

# *Penhold & District Library*

## **Town of Penhold Library Board Meeting**

Wednesday, February 22, 2023

@ 6:07 pm / Library

### **MINUTES:**

Present: Myra Binnendyk, Manager; Lisa Newton, Chair; Jennifer Walsh, Vice Chair (6:15pm); Joan Schmelke, Treasurer, (6:25pm), Brenda Hoskin, Teresa Cunningham, Crystal Schening

Regrets: Gail Maki

1. Additions to the Library Agenda

- Approval of the Library Agenda

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

**Carried.**

2. Changes to Minutes Wednesday, January 25, 2023 and December 22, 2022

**Moved by Teresa Cunningham to approve the January 25, 2023 minutes.**

**Carried.**

**Moved by Brenda Hoskin to approve the December 22, 2022 minutes as amended.**

**Carried.**

3. Correspondence: The following accepted for information:

- The Manager reviewed the current and past activities in the Library. Maker Space with Deklan Cameron was very well received; it is anticipated that Deklan will be returning. Author Susan Glasier will be attending the Library in March to share her second book, *She Was Never The Same*. There will also be a Community Legal Clinic in March. Advertising is submitted to the Springbrook Community highlighting up coming events or programs. The community is encouraged to follow us on social media and watch our website for detailed information.
- Friends of the Library provided an update of its fundraising efforts, announcing a new event as well as a donation of \$2,500 toward a Wonder Book collection for the Library. Chairperson Allison Marshall is scheduled to attend the March meeting with further details.

4. Financial – Joan Schmelke

- 2022 Financial Report from Kevin Ferguson, RSM: The Library is in a very good financial position. We now have a total of \$45,000 for future capital projects. The Library finished the year at (\$1,138). The Manager will delve further into the ‘restricted funds’ of \$7,167. Larger expenditures for 2022 were related to the development of the Library’s logo, branding, collection and the creation of video presentations for awards.

**Moved by Joan Schmelke to Accept the Financial Report.**

**Carried.**

- 2023 Budget - The Library continues to search for a ‘legacy purchase’ to direct award funds to. The Friends of the Library will be asked for ideas. Received as information.
- 2023 Town of Penhold Budget Approval Letter – The Town’s total contribution to the Library is projected to be \$257,596, representing about \$72.30 per capita. This will be re-evaluated when the Town addresses the upcoming tax season mill rate, in May. Received as information.

5. Governance

- Letter to Town Council for an update on Board Members and Town's response to Appointments to Library Board:  
New Appointment: Crystal Schening, First 3-year Term (February 22, 2023 to February 22, 2026)  
*Welcome Crystal*  
Extended Appointments: Joan Schmelke, third 3-year term (April 26, 2023 to April 26, 2026); and Brenda Hoskin, second 3-year term (February 26, 2023 to February 26, 2026)  
Stepping Down: Lisa Newton, Board Chair, term ending June 25, 2023 and Jennifer Walsh, Secretary, term ending May 28, 2023  
*Thank you for your support and wisdom*  
A revised list of Board members and contact information included  
Received for information.
- Board Organizational – The Organization meeting will be held at the next meeting. Positions needing to be filled are Chair, Vice-Chair, Secretary and Treasurer; there are also two committee positions, being Finance and Governance. The term of the positions will expire in October 2024, when the next Organizational meeting shall be held, at which time it is hoped that the Library has been successful in its recruitment efforts.
- Plan of Service – the Library Manager reviewed progress made to in meeting and achieving goals and objectives. The Plan of Service requires an annual review by the Board. The Library rose to the challenge of building and maintaining connections throughout the community under challenging circumstances and was rewarded for its efforts. Programming opportunities for teens and adults has been challenging but has been met through building partnerships with Town of Penhold Community Services.  
**Moved by Brenda Hoskin that the Plan of Service be accepted as reviewed. Carried.**

6. PLSB Annual Report

- The Manager shared the Alberta Library Statistics with the Board, explaining that many of these figures are derived by the Parkland Regional Library System. Concerns were expressed over the number of Total Active cardholders identified being 553. This figure was 1,270, 862 and 976 for 2019 to 2021 respectively and Library staff continue to note a growth in Library activity. There are many 'cardholders' that represent families and groups. The Manager has requested additional information to help the Board determine whether that figure is accurate and what it is based upon as the Library's own statistics suggest higher numbers. The report also included a list of the Library's achievements over the past year, which will be amended to include the therapy dog program initiated and implemented by the Library on behalf of Penhold Crossing Secondary School.

**Moved by Jenifer Walsh that the report be accepted providing comments regarding the Board's concerns be incorporated. Carried.**

7. Manager's Report: Received for Information

8. NEXT MEETING: Wednesday, March 22, 2022 @ 6:00 pm  
Friends of the Library Fundraiser – Presentation Alison Marshall

11. Adjournment: 7:51 pm.