

Library Chair Signature

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

1. Additions to the Agenda
  - Copier pricing in Financial 4.10
  - Fireplace Repairs 4.11

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

2. Minutes from September 17, 2024
  - No changes to the minutes.

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

3. Correspondence:
  - Reviewed program hand-out for November
  - Myra will lay the wreath at Remembrance Day ceremony
  - Ordered bags to hand out to borrowers with library logo

Joan Schmelke joined the meeting at 6:42 pm.

4. Financials - Brandi Filipchuk
  - a. Reconciliation for Sept 2024
    - Statement beginning balance: \$187,749.60
    - Cheques and payments cleared: \$18,519.23
    - Deposits and credits: \$606.48
    - Statement ending balance: \$169,836.85
    - Uncleared transactions as of Sept 30, 2024: \$17.00
    - Registered balance as of Sept 30: \$169,819.85
    - Cleared transactions after Sept 30, 2024: \$0
    - Uncleared after September 30, 2024 \$9,489.05
    - Registered balance as of October 11, 2024: \$160,330.80

- a. Budget vs. Actual
- Total grant revenue above what was anticipated
  - Donations higher than forecasted as well as paid programming revenue
  - Small overages in spending for accounting fees, magazines.
  - Repairs and maintenance are higher due to cabinet refurbishment

**Moved by Joan Schmelke to approve the September Financial Report as presented. Carried**

- b. GIC Renewal
- Myra, Brandi and Joan discussed rates and terms after Myra met with ATB representative.
  - Chose 15 month term at 3.6% to January 12, 2026. Principal and interest were re-invested for total of \$53,549.05

**Moved by Joan Schmelke to accept the decision as presented and approve the decision of the Finance Committee and Library Manager to renew GIC. Carried**

- c. Business Banking Signature Card
- E-Transfers and GIC renewal are single approval currently and should be double approval.

**Moved by Teresa Cunningham to make Chequing and Investments accounts and eTransfers to be double approved/signed. Carried.**

- d. Salary Survey
- Salary survey review done by Parkland was sent out for information
  - Staff salary grid was reviewed

**Moved by Gail Maki to approve staff salary grid as presented. Carried.**

- e. 2025 Budget
- Increased personnel expenses, but lowered budget for contingency and collections.
  - CESD contribution is unknown and currently being negotiated
  - Add to CESD comment 'currently being negotiated'.
  - Will send letter with the budget explaining to Town of Penhold that CESD contribution is under negotiation and that Town contribution could be adjusted once known.

**Moved by Brandi Filipchuk to accept the 2025 budget, totaling \$260,745 and to send to the Town of Penhold. Carried.**

- f. Photocopier
  - Potential savings of \$130 per month by upgrading copier. Model available that is 1.5 years old for \$4900, and \$900 trade in for current copier, cost to us of \$4000 + tax.
  - Current copier is 2013 model, purchased in 2017.
  - Pull funds from Contingency fund.

**Moved by Geralis Enns to purchase copier as presented. Carried.**

- g. Fireplace Repair
  - Annual servicing was done and the glass is showing wear.
  - Quote of \$1560.30 to repair.

**Moved by Teresa Cunningham to repair fireplace as outlined, totaling \$1560.30. Carried.**

- 5. Governance policies
  - Changes were made according to amendments made at September meeting.
- 6. CESD
  - CESD Invoice presented for information
  - Resources from Red Deer Public Library presented for information
  - Preparation for meeting with CESD in November, Krystal will lead the conversation and we want to hear from CESD about their vision for the relationship.
- 7. Manager's Report
  - Received for information
  - Myra is attending Live2Lead in November as leadership training

Next meeting: Wednesday, **November 27, 2024 at 6:00pm** with CESD guests  
January meeting moved to January 14, 2025 at 6:30pm

Adjourned 8:42 pm