

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

Tuesday September 12, 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, S. Suecroft, R. Rutt, M. Daudlin

Recording Secretary: P. Crocker

1. Call to order

Chair S. Bansgrove called the meeting to order at 5:30 p.m.

1.1 Approval of Agenda

S. Bansgrove stated additions to the agenda; positions to elect.

Moved by R. Rutt. Seconded by M. Evans.

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the June 13, 2017 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 S. Suecroft, Seconded by M. Daudlin.

That the Board accepts the May, June, and July balance sheets and income statements.

CARRIED

3.2 Board Committee Reports

Finance Committee – Budget discussions will commence on Friday.

HR Committee – Revisions to policies will be discussed in agenda item 3.3.

Planning Committee – Nothing to report.

3.3 Policies for Final Review and Approval

3.3.1 Employee Code of Ethics (10.4)

M. Curry presented the policy as revised.

Moved by L. Radbourne. Seconded by D. Tennant
That the HR policy 10.4 be approved as amended.

CARRIED

3.3.2 Benefits and Pension Plan (10.2)

M. Curry presented the policy as revised. Confirmed that policies and values have not changed with the CRA. Clarified language for the northern travel benefit.

Moved by G. Scerbak. Seconded by M. Daudlin.
That the HR policy 10.2 be approved as amended.

CARRIED

3.3.3 Performance appraisals (10.9)

M. Curry presented the policy as revised. M. Daudlin proposed a “not less than annually” addition in order to clarify the time frame within the policy.

Moved by M. Daudlin. Seconded by S. Suecroft.
That appraisals for casual employees will be completed at the discretion of the department head, but not less than once annually. The HR policy 10.9 will be revised and is approved as amended.

CARRIED

3.4 Committee Elections

S. Suecroft is resigning from the board. This leaves an opening for Chair of the Finance Committee, and a position open on the HR Committee.
Shirley is commended for her work on the board.

Moved by R. Rutt. Seconded by T. Brown.

CARRIED

T. Brown is nominated for Chair of Finance Committee.
Moved by S. Suecroft. Seconded by M. Evans.
T. Brown is the new Chair of the Finance Committee.

CARRIED

M. Daudlin is nominated to the HR and Planning Committees.
Moved by M. Evans. Seconded by T. Brown.

CARRIED

A. Bonetti is nominated to the Finance committee.
Moved by M. Evans. Seconded by T. Brown.

CARRIED

3.5 In-camera discussion (standing agenda item)

Not required at this meeting.

4. Other

4.1 Good News

T.Brown mentions hearing local radio commercials promoting public libraries and that they are well developed advertisements. M. Curry clarified that these are part of a Peace Library System library awareness campaign. A. Bonetti also mentioned hearing advertisements about GPPL’s upcoming LibriCon on CKUA radio.

G. Scerbak reminded the board of the Rural Library Conference on September 21st and 22nd. Confirmed board members attending the conference are G.Scerbak, R. Rutt, T. Brown, S.Bansgrove.

5. Next Meeting

October 10, 2017

6. Adjournment

Meeting was adjourned at 5:59p.m.

Minutes Approved:

Chairperson

Date