

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

Tuesday, December 12th, 2017
Grande Prairie Public Library Boardroom

Attendees

Present: M. Curry (Director), S. Bansgrove (Chair), M. Evans (Vice Chair), G. Scerbak, T. Brown, A. Bonetti., M. Daudlin. R. Rutt, C. Blackburn

Regrets: D. Tennant

Recording Secretary: P. Crocker

1. Call to order

Chair S. Bansgrove called the meeting to order at 5:39 p.m.

1.1 Approval of Agenda

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

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the November 14th Board Meeting

2.2 Library Report

3. Items for Discussion/Decision

3.1 Financial Statements

Moved by T. Brown. Seconded by A. Bonetti.

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

CARRIED

3.2 Board Committee Reports

Finance Committee – Nothing to report.

HR Committee – Nothing to report

Planning Committee - G. Scerbak confirmed that the date of the reception for elected councils is January 10th, 2018.

CARRIED

3.3 Policies for Final Review and Approval

3.3.1 Violence and Harassment (6.4)

The policy will be brought back to the January board meeting for final approval.

3.3.2 Working Alone (6.5)

Moved by A. Bonetti. Seconded by M. Evans.
That policy 6.5 is approved as amended.

CARRIED

3.3.3 Intellectual Freedom (8.3)

The name of the national library organization is updated.

Moved by R. Rutt. Seconded by G. Scerbak.
That policy 8.3 is approved as amended.

CARRIED

3.3.4 Library Programs (9.1)

The revised policy will be attached to these minutes to view.

Moved by R. Rutt. Seconded by M. Evans.
That policy 9.1 is approved as amended.

CARRIED

3.3.5 Display and Distribution of Materials (4.1)

Moved by G. Scerbak. Seconded by T. Brown.
That policy 4.1 is approved.

CARRIED

3.3.6 Records Retention (2.2)

Moved by M. Evans. Seconded by A. Bonetti.
That policy 2.2 is approved as amended.

CARRIED

3.4 Human Resources Committee Terms of Reference (draft for final approval)

S. Bangrove presented the revised Terms of Reference for the Human Resources committee.

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

That the Human Resource committee Terms of Reference are approved as amended.

CARRIED

3.5 Salary Grid Increase

M. Evans moves that the salary grid increases by 3.5%, as part of the overall 4% increase in the salaries and benefits budget for 2018.

Seconded by G. Scerbak.

That the 3.5% salary grid increase is approved effective January 2018.

CARRIED

3.6 Library Director Performance evaluation

M. Curry discussed her summary of goals and objectives for 2017 and how they were accomplished, as well as her goals for 2018.

The board went in-camera at 6:55pm for further discussion of the Library Director performance evaluation.

The board came out of camera at 7:15pm.

S. Bangrove presents conclusions of the performance review of M. Curry with the following motions:

- That the performance evaluation for the Library Director be accepted as presented
- That the Board approve a step increase for the Library Director
- That the Board approve an increase of one week in the vacation entitlement of the Library Director, in accordance with GPPL policy

Moved by R. Rutt. Seconded by A. Bonetti.

CARRIED

3.7 In-camera discussion (standing agenda item)

No items to discuss.

4. Other

4.1 Good News

- The GPPL staff recognition breakfast is this Friday at 8:00am, Board members are invited. S. Bangrove will be presenting the Service Awards at the meeting.
- S. Bangrove presented with a gift and card in recognition of her last meeting as a member of the Grande Prairie Library Board. Board thanks Susan for her many years of hard work on the Board.
- Vice-Chair M. Evans will lead the January Board meeting. A new Chair and Vice-Chair will be selected at the February Board meeting.

5. Next Meeting

January 9th, 2018.

6. Adjournment

Meeting was adjourned at 7:23 p.m.

Minutes Approved:

Chairperson

Date