

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

Tuesday May 9, 2017
Peace Library System Boardroom

Attendees

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

Regrets: S. Suecroft

Recording Secretary: N. Hojka

1. Call to order

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

1.1 Approval of Agenda

T. Brown proposed to add section 4.1 Regional Library Report.

G. Scerbak proposed to add section 4.2 Alberta Library Conference Report.

S. Bansgrove changed Good News to section 4.3.

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

CARRIED

1.2 Presentation by Linda Duplessis (Director, Peace Library System)

L. Duplessis gave a powerpoint presentation including the services provided by the Peace Library System (PLS) and explaining the relationship between GPPL and PLS.

2. Consent Agenda

2.1 Approval of the minutes of the April 11, 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 G. Scerbak. Seconded by T. Brown.

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

CARRIED

3.2 Board Committee Reports

Finance Committee – nothing to report.

HR Committee – L. Radbourne informed the board that the HR committee had no reason to meet since the last board meeting however there is a need to review the personnel policies one year prior to the scheduled review due to the implementation of the new HRMS software. A meeting of the HR committee will be scheduled for the end of May.

Planning Committee – G. Scerbak informed the board of the planning committee's meeting with Arlene Karbasheski, the Council Committee Coordinator for the City of Grande Prairie, to discuss board recruitment and advocacy. Changes have been made to the recruitment process and competency matrix which will be presented to the board for review in June. Upon the board's approval these changes will then go back to City Council for final authorization.

3.3 Policies for Review

3.3.1 Social Media

M. Curry presented the Social Media policy that was tabled at the April meeting. The requested change was made to better reflect the communications between staff and the public which does not include staff's personal opinions.

Moved by L. Radbourne. Seconded by M. Daudlin.
That the Social Media policy be adopted as presented.

CARRIED

3.3.2 Confidentiality of User Records

M. Curry presented the Confidentiality of User Records policy. There have been no changes to FOIP legislation since the last review and therefore the policy is largely unchanged with the exception of some updated language.

A. Bonetti questioned if the GPPL has a security of persons and information policy. M. Curry and S. Bangrove will investigate and present their findings at the next board meeting.

Moved by A. Bonetti. Seconded by D. Tennant.
That the Confidentiality of User Records policy be adopted as presented.

CARRIED

3.3.3 Freedom of Information and Protection of Privacy (FOIP)

M. Curry presented the FOIP bylaw with no changes to the language of the bylaw and proposing the removal of the signature section.

Moved by G. Scerbak. Seconded by M. Evans.
That the FOIP bylaw be adopted with the reinstatement of the signing of the bylaw by the Board Chair and Vice Chair.

CARRIED

3.3.4 Personal Information Bank

M. Curry presented the changes to the Personal Information Bank policy with updated language and the removal of the video security section as the GPPL does not own the video equipment, nor has access to these files.

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

That the Personal Information Bank policy be adopted as presented.

CARRIED

3.3.5 Hours of Service

M. Curry presented the Hours of Service policy with the sole change being a reference to the library as GPPL.

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

That the Hours of Service policy be adopted as presented.

CARRIED

3.4 Server Replacement Project – Approval by Electronic Voting

The approval of the new server was completed electronically. A copy of the motions and the voting is summarized and included in the meeting minutes.

3.5 In-Camera Discussion (Standing Agenda Item)

Omitted from the meeting.

4. Other

4.1 Regional Library Report

T. Brown informed the board that PLS was granted funding for indigenous programs and materials for this year and next. GPPL is working with PLS to access this funding for planned programs and the purchase of materials.

4.2 Alberta Library Conference Report

G. Scerbak recommended the Alberta Library Conference to all new board members as many of the sessions and the pre-conference workshop were very beneficial.

D. Tennant informed the board that the Alberta Library Trustees Association had a new copy of their handbook available on their website as well as advocacy tips for library boards.

M. Curry received an update from the Public Library Services Branch that the board basics workshop would not be held in Grande Prairie this year.

4.3 Good News

L. Radbourne thanked M. Curry and S. Suecroft for their presentation to council's Corporate Services committee of GPPL's audited financial statements and a further thank you to M. Curry for the 5 minute update to council's Community Living committee the previous week that was excellent and very well received.

M. Curry informed the board that the GPPL was able to save a substantial amount for the auditing and accounting from Fletcher Mudryk compared to the previous year.

5. Next Meeting

June 13, 2017

6. Adjournment

Meeting was adjourned at 6:47 p.m.

Minutes Approved:

Chairperson

Date