

Town of Penhold Library Board Meeting  
Tuesday September 17, 2024  
@ 6:28pm / Library

Prepared by Lynley Mainprize

Library Chair Signature \_\_\_\_\_

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

Regrets: Joan Schmelke

1. Call to Order
  - 1.1 Additions and deletions to agenda
    - Add to 3.2 - Sending a get-well gift to Joan Schmelke.
    - Add to 4.6 - GIC maturing on October 12 and another one at the end of November.

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

2. Adoption of the Minutes Wednesday, June 26, 2024
  - 2.1 Changes to June 26, 2024 Minutes
    - Correct spelling error in motion to adjourn meeting.

**Moved by Brandi Filipchuk to approve changes made to June 26, 2024 minutes. Carried.**

3. Correspondence
  - 3.1 Information
    - Province has sent out a new copy of The Library Act and library regulations. Changes have been highlighted and will be forwarded to members of the board.
    - Received written confirmation that the library has received provincial funding in the total of \$28,953.
    - Received summary of summer programs offered at the library. Numbers were down but families were very happy with the programs. Our summer student coordinator was very successful. Ice cream cones given to participants in the reading program. Summary sent to schools so they are aware of how we can encourage students to participate.
    - Continue with the 3D printing program in September and October.
    - Another successful art program and introduced a crochet program.
    - A lot of positive feedback for our students who are running programs.

- Parkland has been working with Black Press Media and has offered our library a quarter page. Information about our programming has been sent in. Will be available in the Red Deer Advocate.
- Library is looking for high school students who are interested in helping the library with running programs or acting as mentors.
- The Create Kids program begins in September.

### 3.2 Action

- A get well gift to be sent out to Joan Schmelke. Board will purchase a gift card in the amount of \$50.00 and mail it to her.

**Moved by Brandi Filipchuk to purchase a gift card in the amount of \$50.00 to send to Joan Schmelke. Carried.**

## 4. Financial - Presented by Brandi Filipchuk

### 4.1 Mastercard Records

- Not as much spending in the summer compared to previous months.
- Staff received T-shirts and extra shirts were purchased. Social media advertising for extra shirts.
- \$213.00 for Fall Festival rentals.
- Recreational passes advertisement bought for Blackfalds and Red Deer.

### 4.2 Reconciliation for 2024 June, July and August

- 2024 June Reconciliation Report
  - Statement beginning balance: \$114,854.84
  - Cheques and payments cleared: \$22,192.60
  - Deposits and credits cleared: \$45,165.45
  - Statement ending balance: \$137,827.69
  - Uncleared transactions as of 30/06/2024: \$11,472.57
  - Registered balance as of 30/06/2024: \$126,355.12
  - Uncleared transactions after 30/06/2024: \$6,596.91
  - No cleared transactions
  - Registered balance as of 18/07/2024: 119,758.21
  - Highlights of June
    - Treasurer contacted the manager about a \$5300 discrepancy on the transaction report. Determiner to be the receiver general fee which was not present on report.
- 2024 July Reconciliation Report
  - Statement beginning balance: \$137,827.69
  - Cheques and payments cleared: \$31,870.65
  - Deposits and credits cleared: \$1,545.44
  - Statement ending balance: \$107,502.48
  - Uncleared transactions as of 31/07/2024: \$498.62

- Registered balance as of 31/07/2024: \$107,003.86
  - Uncleared transactions after 31/07/2024: \$10,424.63
  - No cleared transactions
  - Registered balance as of 13/08/2024: \$96,579.23
  - Highlights of July
    - Everything looked good. 2 voids but no effect.
- 2024 August Reconciliation Report
  - Statement beginning balance: \$107,502.48
  - Cheques and payments cleared: \$24,650.56
  - Deposits and credits cleared: \$104,897.68
  - Statement ending balance: \$187,749.60
  - Uncleared transactions as of 31/08/2024: \$353.00
  - Registered balance as of 31/08/2024: \$187,396.60
  - Uncleared transactions after 31/08/2024: \$9,601.41
  - Registered balance as of 16/09/2024: \$177,795.19
  - Highlights of August
    - Carpets cleaned on the public and school side of the library. Library paid the full invoice and the school will reimburse.

