

Town of Penhold Library Board Meeting  
Wednesday, June 26, 2024  
@ 6:28pm / 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), Geralis Enns (Governance), Teresa Cunningham

Regrets: Gail Maki

1. Approval of the Agenda
  - No additions to be added to the agenda.

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

2. Adoption of the Minutes Wednesday, April 24, 2024
  - No changes to the minutes.

**Moved by Brandi Filipchuk to accept the minutes. Carried.**

3. Correspondence
  - Information
    - Advertisement for summer reading program in The Reporter.
    - Introduction of the summer's "Create It Crew."
    - Advertisement for Springbrook Connector
    - Received provincial funding of \$28,953 and rural funding of \$15,328.60.
    - Reviewed community responses from the campaign "Because of the Library.."
  - Action
    - Board reviewed letter from Sylvan Lake Board Chair expressing concern over the new PRL website functions and issues it is causing patrons and staff. Libraries are not able to have full control over their section of the website and must submit requests for posts. Lacks a personal touch.
    - For action - The board will not at this time be drafting a letter to PRL about concerns for the website. We are interested in reviewing the response from PRL in regards to Sylvan Lake's concerns.

4. Financial - Presented by Brandi Filipchuk
  - Mastercard Report

- Purchase of a Google Pixel 7a phone for \$645.61. Phone will be used by staff to take and upload pictures on social media and for staff who are working away from the library.
- Purchase of supplies for summer programming.
- Reconciliation for 2024 April
  - Statement beginning balance: \$153,586.97
  - Cheques and payments cleared: \$20,895.72
  - Deposits and credits: \$529.83
  - Statement ending balance: \$133,221.08
  - Uncleared transactions as of 30/04/2024: \$1,034.30
  - Registered balance as of 30/04/2024: \$132,186.78
  - Uncleared transactions after 30/04/2024: \$14,784.04
  - Registered balance as of 16/05/2024: \$117,402.74
  - Highlights of April 2024: receiver general payments are higher as usual, payment to Parkland Regional Library, second payment installment for new cabinets, and payment to Darrin Clark for photo display.
- Reconciliation for 2024 May
  - Statement beginning balance: \$133,221.08
  - Cheques and payments cleared: \$22,450.46
  - Deposits and credits: \$4,084.22
  - Statement ending balance: \$114,854.84
  - Uncleared transactions as of 31/05/2024: \$5,817.10
  - Registered balance as of 31/05/2024: \$109,037.74
  - Uncleared transactions after 31/05/2024: \$8,998.63
  - Registered balance as of 21/06/2024: \$100,039.11
- 2024 Budget vs. Actual
  - Extra GST rebate higher
  - Income from programs is higher than anticipated.
  - More magazine subscriptions.

**Financial report accepted as presented.**

**Carried.**

#### 5. CESD

- Motion to go in camera at 7:28pm
- Motion to come out of camera at 7:52pm
- Board members will review a new draft of agreement in preparation for meeting with CESD in the fall.

#### 6. Governance Policies

- Revision signatures for policies
- All policies will need to be reviewed. A schedule will be made that will outline prework to be done before meetings. Idea of expanding the policy review window and stagger the reviews. Schedule will be available to board members in September.
- Plan of service review

7. Manager's Report

- Piano recitals went really well, high attendance.
- Low attendance for Father's Day "Awaken to Bacon" free breakfast. Could be due to parades occurring in other communities.
- PRL conference on September 23, 2024. Alberta Library Conference will be on October 3 and 4.
  - Discuss to host a coffee meeting for library representatives to meet with MLA. Will discuss with the MLA for possible dates.

**Motion to send a letter to our MLA to invite to gathering. Carried.**

**Moved my Gerals Enns to adjourn the meeting. Carried.**

Meeting adjourned at 8:20pm.

Next meeting will be scheduled for September 17, 2024 @ 6:30pm.