

Town of Penhold Library Board Meeting  
Wednesday, June 28, 2023  
@7:09 pm / Library

Prepared by: Lynley Mainprize

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

**MINUTES:**

Present: Joan Schmelke (Chair), Myra Binnendyk (Manager), Lynley Mainprize (Secretary), Brandi Filipchuk (Treasurer), Gail Maki, Lisa Newton, Teresa Cunningham, Jennifer Walsh (7:48 pm)

Regrets: Crystal Schening (Vice Chair), Brenda Hoskin, Gerals Enns

1. Additions to the Agenda
  - The date was changed on the agenda.  
**Moved by Brandi Filipchuk to approve the agenda and addition. Carried.**
2. Changes to the Minutes from Wednesday, May 24, 2023
  - No changes are to be made.  
**Moved by Lynley Mainprize to approve the minutes. Carried.**
3. Correspondence: The following are accepted for information:
  - The library's revised bylaws were sent to the town council for review and received approval.
  - A letter from MLA Ric Mclver was received by the library. Minister Mclver will be the Minister of Municipal Affairs which includes library services.
  - A letter was received from the province indicating that the Public Library Operating Grant of \$28,953.00 would be deposited into the account.
  - A library services grant of \$15,321.60 was also received from Red Deer County.
  - Advertisements for the library's summer programs have started to circulate around the community. The library manager indicated that there were high levels of interest and registration for the programs.
  - The new program "Create It" is underway this summer led by our students Deklen, Charlie, and Winter. An FCS grant was received so the library could purchase a new 3D printer, lego sets, materials for STEM, and art supplies. This program will run on Tuesdays.
  - A discussion was had about sharing the library's summer programs with Minister Mclver so the library can promote the hard work the students have put into these programs. The Board would like a letter written to Minister Ric Mclver and Honorable Earl Dreeshen MP, thanking the government for the funding increase and expressing the impact of the library in our community. The Board asked that pamphlets from summer programs be included.

**Moved by Teresa Cunningham to send correspondence.**

**Carried.**

- Nothing to report for action.

4. Financial - Myra Binnendyk

- Reconciliation report for May
  - Statement beginning balance: \$132,862.31
  - Cheques cleared: \$23,351.36
  - Deposits: \$334.92
  - Statement ending balance: \$109,845.87
  - Registered balance as of June 21, 2023: \$95,630.70 (payroll went through)
- 2023 Budget vs. Actual
  - New equipment was purchased for the library such as a Keurig, a 3D printer, and Lego kits. Tablecloths were purchased for the Artisan night and Friends of the Library will be paying the library back. Repairs and maintenance saw more spending due to a new janitor cabinet, an award wall, a new open sign, and supplies.
- Mastercard Records
  - The card is being used more for summer program supplies.

**Moved by Lisa Newton to accept the financial report as read.**

**Carried.**

- Mastercard Budget Increase
  - The manager expressed the challenges with the current limit of \$2000.
  - The manager suggested increasing the limit to \$4000. After discussion, the board agreed to a \$5000.00 limit on the MasterCard.

**Moved by Teresa Cunningham to approve the increase in the MC limit.**

**Carried.**

- Changing of Cheque Signing Authorities
  - Remove Lisa Newton and Jennifer Walsh.
  - Remain as signing authorities: Chair Joan Schmelke and Library Manager Myra Binnendyk.
  - Add: Brandi Filipchuk and Crystal Schening.

**Moved by Gail Maki to accept new changes to signing authorities.**

**Carried.**

5. Friends of the Library Report

- A letter from the Friends of the Library was received by the board. The letter summarized the success that was achieved by the Artisan Gala which was held at the library on June 17, 2023. Approximately 70 people attended as well as 12 artisans. During the evening, a new collection of 23 "Wonderbooks" was presented to the public. Overall the evening was a success and enjoyed by all who attended! It was recommended that the letter be shared with the town council.

6. Board Member Information Sheet

- A list containing contact information was reviewed.

7. Manager's Report

- Fall Festival will be held before the next board meeting so the library manager took this time to discuss the parade theme which is “Beach Party.” Board members asked for confirmation of theme as another theme was expressed to them. The library manager will confirm the theme and send an email to the board members.
- Introduced the reading necklaces the summer program will be used to help motivate kids of all ages to read more during the summer and to visit the library to receive beads for their necklaces.
- The board took time to discuss Penhold Crossing School not requiring library service on Mondays for 2023-2024 as this was a requirement when the CESD Agreement was drafted.

8. NEXT MEETING: Wednesday, September 27th @ 6:00 pm.

9. Adjournment: 8:02 pm

A social was held Honouring Board Members Lisa Newton and Jennifer Walsh serving on the Board for 9 years. We are grateful for their dedication in keeping the library a strong connector in the community.