

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

Tuesday April 11, 2017
Grande Prairie Public Library Boardroom

Attendees

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

Regrets: S. Bangrove (Chair), A. Bonetti

Recording Secretary: N. Hojka

1. Call to order

V. Chair M. Evans called the meeting to order at 5:28 p.m.

1.1 Approval of Agenda

S. Suecroft proposed to move 3.1 Financial Statements to 3.2.1 Finance Committee Report.

Moved by R. Rutt. Seconded by G. Scerbak.

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the March 14, 2017 Board Meeting

2.2 Library Report

Add agenda item 3.4 Membership Information from the Library Report for further information.

M. Evans confirmed the consent agenda is adopted.

3. Items for Discussion/Decision

3.1 Board Committee Reports

Finance Committee – S. Suecroft presented the financial statements for March noting that the reports are created before the month is closed.

Moved by S. Suecroft. Seconded by D. Tennant.

That the financial statements brought to the board for approval will be from two months prior to the board meeting.

CARRIED

Moved by S. Suecroft. Seconded by R. Rutt.

That the March financial statements be tabled until the May meeting.

CARRIED

S. Suecroft informed the board that one of the long-term reserves is set to mature April 18, 2017.

Moved by S. Suecroft. Seconded by M. Daudlin.

That \$100,000 of these matured funds be redeemed to cover proposed projects in 2017 and 2018 and to provide a buffer for any cost overages and opportunities to pursue possible projects that may arise unexpectedly and to re-invest the remaining \$299,077.01 in a 5-year GIC.

CARRIED

HR Committee – L. Radbourne presented the HR committee report and thanked the work of S. Bansgrove in completing the Library Director’s annual evaluation.

Moved by L. Radbourne. Seconded by S. Suecroft.

That the Head of Adult Services be moved up to Grade 2 on the salary grid effective April 2017, replacing the Deputy Director position, which is no longer necessary to maintain.

CARRIED

Planning Committee – G. Scerbak presented the important information from the planning committee’s meeting

- Increased board advocacy: The possibility of having M. Curry and board members make presentations about GPPL to community groups, such as the local Rotary Clubs, to raise awareness of the services offered by GPPL.
- Educational opportunities for board member development: The Library Board Basics workshop is tentatively scheduled for June 17 at the GPPL. This is particularly important for all new board members to attend.
- Board recruitment: The planning committee will meet with Terry Williams from the City of Grande Prairie to discuss recruitment to the board and to see if there are opportunities for greater involvement in board selection.

Moved by L. Radbourne. Seconded by S. Suecroft.

That the verbal report be accepted as presented.

CARRIED

Peace Library System Executive Committee – T. Brown informed the board that the PLS hosted Rural Libraries Conference is September 21 and 22 in Grande Prairie. PLS is also accepting nominations for the Excellence in Library Service award.

Moved by M. Evans. Seconded by S. Suecroft.

That the verbal report be accepted as presented.

CARRIED

3.2 Policies for Review

3.2.1 Board and Staff Reimbursement

M. Curry presented the updated Board and Staff Reimbursement policy which reflects current procedures.

Moved by L. Radbourne. Seconded by R. Rutt.

That the Board and Staff Reimbursement policy be adopted as presented.

CARRIED

3.2.2 Unattended Children

M. Curry presented the revision to the Unattended Children policy which now includes clarification for parent and children's responsibilities during after-hours programs.

Moved by L. Radbourne. Seconded by R. Rutt.

That the Unattended Children policy be adopted as presented.

CARRIED

3.2.3 Social Media Policy

M. Curry presented the Social Media Policy with updated language and definitions of GPPL's social media. M. Daudlin questioned the sharing of opinions by staff and whether GPPL has a policy for the staff's personal use of social media. M. Curry will discuss these questions with the Marketing and Communications Manager.

Moved by T. Brown. Seconded by M. Daudlin.

That the Social Media Policy be tabled to the May meeting.

CARRIED

3.4 Membership Update

M. Curry informed the board that the first quarter of 2017 saw a 46% increase in new memberships when compared to 2016 (1,839 new memberships compared to 1,263 memberships in 2016). There was also a 26% increase in membership renewals (1,526 in 2017 compared to 1,208 in 2016). This is very positive news for GPPL. M. Curry will have 6 month statistics on memberships and usage for the September board meeting.

3.5 In-Camera Discussion (Standing Agenda Item)

Omitted from the meeting.

4. Other

4.1 Good News

M. Evans congratulated M. Curry on being awarded the Pat Jobb Service Award from The Alberta Library (TAL) which will be presented in Calgary April 21.

M. Curry informed the board that the GPPL was nominated by the City of Grande Prairie Youth Council for a Youth Engagement Award in the Youth Friendly Space Category. GPPL staff will be in attendance when awards are presented May 4 at the Grande Prairie Live Theatre.

5. Next Meeting

May 9, 2017 at the head office of the Peace Library System.

6. Adjournment

Meeting was adjourned at 6:54 p.m.

Minutes Approved:

Chairperson

Date