

# Penhold Library Board Meeting

Wednesday, January 25, 2023

In Attendance: Myra Binnendyk, Lisa Newton, Teresa Cunningham, Joan Schmelke,  
Brenda Hoskin, Jennifer Walsh, Gail Maki  
Guest: Crystal Schening

Chair – Lisa Newton  
Secretary – Jennifer Walsh

Call to Order – 7:05 PM

1. Approval of the Library Agenda
  - a. **Motion** made by **Jennifer Walsh** to approve agenda. **- Carried**
2. Approval of Library Minutes
  - a. December Minutes amended to include Gail Maki in attendance.
  - b. December Minutes amended to read September/October Financials.
  - c. **Motion** made by **Jennifer Walsh** to approve minutes as amended. **- Carried**
3. Correspondence
  - a. Due to patron numbers, Penhold & District Library is receiving the largest dollar amount from the county compared to other libraries.
  - b. Our library is proud to welcome patrons coming from Red Deer for programs.
4. Financials
  - a. Reconciliation for November, 2022
    - i. Statement Balance \$136,779.06
    - ii. Register Balance \$129,282.53
  - b. Reconciliation for December, 2022
    - i. Statement Balance \$117,527.43
    - ii. Register Balance \$100,473.40
  - c. **Motion** made by **Joan Schmelke** to approve financials as presented.- **Carried**
5. Governance
  - a. Jennifer Walsh will complete 3<sup>rd</sup> term on Library Board in May. Letter to council will appeal for an additional month.
  - b. Lisa Newton will complete 3<sup>rd</sup> term on Library Board in June.
  - c. Letter to council will appeal for 2<sup>nd</sup> term for Joan Schmelke.
  - d. Letter to council will appeal for 2<sup>nd</sup> term for Brenda Hoskin.
  - e. Organizational meeting date tabled for next meeting.
  - f. Manager's Annual Performance Evaluation – presented by Brenda Hoskin
    - i. Seven goals recommended for 2023

6. Manager's Report

- a. We have a signed lease agreement with the Penhold Multiplex.
- b. Application has been completed for one university student grant for summer programming.
- c. Our new logo has been attached to the wall and looks great.
- d. It has been determined that Mark from Red Brick will complete construction of janitorial closet.
- e. Interviews are taking place for circulation staff.
- f. Regular meeting will take place soon with Penhold Crossing.
- g. Jessie Duncan Elementary School is open to establishing relationship with public library.
- h. Service dogs visited students of Penhold Crossing with a positive outcome.
- i. 84 children have signed up for 1000 Books Before Kindergarten.

Adjourned – 8:10 PM

Next Meeting – February 22