#### 4.3 2024 Budget vs. Actual

- Funding came in from the municipal and provincial sides as well as the county.
- Faxes continue to be over but not concerning.
- When looking at the total operating revenue, we are higher than projected.
- Over budget for hospitality.
- Over budget for repairs and maintenance. Rooms needed to be upgraded.
- Not wanting too much of a surplus. Looking to buy inhouse toys (around \$700), upgrading the photocopier (pricing to be determined), possible replacement of computer chairs, and replacing the couch with ripped seam. Important to keep the library looking pristine.
- Possibility of carrying over contingency funds to help with cost of photocopier.
- Cooking programs with Shane M. Chartrand. Talking about having the Penhold mayor hosting a group meal for other community members. Money will come from the programming budget. October 16 classes for students and October 17 for the mayor's group dinner.

**Financial report accepted by Gail Maki as read.**

**Carried.**

#### 4.4 Salary Grid Review

- Alberta Libraries conducted a wage survey and the library is still waiting to see the results.

- Looked over Sylvan Lake's postings for programmer position. We're close to this amount.
- Feel our staff is going over and beyond their positions. Changing level status for some of our staff to move higher on the grid.
- Pay holidays by time.
- Tabling salary grid review until the library receives information from Alberta Libraries.

#### 4.5 2025 Budget

- Will table this until October until more information from Alberta Libraries, town office and school division is presented.

### **Motion to table Salary Grid Review and 2025 Budget for October Meeting.**

**Carried.**

#### 4.6 GIC

- After a conversation with a wealth advisor from ATB GIC are our safest investment. Below are the rates. 15 months is at 3.600% Annually. Interest rates are expected to go down within the month.

### 5. Governance Policies

#### 5.1 Policy Review Section 2. Governance 2.1 - 2.11

- The following policies have been discussed and changed:
  - 2.1.13. (added) or Library Manager's
  - 2.2.1. (removed) - (see Policy 5.3.1)
  - Schedule A 2.2 (removed second sentence) A trustee may not hold more than one office at a time.
  - Schedule A 2.2.1.2. (added) Collaboratively develops the agenda for Board meetings with the library manager;
  - 2.3.1.1. (removed) Adheres to the Library Board of Conduct;
  - 2.5.6. (remove) 50% (add) 51%
  - 2.5.11.2. (remove) Staff Reports;
  - 2.5.11.8. (added) Staff Reports.
  - 2.9.9.5. (moved to 2.9.9.10.)

### **Moved by Teresa Cunningham to approve the above changes in our Governance Policy.**

**Carried.**

### 6. CESD

#### 6.1 Comparison of 2020 Agreement and 2025 Agreement Draft

- Comparison chart presented to board.
- This is the starting point for an agreement between the library and CESD. Board members are asked to review the chart and brainstorm questions to ask CESD at a meeting. Areas of concern are highlighted in yellow.

- Comparison chart will be forwarded to principal Clark Peters after Crystal Schening reviews additional conditions. Also extend an invitation to Clark Peters to attend the October 23 meeting. Board members will be able to voice comments and concerns to him.
- Add the “perks” section to the chart to remind CESD of what the library can offer the schools.

**Moved by Geralis Enns to invite Clark Peters to our October meeting and to share the comparison chart in advance to him.**

**Carried.**

7. Manager’s Report

- Remember that the library manager will be away on holidays September 25 to October 2.

**Moved to adjourn the meeting.**

**Carried.**

Meeting adjourned at 8:28pm.

Next meeting will be scheduled for October 23rd @ 6:30pm.