

Town of Penhold Library Board Meeting  
Wednesday, April 24, 2024  
@ 6:35pm / Library

Prepared by Lynley Mainprize

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

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

Regrets: Geralis Enns

1. Additions to the Agenda

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

**Carried.**

2. Changes to the Minutes Wednesday, March 27, 2024

**Moved by Gail Maki to accept the minutes.**

**Carried.**

3. Correspondence

- Information
  - Manager shared a letter from Ric Mclver about expanding the number of joint libraries. This should not affect our library.
  - Manager had previously emailed out the letter from Parkland Regional Library to board members. This letter is a response to the Library Association of Alberta's (LAA) statement to the "Parental Rights" legislation.
  - The library is gearing up for the summer reading program. Our summer student will be starting May 9th. Interviews for the summer reading program's assistant positions will take place a week after May 9th so the summer student can assist in the interview process.
- Nothing to report for action.

4. Financial - Presented by Brandi Filipchuk

- Mastercard Reconciliation
  - Some larger purchases to take note of:
    - \$450.72 for a new door counter that will be used for the school side.
    - \$525 for a new wet dry cordless vacuum upon request from a staff member responsible for janitorial work.
    - Around \$340 for new containers and supplies from Staples.
- Reconciliation for 2024 March
  - Statement Beginning Balance: \$81,997.26

- Cheques and Payments Cleared: \$19,241.71
- Deposits and Credits: \$90,831.24
- Only adjustment was for \$0.18
- Statement Ending Balance: \$153,586.97
- Uncleared Transactions as of 31/03/2024: \$230.12
- Registered Balance as of 31/03/2024: \$153,356.85
- Uncleared transactions after 31/03/2024: \$14,273.71
- Registered balance as of 19/04/2024: \$139,083.14
- Transaction Report
  - Beginning balance: \$81,552.08
  - Ending balance: \$153,356.85
- 2024 Budget vs. Actual
  - Everything looking normal
  - Faxes
    - \$25 budget. Have reached \$50.50. Treasurer questioned if this was all from library faxes or if this was coming from the public usage. Clarification from the manager that patrons do pay for faxing and cost was from the library.
  - Over for the GST rebate. Library got more than expected. Library budgeted for \$500 but received around \$970. This rebate also includes last year's which we did not receive.
  - We are at 80% of the budget for repairs and maintenance. Treasurer questioned if it is possible we will be going over budget and should consider increasing it. Manger discussed that the library does have contingency funds and will wait until closer to the end of the year to replace items but does not foresee going over budget.

**Financial report accepted as presented.**

**Carried.**

## 5. CESD

- Meeting between CESD and the library board will take place on May 15, 2024.
- The Chair, Vice-Chair and manager plan on attending the meeting and will be sending discussion points ahead to CESD so both sides can prepare for discussion.
- Considerations to be raised at meeting:
  - The clause of the \$3000 in the library usage agreement. Is this included in the \$15,000 fee or on top of it? Need clarification.
  - When the student population surpasses 300, an additional \$10.00 is paid to the library per student above the 300 limit. This fee goes towards additional resources. If CESD does not agree with the \$3000 to be paid on top of the usage fee, the library would like the clause that states the \$10.00 per student fee goes towards additional resources be changed to the library determining how those funds are to be spent.
  - The agreement currently says the school accesses the library on Mondays and pays a fee of \$180.00 for library staff. As of June 2023, the

school has requested to not use the library on Mondays anymore. The library would like to include a clause in the agreement that states the school has the option to use the library on Mondays but will have to give notice and pay an hourly rate for the staff. It should be understood that on Mondays when the school is not using the library, there should be no access for the students.

- It needs to be understood that students can not use the main public doors to the library.
- Current agreement states students have supervised access to the library Monday to Friday 9:00am to 3:30pm. The library wants times changed to Tuesday to Friday 9:30am to 3:30pm.
- Library requests the school to give notice of which Mondays they will be needing for usage by June 15th.
- Library is also requesting changes made as to who is to attend meetings. Request that people such as the principal and library manager be present for meetings that concern agreement.
- Library will prepare a list of advantages it brings to the students to present to CESD.

**The board accepts the information as presented.**

**Carried.**

#### 6. Governance Policies

- Policy review process tabled for next meeting.
- Signatures to approve revisions on 3.2 Facility Use by Public, 2.9 Financial Management, and bylaws. Will submit these to the town.
- Policy 6.12 Salary and Wages
  - Comments made on what policies say about how wage increases are administered and requirements of staff to move up the scale.
  - Other libraries do not have requirements for wage increases. Just an annual increase.
  - Manager provides staff with self evaluations.
  - 6.13 Performance Review
    - Discussion about expectations of staff (punctuality, wellness, team player, etc) and how these evaluations/documenting will help with wage increases.
    - Take out the word “annually” when looking at wage increases and revise wording.
    - Discussion was had about adding an incentive to staff when they reach their maximum years on the salary grid.
    - Manager will bring back policy with revisions.
- Summer Programming Policies
  - Short window of employment so summer students need to be aware of expectations.
  - Use of library, town and property

- There is a laptop available to them but summer students usually use their own device. Will create a google drive file and binder.
- Is it proper to use their own cell phones to take pictures and upload? Parents do give consent for pictures to be used on social media. Idea of purchasing a library tablet that can be designated to use for taking pictures.
- There is no need for the summer student to be using their phones during their work hours. If they are working outside of the library, they should have access to their phones in case of emergency.
- Wording in policy around use of cell phones will be revised.
- Plan of service tabled for next meeting.

#### 7. PRL 65th Anniversary

- 3D print of baby grand piano to be packed up in a little box with a special tag. This will go in the time capsule.
- Discussion about including the year review pamphlet in the capsule.

#### 8. Manager's Report

- Door counter has been purchased.
- Purchase of a \$365 telescope that can be rented out for the public. Discussion will be had about how to collect money and a damage deposit.
- The Royal Conservatory has expressed their appreciation for the library buying a baby grand piano. They will not be able to conduct testing at our library as there is a lack of privacy. Will recommend us throughout the piano community.
- Piano mentor is coming back.
- "Because of the Library" campaign is starting. Forms will be going out to the community.
- Thank you flowers for our volunteers.
- Friends of the library is planning a Father's Day breakfast on June 15, 2024. Piano will be used in the lobby. Activities will be available in the library.

**Moved by Teresa Cunningham to adjourn the meeting.**

**Carried.**

Meeting adjourned at 8:20 pm.

Next meeting is scheduled for May 22, 2024 @ 6:30pm.