

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

Tuesday, March 13<sup>th</sup>, 2018  
Grande Prairie Public Library Boardroom

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**Attendees**

Present: M. Curry (Director), M. Evans (Chair), G. Scerbak (Vice-Chair), C. Blackburn, T. Blake, A. Bonetti, T. Brown, N. Chappell, M. Daudlin, D. Tennant

Regrets: R. Rutt

Recording Secretary: P. Crocker

**1. Call to order**

Chair M. Evans called the meeting to order at 5:27 p.m.

**1.1 Approval of Agenda**

Moved by C. Blackburn. Seconded by G. Scerbak.

**CARRIED**

**2. Consent Agenda**

**2.1 Approval of the minutes of the February 13th Board Meeting**

**2.2 Library Report**

**3. Items for Discussion/Decision**

**3.1 Financial Statements**

The Financial Statements require adjustments and will be brought back to the April Board meeting for approval.

**3.2 Board Committee Reports**

Finance Committee – T. Brown confirmed that the committee attended the annual meeting with the accountant to review the 2017 audit.

HR Committee – The committee has reviewed new Employment Standards to be discussed later in this meeting.

Planning Committee - G. Scerbak discussed the work being done by M. Curry on a Risk Management policy. Additionally, the committee is planning a potential half-day retreat for Board members as part of the strategic plan for the organization. Further

investigation into the organization of a Social for members of the school district is underway.

T. Brown reported her experience at the *We're Only Human Symposium* in Edmonton in February, sponsored by the Public Library Services Branch.

Moved by T. Brown. Seconded by D. Tennant.  
To accept the committee reports for information.

**CARRIED**

### **3.3 Policies for Approval**

#### **3.3.1 Hours of Work (10.6)**

N. Chappell presented additions made to the Hours of Work policy in order to reflect changes made to the *Employment Standards Act* on January 1<sup>st</sup>, 2018.

Moved by N. Chappell. Seconded by M. Daudlin.

A. Bonetti tables the motion.

Further adjustments will be made to the policy and brought to the April Board meeting for approval.

#### **3.3.2 Paid Holidays (10.8)**

Moved by C. Blackburn. Seconded by N. Chappell.  
That policy 10.8 is approved as amended.

**CARRIED**

#### **3.3.3 Leaves of Absence (10.7)**

This policy will be reviewed and amended by the Human Resource Committee and brought back to the April Board meeting for approval.

### **3.4 Approval of additional signing authority for GPPL**

Moved by T. Brown. Seconded by C. Blackburn.

That A. Bonetti will be the third signing authority for the Library Board. Paige will send her the bank's required documents.

**CARRIED**

### **3.5 2017 audited financial statements for approval**

T. Brown discussed the audited financial statements and details of the allocation of the 2017 surplus funds from the operating budget.

Moved by T. Brown. Seconded by A. Bonetti.  
To accept the 2017 audited financial statements.

**CARRIED**

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

To allocate the surplus funds to reserves as per GPPL policy, divided into the categories of Technology and Innovation, Facilities Upgrade and Future Sites, and Furnishings and Equipment.

**CARRIED**

### **3.6 Library Market software recommendation**

M. Curry proposes the purchase of a new scheduling software for the GPPL website to replace the currently out dated and difficult to use platform.

Moved by T. Brown. Seconded by N. Chappell.

That GPPL purchases the Library Market Calendar software, with both program and implementation costs to be paid for from Short Term Reserves.

**CARRIED**

### **3.7 In-camera discussion (standing agenda item)**

Not required at this meeting

## **4. Other**

### **Good News**

M. Evans passes on a message from the auditors, thanking GPPL for the smooth audit.

Alberta Library Conference is coming up at the end of April, those attending are confirmed and registered.

## **5. Next Meeting**

April 10<sup>th</sup>, 2018

## **6. Adjournment**

Meeting was adjourned at 7:33 p.m.

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Minutes Approved:

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Chairperson

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Date