

Town of Penhold Library Board
Meeting Wednesday, March 27, 2024
@ 6:30pm / Library

Prepared by Geralis Enns

Library Chair Signature

Present: Joan Schmelke (Chair), Crystal Schening (Vice Chair), Myra Binnendyk (Manager), Brandi Filipchuk (Treasurer), Gail Maki, Teresa Cunningham, Geralis Enns

Regrets: Lynley Mainprize

1. Additions to the Agenda

Moved by Teresa Cunningham to approve the agenda. Carried

2. Minutes from February 28, 2024

- Revisions: Add to financial section:
 - January reconciliation, checks and payments cleared 23,444.79
 - Deposits cleared 76.76

Moved by Geralis Enns to accept the minutes with revisions. Carried

3. Correspondence:

- Town of Penhold annual budget letter that outlines their support. Covers utilities, phone, insurance and contribution for space and funding towards regional system, local operational costs, totaling \$360,151. The Board expressed their strong appreciation for the Town and how they support the Library.
- Letter from Rick McIver, Minister Municipal Affairs, continuing increased support.
- Myra's letter to Town of Penhold outlining surplus budget and intention.
- April advertising, Myra highlighted Safari Stories event
- Participated in Regional Library Systems wage survey and results will be shared.
- Royal Conservatory representative for Red Deer coming to view the library and piano.

4. Financials - Brandi Filipchuk

- a. Mastercard Statements: Expenses were reviewed. Purchases of supplies and books.
- b. Reconciliation
 - Reconciliation report for February 2024
 - Statement beginning balance: \$108,341.05
 - Cheques cleared: \$27,028.99

- Deposits: \$685.20
- Statement ending balance: \$81,997.26
- Uncleared transactions: \$9,331.57
- Registered balance as of February 29, 2024: \$72,665.69

c. Budget vs. Actual: Reviewed, nothing unusual to note.

Moved by Brandi Filipchuk to accept Financials as presented. Carried

5. Chinook's Edge School Division Agreement
 - Deferred to next month's agenda
 - Joan Schmelke, Crystal Schening and Myra Binnendyk are meeting to develop talking points.
 - Meet with Chinooks Edge, May 15, 2024.

6. Governance Policies

Moved by Geralis Enns to accept changes to 2.9 Financial Policy as discussed.

Moved by Teresa Cunningham to accept changes to 3.2 Facility Use by Public as discussed. Carried.

Moved by Teresa Cunningham to accept the Facility Terms and Conditions Agreement with edits as discussed. Carried.

Moved by Brandi Filipchuk to accept amendment to Bylaws, Schedule A. Carried.

7. Manager's Report
 - Provided as part of meeting package
 - Potential new board member

Next meeting: Wednesday, April 24, 2024 at 6:30pm

Adjourned 8:41pm