

Town of Penhold Library Board Meeting  
Wednesday, May 24, 2023  
@6:47pm / Library

Prepared by: Lynley Mainprize

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

**MINUTES:**

Present: Myra Binnendyk (Manager), Crystal Schening (Vice Chair), Lynley Mainprize (Secretary), Brandi Filipchuk (Treasurer), Geralis Enns, Gail Maki, Lisa Newton, Teresa Cunningham, Jennifer Walsh

Regrets: Joan Schmelke (Chair), Brenda Hoskin

1. Additions to the Agenda
  - Manager added Board Member List for all members to review their contact information.  
**Moved by Lisa Newton to approve the agenda and addition. Carried.**
2. Changes to the Minutes from Wednesday, April 26, 2023
  - Two errors were corrected and manager confirmed receipt of Public Library Operating grant.  
**Moved by Teresa Cunningham to approve the changes. Carried.**
3. Correspondence: The following accepted for information:
  - Artisan Gala (June 15th @ 6:30): Official poster of event was shared and Alison Marshall (Friends of the Library) is asking that members to help promote event by putting up the poster at places of work and to share event over social media platforms to help promote the event. Local businesses Suds, IDA Pharmacy, Oasis, Blaire's Liquor Peace and Nutrition, dentist office, Pizza Stop, ATB, Antler Hill, Senior's drop in, and Ma and Pas already have posters.
  - Summer student Camryn Jackson will be joining the library team for the duration of summer. Camryn is a very organized and capable summer student and the library is very excited for her to share her talents and help promote summer programming. Camryn has already made contacts with the community and school about summer programs.
  - The Reconnect Grant has been put on hold until the middle of June.
  - Nothing to report for action.
4. Board Member List
  - Members were asked to check over their contact information.
5. Financial - Myra Binnendyk

- Reconciliation report for April 30, 2023  
Statement beginning balance: 64,406.03  
Cheques cleared: 22,601.70  
Deposits: 91,057.98  
Statement ending balance: 132,862.31  
Registered Balance as of May 16, 2023: 121,877.96
- Mastercard Statement: Manager and 3 other employees have access to mastercard. Manager will monitor statements and provide them to board.
- 2023 Budget vs. Actual: A good portion of budget is directed towards payroll. This will increase during the summer months as a summer student will be added to the payroll.

**Moved by Jennifer Walsh to accept financial report as read. Carried.**

6. Governance: By-Laws - Process for Reading / Approval
  - Review of changes made to 4(1)a and fines for damaged or lost materials.
  - Approval of Changes to bylaws

**Moved by Jennifer Walsh that bylaws be read for a first time.**

**Moved by Gail Maki that bylaws be read for a second time.**

**Moved by Lisa Newton to proceed to third and final reading.**

**Moved by Geralis Enns that bylaws be read for a third and final time.**

**Moved by Teresa Cunningham that bylaws take effect May 25th, 2023.**

**Moved by Brandi Filipchuk that former bylaws be repealed and replaced by bylaws, as read three times, on May 24th, 2023 and will take effect on May 25th, 2023.**

7. Tour - Google Drive
  - Manager presented folders and contents that are accessible to all board members.
8. Manger's Report: Received for Information
9. NEXT MEETING: Wednesday June 28th @ 7:00pm. Celebration for leaving board members will commence after regular board meeting @ the library.
10. Adjournment: 7:44pm