

Town of Penhold Library Board  
Meeting

Wednesday, March 4, 2026 @ 6:34pm

Present: Joan Schmelke (Chair), Myra Binnendyk (Manager), Crystal Schening, Geralis Enns, Alisha Benedict

Guest: Brian Constantine

1. Additions to the Agenda
  - Added Hiring Committee update

**Moved by Geralis Enns to approve the agenda as edited. Carried.**

2. Website Update - Brian Constantine

**Brandi Filipchuk joined the meeting at 6:43pm.**

- Review of current webpage. Event page is limited in functionality.
  - Changes have to be submitted in writing with description of change. Takes approx 24-36 hours to be posted
  - No cost for site, supported by PRL.
- New site
  - Event calendar is great, can handle event registration
  - Highlights and links to Parkland
  - Question of what types of website usage stats are available
  - We would have to provide our own tech support
  - Cost
    - Website domain, approx \$25/annually
    - Web hosting, \$33/month (\$400 annually)
    - Maintenance & upkeep, maybe 2-3 extra hours of time per month (\$50/month)
    - Total \$1500 annually as high estimate

**Brian Constantine left the meeting.**

3. Minutes from Wednesday, January 28, 2026

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

4. Correspondence:
  - Annual report/strategic plan have been mailed out.
  
5. Financials - Brandi Filipchuk
  - Reconciliation for January
    - Statement beginning balance: \$128,832.12
    - Cheques and payments cleared: \$16,267.87
    - Deposits and credits: \$56,364.09
    - Statement ending balance: \$168,928.44
    - Uncleared transactions as of January 31, 2026: \$3,005.80
    - Registered balance as of January 31, 2026: \$165,922.64
    - Cleared transactions after January 31, 2026: \$0
    - Uncleared after January 31, 2026: \$16,176.51
    - Registered balance as of February 20, 2026: \$149,746.13
  
  - Budget vs. Actual
    - Start of the year, budget is on track.

**Financials approved as presented by Alisha Benedict. Carried.**

- Financial Report
  - Revenue was higher than budgeted due to deferred revenue from Chinook's Edge, and additional grant revenue.
  - Ended year at surplus of \$24,429.
  - Letter to Town of Penhold with financial statement.

**Annual financial statement and letter to Town of Penhold approved as presented by Geralis Enns. Carried.**

- Mature Investment
  - \$55,962.72 for the investment plus interest earned. Policy states we renew the term and renew the interest.
  - Discussion to put \$18,000 of surplus into the GIC for a total of \$73,962.72.

**Motion to renew GIC at \$73,962.72 (principal + interest + \$18,000 from surplus) for a two year term at approximately 3% interest made by Crystal Schening. Carried.**

**Motion to spend remaining surplus funds on Launchpad, Wonderbooks, Playaways, Dyslexia collection made by Brandi Filipchuk. Carried.**

- Website

**Motion to move Penhold Library website from Parkland Regional Library hosting to WIX site as library-managed site with cost for Core package level, domain name and associated costs up to \$1500 annually made by Alisha Benedict. Carried**

**Motion to compensate Brian Constantine for website development for \$1500 by Geralis Enns. Carried.**

- Salary Grid
  - Discussion of salary grid.
  - Myra will circulate salary grid with the changes to approve via email.
- 6. Library Board Terms
  - Letter from the Town of Penhold confirming Alisha Benedict's appointment to the board.
  - Joan Schmelke will continue on to June 2026.
- 7. Manager Report
  - Discussion around timelines for donated shelving project. Myra will ask Teresa to be the contact person for this project once Myra leaves as well as forward the related documentation to the board.
- 8. Hiring Committee Update
  - 4 out of 5 interviews completed, last one scheduled for March 6. Still hoping for March 23 start but as interview timeframe has extended, not sure that will work. Myra may be able to stay on a few extra days to train new manager.
  - Hiring committee will recommend a candidate to the board for approval via email.
  - Myra is open to a community recognition event for her retirement. Also discussed an event for the board/staff. Brandi will lead the recognition planning for Myra.

Adjourned: 9:09pm