



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

Tuesday, March 12, 2019

Grande Prairie Public Library Boardroom

Attendees

Present: D. Cryderman (Library Director), M. Evans (Chair), G. Scerbak (Vice-Chair), N. Chappell, T. Brown, A. Bonetti, R. Rutt, N. Wright, D. Normington, T. Blake (Phone)

Regrets: C. Blackburn

Recording Secretary: N. Hojka

1. Call to order

Board Chair M. Evans calls the meeting to order at 5:30 p.m.

1.1 Approval of Agenda

Moved by G. Scerbak. Seconded by R. Rutt

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the February 12 Board Meeting

2.2 Library Report

M. Evans confirms the consent agenda is adopted.

3. Items for Discussion

3.1 GIC Renewal

N. Hojka informed the board that an individual GIC within the long-term reserves will be maturing April 17, 2019. The finance committee will meet to create a plan for use and reinvestment of the funds.

3.2 Board Matrix

G. Scerbak presented the board with the evaluation matrix that Grande Prairie City Council uses for board appointments. Board members are asked to complete the matrix which will allow the board to recognize any gaps the board has as a whole to assist with future recruitment.

3.3 International Public Library Fundraising Conference

D. Cryderman informed the board that the IPL Fundraising Conference will be held in Calgary this July. Two members from GPPL will be attending the conference and will report back to the board.

4. Items for Decision

4.1 Financial Statements

Moved by T. Brown. Seconded by N. Wright.

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

CARRIED

4.2 Board Committee Reports

Finance Committee – Nothing to report.

HR Committee – Nothing to report

Planning Committee - G. Scerbak informed the board of several items discussed at the planning committee meeting. The committee is currently working on a draft strategic plan to bring to the board. Messaging to City Council was also discussed.

4.3 Audit

T. Brown presented the 2018 Financial Audit to the board.

Moved by T. Brown. Seconded by R. Rutt.

That the board moves \$22,319 from the unrestricted surplus to the technology and innovation reserve.

CARRIED

Moved by T. Brown. Seconded by D. Normington.

That the board accepts the audited financial statements as presented.

CARRIED

4.4 Creative Station – Janssen Fund Request

Charlotte Anderson, the Emerging Technologies Librarian, presented a proposal for the purchase of 4 high end computers with accompanying creative software and accessories to allow the space for self-directed learning and use of creative technologies for all library users.

Moved by T. Brown. Seconded by N. Chappell

That the board approve spending of up to \$30,000 from the Janssen reserves for the purchase of creative stations as presented ensuring competitive pricing.

CARRIED

4.5 Planning Committee Terms of Reference

Moved by N. Chappell. Seconded by G. Scerbak.

That the board approve the planning committee terms of reference with no changes.

CARRIED

4.6 Policies for Final Review and Approval

4.6.1 Donations

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

That the donation policy be approved as amended.

CARRIED

4.6.2 Home Services

Moved by G. Scerbak. Seconded by D. Normington.

That the home services policy be approved as presented.

CARRIED

4.6.3 Unattended Children

Moved by D. Normington. Seconded by R. Rutt.

That the unattended children policy be approved as presented.

CARRIED

4.6.4 Board and Staff Reimbursement

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

That the board and staff reimbursement policy be approved as amended.

CARRIED

4.7 In-camera discussion (standing agenda item)

Not required at this meeting.

5. Good News

R. Rutt informed the board that she was able to tour the new Calgary Public Library. She also updated the board regarding the delays for the new MD of Greenview Library run library in Grande Cache.

N. Hojka informed the board that J. Fehr, the Head of Children's and Teen Services, was able to secure a STEP grant for \$3,920. GPPL has also received 75 resumes for the new IT Administrator position and is currently screening the many qualified candidates.

D. Cryderman shared the thank you GPPL received from the South Peace Regional Archives for old maps given to the archives that were found during library cleaning. Weeding of the collection is going well, there is a 6% increase in circulation already. The upstairs administration area is being painted by the City of Grande Prairie. Department Heads are working with D. Cryderman to apply for an Arts Presenting Grant.

6. Next Meeting

April 9, 2019

7. Adjournment

Meeting was adjourned at 7:13 p.m.

Minutes Approved:

Chairperson

Date