

Town of Penhold Library Board  
Meeting Wednesday, March 27, 2024  
@ 6:30pm / Library

Prepared by Geralis Enns

Library Chair Signature

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

Regrets: Lynley Mainprize

1. Additions to the Agenda

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

2. Minutes from February 28, 2024

- Revisions: Add to financial section:
  - January reconciliation, checks and payments cleared 23,444.79
  - Deposits cleared 76.76

**Moved by Geralis Enns to accept the minutes with revisions. Carried**

3. Correspondence:

- Town of Penhold annual budget letter that outlines their support. Covers utilities, phone, insurance and contribution for space and funding towards regional system, local operational costs, totaling \$360,151. The Board expressed their strong appreciation for the Town and how they support the Library.
- Letter from Rick McIver, Minister Municipal Affairs, continuing increased support.
- Myra's letter to Town of Penhold outlining surplus budget and intention.
- April advertising, Myra highlighted Safari Stories event
- Participated in Regional Library Systems wage survey and results will be shared.
- Royal Conservatory representative for Red Deer coming to view the library and piano.

4. Financials - Brandi Filipchuk

- a. Mastercard Statements: Expenses were reviewed. Purchases of supplies and books.
- b. Reconciliation
  - Reconciliation report for February 2024
  - Statement beginning balance: \$108,341.05

- Cheques cleared: \$27,028.99
- Deposits: \$685.20
- Statement ending balance: \$81,997.26
- Uncleared transactions: \$9,331.57
- Registered balance as of February 29, 2024: \$72,665.69

c. Budget vs. Actual: Reviewed, nothing unusual to note.

**Moved by Brandi Filipchuk to accept Financials as presented. Carried**

5. Chinook's Edge School Division Agreement

- Deferred to next month's agenda
- Joan Schmelke, Crystal Schening and Myra Binnendyk are meeting to develop talking points.
- Meet with Chinooks Edge, May 15, 2024.

6. Governance Policies

**Moved by Geralis Enns to accept changes to 2.9 Financial Policy as discussed.**

**Moved by Teresa Cunningham to accept changes to 3.2 Facility Use by Public as discussed. Carried.**

**Moved by Teresa Cunningham to accept the Facility Terms and Conditions Agreement with edits as discussed. Carried.**

**Moved by Brandi Filipchuk to accept amendment to Bylaws, Schedule A. Carried.**

7. Manager's Report

- Provided as part of meeting package
- Potential new board member

Next meeting: Wednesday, April 24, 2024 at 6:30pm

Adjourned 8:41pm