

Town of Penhold Library Board Meeting
Wednesday, October 11, 2023
@ 6:02 pm / Library

Prepared by Lynley Mainprize

Library Chair Signature _____

MINUTES

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

1. Additions to the Agenda
 - Correspondence between Penhold Crossing Secondary School and library
 - Elections for board positions are to be held at our October 25th meeting.

Moved by Gail Maki to approve the agenda and additions. Carried.

2. Changes to the Minutes (Wednesday, June 28, 2023)

Moved by Brandi Filipchuk to approve the minutes. Carried.

3. Correspondence: The following are accepted for information:
 - Manager presented program advertisements that are to be shared with Springbrook so families are aware of different programming that is offered at the library.
 - Correspondence with Penhold Crossing Secondary School
 - Discussion about the agreement between the library and Chinook's Edge school division. The school pays a \$15,000 library service fee and \$3000 for collection development. The school has recently reviewed the agreement and has stated that the \$3000 for collection development should be included in the \$15,000 service fee, whereas the library interprets the wording of the agreement differently. Agreement renewal is set for 2025 and more discussions need to take place to clarify the agreement.
 - School is requesting no library services on Monday. The agreement is set for 300 students. For every student above that number, a fee of \$10 will be paid by the school. Penhold Crossing Secondary School's student population is currently at 393 students.
 - The library requires student home email and phone numbers for records. FOIP prevents schools from sharing this information. Discussion about how this collection of data can be made easier for library staff.

- The school has expressed no interest in extracurricular activities with the library as school staff are focused on curriculum. Invitations/opportunities will still be shared with the school.
- Library will reach out to Chinook's Edge to have a meeting in June so the library and school can be prepared for September. Meetings with principal Clark Peters are set for November 15 to continue discussions, as well as meetings set for February 7 and May 15.
- Nothing to report for action.

4. Financial - Brandi Filipchuk

- Reconciliation report for June 2023
 - Statement beginning balance: \$109,845. 87
 - Cheques cleared: \$24,198.05
 - Deposits: \$48,666.53
 - Statement ending balance: \$134,314.35
 - Registered balance as of July 31, 2023: \$104,231.95
- Reconciliation report for July, 2023
 - Statement beginning balance: \$134,314.35
 - Cheques cleared: \$25,295.52
 - Deposits: \$7,571.68
 - Statement ending balance: \$116,590.51
 - Registered balance as of August 16, 2023: \$102,886.53
 - Treasurer reported there was a discrepancy that occurred this month. A staff member was paid prematurely but the manager reported it was an error in the system. The imbalance will be rectified by the next meeting.
- Reconciliation report for August 2023
 - Statement beginning balance: \$116,590.51
 - Cheques cleared: \$22,352.84
 - Deposits: \$107,047.58
 - Statement ending balance: \$201,285.25
 - Registered balance as of September 08, 2023: \$190,209.02

**Moved by Brandi Filipchuk to accept June, July and August's financial report as read.
Carried.**

- 2023 Budget vs. Actual
 - Invoice from Chinook's Edge is expected by the end of September. The invoice was delayed because of holidays and the school needed to know the exact number of students.
 - Income from Provincial and Red Deer County has seen an increase.
 - Miscellaneous income was used for Friends of the Library purchases (tablecloths and wonderbooks). Has been paid back.
 - Payroll expenses were 67% (summer staff included).
 - Substantial surplus is expected and the library will determine where the money can be used.

- Discussion about the library's involvement with Penhold Youth Club and providing the club with programming information.

Moved by Brenda Hoskin to approve the January - August Budget vs. the Actual Report Carried.

- GIC Investment Renewal October 8th, 2023
 - Current balance is at \$45,000. Money can be doubled by applying for grants and can be used towards a renovation project in the library. Discussion was had about adding \$5,000 to the balance and signing up for a yearly interest rate of 4.25%.

Moved by Brenda Hoskin to renew GIC investment with an additional \$5,000 at a 4.25 non-redeemable interest rate. Carried.

- Mastercard Records
 - Reviewed.
- Staff Salary Grid
 - Library staff members work up to 21 hours per week. The manager suggests no need to increase hours.
 - The manager expressed her happiness with the library staff. All staff members are efficient workers and display strong teamwork skills. After reviewing the wage scale, it was determined that staff members who are recommended for promotion cannot have a pay increase after reaching level 7 on the scale but can have an opportunity to apply for a new job description with added responsibilities. There is also a possibility of bonuses for staff members. It is important that the staff receive fair payment.
 - Discussion about paid holiday time. The manager will check over the information and present it at the next meeting.
- 2024 Budget
 - The library estimate 2024 revenue of \$270,817. Provincial funding increased by \$12,308 and Red Deer County also increased its funding by \$15,000. The library will lose \$6,120 in revenue because of no library services on Mondays for CESD.
 - Expenses for 2024 will be focused on payroll and repairs and maintenance (concern over computer chairs) and reserves/upgrades (new cabinet for storage).
 - \$8,000 has been set aside for a legacy project. Brainstorming will begin at the next meeting.
 - The library will be requesting \$175,247 from the Town of Penhold which is \$5,663 less than 2023. Numbers will be revised when the Board approves the changes to the budget.

Moved by Brandi Filipchuk to approve the budget as presented for 2024 and to be forwarded to the Town of Penhold for consideration. Carried.

5. Friends of the Library

- Fall Festival Fundraiser - able to raise \$1,400 that will be used to purchase more wonderbooks for the library.
- Idea about doing something at Christmas to give thanks to the Friends of the Library for all the fundraising they do for the library.
- The library is giving the Seniors Drop-in Centre the opportunity to hold a Silent Auction in the library from November 13 -24. This is to build relationships with our Senior community. The museum has also expressed interest in this opportunity.

6. 2023 Stronger Together Conference

7. Manager's Report

- The manager shared the idea of having staff have hoodies with the library logo and mission statement printed on them. The hoodies would be about \$40 but the manager will confirm the price.
- The library will be closed on November 9th and 10th so floors can be waxed.
- The library will be closed on November 11th for Remembrance Day.

8. The next meeting will be Wednesday, October 25th, 2023 @ 6:00 pm.

Moved by Brenda Hoskin to adjourn the meeting. Carried.

Meeting adjourned at 7:56 pm.