

Town of Penhold Library Board  
Meeting

Wednesday, December 3, 2025 @  
6:50pm

Present: Joan Schmelke (Chair), Myra Binnendyk (Manager), Brandi Filipchuk (Treasurer),  
Teresa Cunningham, Geralis Enns, Crystal Schenning

1. Additions to the Agenda

**Moved by Geralis Enns to approve the agenda as presented. Carried.**

2. Minutes from October 29, 2025.

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

3. Correspondence:

- Teresa Cunningham will continue to be our representative from Town Council.
- A new member will be joining our board
- Myra has received a timeline for retractable wall construction from the Town of Penhold. The timelines presented works for the Library. The wall should be completed by Feb 2026.
- Parkland Regional is changing the way they handle fines. Fines will follow the patron from library to library. Discussion about our library fines, no changes proposed to our current structure.

4. Financials - Brandi Filipchuk

a. Reconciliation for October 2025

- Statement beginning balance: \$188,613.57
- Cheques and payments cleared: \$20,913.73
- Deposits and credits: \$2,498.51
- Statement ending balance: \$170,198.35
- Uncleared transactions as of October 31, 2025: \$9,313.32
- Registered balance as of October 31, 2025: \$160,885.03
- Cleared transactions after October 31, 2025: \$0
- Uncleared after October 31, 2025 \$5,228.93
- Registered balance as of **September 6, 2025**: \$155,656.10

b. GIC

- Interest rate is 2.5% currently on a variety of terms. GIC comes due Jan 12, 2026. Myra will reach out to the board before Jan 12 with an update on rates.
- c. Budget vs. Actual
  - Budget is on track.

**Moved by Geralis Enns to approve re-upholstery of the 11 chairs & staff hoodies. Carried.**

5. Governance

- Changes approved at Oct 29, 2025 meeting were made to the policies.

6. Manager's Report

- Myra reviewed her report.

Next meeting:

January 28, 2026 at 6pm

Adjourned: 7:49pm