

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

Tuesday March 14, 2017
Grande Prairie Public Library Boardroom

Attendees

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

Regrets: N/A

Recording Secretary: N. Hojka

1. Call to order

Chair S. Bansgrove called the meeting to order at 5:28 p.m.

1.1 Approval of Agenda

S. Bansgrove requested the addition of agenda item 3.6 Plan of Service Proposed Process and Timeline and the omission of item 3.5 In-camera discussion.

Moved by G. Scerbak. Seconded by M. Evans.

CARRIED

2. Consent Agenda

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

2.2 Library Report

No changes to the consent agenda.

S. Bansgrove confirmed the consent agenda is adopted.

3. Items for Discussion/Decision

3.1 Financial Statements

Moved by S. Suecroft. Seconded by T. Brown.

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

CARRIED

3.2 Board Committee Reports

Finance Committee – nothing to report.

HR Committee – L. Radbourne will contact the HR Committee members to schedule a meeting before the April 11 board meeting.

Planning Committee – G. Scerbak informed the board that the Planning Committee will meet April 7.

3.3 Audited Financial Statements for Approval

S. Suecroft presented the audited financial statements to the board. L. Radbourne questioned the report showing GPPL was overspent for 2016. S. Suecroft that this appears due to the amortization costs but in actuality the GPPL had an operating surplus in 2016.

Moved by S. Suecroft. Seconded by T. Brown.

That the board moves \$122,191 from the unrestricted surplus to the technology and innovation reserve.

CARRIED

Moved by S. Suecroft. Seconded by G. Scerbak.

That the board accepts the audited financial statements as presented.

CARRIED

3.4 Policies for Review

3.4.1 Home Service (new)

M. Curry presented the new Home Service policy. This is a service that the GPPL has provided however as the service grows and possible collaborations are explored it is important to capture the purpose and features of this program in policy.

Moved by L. Radbourne. Seconded by M. Evans.

That the board adopts the new Home Service Policy.

CARRIED

3.5 In-Camera Discussion (Standing Agenda Item)

Omitted from the meeting.

3.6 Plan of Service Proposed Process and Timeline

M. Curry presented the proposed process and 2017 timeline for the new plan of service beginning in 2018. The plan of service drives the focus of the GPPL in the coming years and is key to guiding the GPPL's operations.

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

That the board approves the proposed plan of service process and timeline.

CARRIED

4. Other

4.1 Good News

S. Suecroft commented on the large cost savings associated with the GPPL switching internet service providers.

T. Brown was pleased to see that Jacob Fehr has been hired as the new Head of Children's and Teen Services and that Mikyla Young will be staying on as the new Children's Programming Coordinator. Congratulations to both of them.

L. Radbourne congratulated Maureen and the GPPL team for being the most consistent contributor to the Downtown Association Newsletter.

M. Curry informed the board that membership numbers continued to increase in February.

5. Next Meeting

April 11, 2017

6. Adjournment

Meeting was adjourned at 6:15 p.m.

Minutes Approved:

Chairperson

Date