

**Meeting Minutes
City of Grande Prairie Library Board**

Tuesday October 10, 2017
Grande Prairie Public Library Boardroom

Attendees

Present: M. Curry (Director), S. Bansgrove (Chair), M. Evans (Vice Chair), L. Radbourne, G. Scerbak, D. Tennant, T. Brown, A. Bonetti., M. Daudlin
Regrets: R. Rutt

Recording Secretary: P. Crocker

1. Call to order

Chair S. Bansgrove called the meeting to order at 5:32 p.m.

1.1 Approval of Agenda

Moved by G. Scerbak. Seconded by T. Brown.

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the September 12th Board Meeting

2.2 Library Report

S. Bansgrove confirmed the consent agenda is adopted.

3. Items for Discussion/Decision

3.1 Financial Statements

Moved by A. Bonetti. Seconded by L. Radbourne.

That the Board accepts the August balance sheet and income statement.

CARRIED

3.2 Board Committee Reports

Finance Committee – 2018 budget was the topic at last meeting; to be discussed later in this meeting.

HR Committee – This will be L.Radbourne’s last meeting.

Planning Committee – 2018-2020 Plan of Service priorities was the topic at last meeting; to be discussed later in this meeting.

3.3 Policies for Final Review and Approval

3.3.1 Bylaws

M. Curry presented the bylaws with a recommended revision to Schedule D to bring GPPL in alignment with accepted practice in all public libraries; in particular, that late fees are applied to the item, not to the borrower card that has checked it out.

Moved by L. Radbourne. Seconded by M. Evans

That Schedule D of the Bylaws regarding late fees is to be approved as amended, to become effective Jan. 1, 2018.

CARRIED

3.3.2 Public Computers and Wireless Network

M. Curry presented the policy as revised. One sentence edited for clarification.

‘Neither GPPL nor its staff is responsible for the Internet sites and information accessed by library users.’

Moved by A. Bonetti. Seconded by L. Radbourne.

That the Public Computers and Wireless Network policy (9.3) be approved as amended.

CARRIED

3.4 Board Committees Terms of Reference

The Terms of Reference need to be reviewed and there should be cross representation on the HR and Finance committees.

M. Curry will send out current Terms of Reference to the respective committee chairs, who will distribute to their committee members for feedback regarding any revisions. Terms of Reference for all committees, with recommended revisions, will be discussed and approved at the November board meeting.

3.5 Plan of Service 2018-2020

G. Scerbak discussed how the planning committee took feedback from the Board at the last Plan of Service workshop and established four priority focus areas (Family/ Blended programs, Engagement, Awareness & Communication, Technology, and Lifelong Learning). Miriam Mahnic worked with the committee to draft goals and objectives for each focus area to meet provincial requirements.

Moved by G. Scerbak. Seconded by M. Daudlin.

That the 2018-2020 Plan of Service priority focus areas are approved.

CARRIED

3.6 2018 Budget for Approval

T. Brown explained breakdown of the 2018 budget, with specific attention to the Salary and Benefits budget and the new baseline number used to calculate the values for 2018 salaries and benefits.

Moved by T. Brown. Seconded by M. Evans.
That the 2018 budget is approved.

CARRIED

3.7 In-camera discussion (standing agenda item)

Not required at this meeting.

4. Other

4.1 Good News

S. Bangrove would like to thank Lorne for his valuable work on the board for the last two years.

L. Radbourne would like to recognize Maureen for her excellent leadership of the library and commends the board for its quality candidates and their ability to be a very productive and successful board.

5. Next Meeting

November 14, 2017

6. Adjournment

Meeting was adjourned at 6:55p.m.

Minutes Approved:

Chairperson

Date