

Town of Penhold Library Board Meeting
Wednesday, January 31, 2024
@ 6:34 pm / Library

Prepared by Lynley Mainprize

Library Chair Signature _____

MINUTES

Present: Joan Schmelke (Chair), Crystal Schening (Vice Chair), Myra Binnendyk (Manager), Lynley Mainprize (Secretary), Gail Maki, Teresa Cunningham, Geralis Enns, Alison Marshall (Friends of the Library)

1. Additions to the Agenda
 - No additions need to be added.

Moved by Geralis Enns to approve the agenda. Carried.

2. Changes to the Minutes (Wednesday, November 29, 2023)
 - Correct wording for GIC interest motion.
 - Correct spelling of Lacombe.

Moved by Crystal Schening to approve the minutes and changes. Carried.

3. Correspondence
 - The following is accepted for information:
 - Beginning in February, the library will be celebrating “Love Your Library Month.” Patrons can bring in their old, (and dusty) unused library cards to use for the month of February to be entered into a draw for prizes. Using regular cards will also be accepted to enter names in the draw.
 - An advertisement of the library’s programs has been created and will be sent to Springbrook.
 - Board member Brenda Hoskin has provided the board with a letter of resignation after completing her full term.
 - A new brochure was created for patrons to learn about the Parkland Regional Library Information app.
 - Nothing to report for action.

Moved by Teresa Cunningham to accept correspondence information. Carried

4. Friends of the Library
 - Alison Marshall, chair of the Friends of Library fundraising group presented its yearly report to the board.

- Total money raised from all of the fundraisers since inception is \$4066.75.
- The Fall Festival raffle was very successful, raising \$1377.75.
- Continued to purchase Wonder Books for the library in 2023 (43 books with 15 more coming). Recognition will be given to the public for their support. Our library has one of the largest collections of Wonder Books and it has been decided that these books will not be loaned out to other libraries because of the high cost per book.
- Artisan Night was a success and praised by the community. Attracted people from different communities. Friends of the Library are considering hosting another night.
- Friends of the Library will be focusing on promoting the use of the library's new baby grand piano and how it can be used to bring in more funds for the library. Discussion was held about using the piano for recitals, music exams and renting the library space out for events. Research has been conducted on other spaces to determine rates and the option of \$60 per hour was discussed, as well as expectations of library staff members, and damage deposits. All money raised will go towards the maintenance and upkeep of the baby grand piano. Friends of the library will draw up an agreement and present it to the board for approval in the spring.

Moved by Brandi Filipchuk to support the Friends of the Library to use the piano for events and future fundraising opportunities and to approve the suggested fee of \$60 per hour for events.

Carried.

5. Financial

- Mastercard
 - Spending records were presented by the treasurer.
 - In December 2023, Wonder Books were purchased with a mastercard. Friends of the Library covered the cost with a bank transfer.
- Reconciliation
 - November 2023
 - Beginning balance - \$164,517.15
 - Cheques and payments cleared - \$29,447.33
 - Deposits - \$16,152.75
 - Statement ending balance - \$151,122.57
 - Registered balance as of 30/11/2023 - \$148,142.24
 - December 2023
 - Beginning balance - \$151,222.57
 - Cheques and payments cleared - \$21,359.40
 - Deposits - \$1,845.91
 - Statement ending balance - \$131,709.08
 - Registered balance as of 31/12/2023 - \$117,902.08
- 2023 Budget vs. Actual

- Library continues to be mindful of spending. Payments were made towards new cabinets (paid 1st bill, another one coming), storage, the spider, and tuning the baby grand piano. A surplus of \$18,000 will go towards new project ideas and will be discussed at the February meeting.
- Discussion about the AGM annual meeting. Giving the public an opportunity to attend to learn more about how money is being spent and invested into the library.

Financial records have been read and accepted.

6. Annual Report

- The 2023 Year in Review brochure was presented to the board. We are seeing an increase in people coming to the library. We have 1,171 cardholders which is significant growth from 2022.
- February is “Love Your Library” month. Activities and promotions will be set up and advertised to the community. Discussion about doing a full page ad in The Reporter.
- Library manager presented the library’s 2023 accomplishments. With the running of many successful programs/events, the new Wonder Books, the purchase of the baby grand piano, more younger people are coming to the library.

Moved by Geralis Enns to approve the submission of the annual report. Carried.

7. CESD

- Library manager connected with three other libraries (Carstairs Public Library, Red Deer Public Library: Timberlands & Dawe) that are connected with schools to discuss their agreements with the school division. All information shared was similar. Difference in comparison to libraries also is that we are the schools library, the school does not have a library. More information was included in the info sheet provided by the library manager.
- The board discussed the current agreement we have with CESD. Discussion about re-wording the staffing section as Mondays are the day that the school does not keep the staff busy, which we no longer provide for 2024-2025. Continue with \$10 per student rate. Continue to look for non-fiction books for grades 7-12 and branch into adults.
- Meeting with CESD is scheduled for February 7, 2024. At the meeting, it will be discussed that the wording around the \$15,000 fee is not clear (does it include the \$3000 or is \$3000 for book circulation paid on top?). The library will also need to discuss the school’s need for library services on Monday. The library is asking the CESD to provide a one year’s notice for any needs or changes. Board chair Joan Schmelke and vice-chair Crystal Schening will attend the meeting.

Moved by Gayle Maki to have the agreement reviewed and clarified and to have our chair and vice-chair attend the CESD meeting. Carried.

8. Governance

- Reviewed lock-down procedure. A first aid kit for designated safe spaces still needs to be purchased.
- Moving manager's review to our next meeting.

**Moved by Teresa Cunningham to move the manager's review to the next meeting.
Carried.**

9. Manager's report

- The library will be a part of the Jessie Duncan School's annual Love Boogie dance. 500 tickets were made available this year.

Meeting adjourned at 8:47 pm

Moved by Teresa Cunningham to adjourn meeting.

Carried.

Next meeting is set for February 28, 2024 @ 6:30pm.