

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

Tuesday June 13, 2017
Grande Prairie Public Library Boardroom

Attendees

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

Regrets: S. Suecroft, R. Rutt, M. Daudlin

Recording Secretary: N. Hojka

1. Call to order

Chair S. Bansgrove called the meeting to order at 5:29 p.m.

1.1 Approval of Agenda

S. Bansgrove corrected agenda item 3.7 to Year In Review

Moved by A. Bonetti. Seconded by M. Evans.

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the May 9, 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 April 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 met to review the HR policies which will be addressed in agenda item 3.3.1.

Planning Committee – G. Scerbak informed the board the review of the Board Competency Matrix/Bylaw will be addressed in agenda item 3.6.

Peace Library System Executive Committee – T. Brown reminded the board about the Peace Library System’s Rural Library Conference September 21 and 22.

3.3 Policies for Review

3.3.1 HR policies

L. Radbourne presented the HR policies to the board for review and revision. G. Scerbak and A. Bonetti identified the need for the addition of language prohibiting the use of GPPL assets and employee time for outside employment or personal use to section 10.4 Employee Code of Ethics.

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

That the HR policies be approved as amended with the exception of policy 10.4 Employee Code of Ethics which will be revised and presented to the board at the September meeting.

CARRIED

3.3.2 Rules of Conduct

M. Curry presented the Rules of Conduct as revised. The policy name was amended to Rules of Conduct for Library Users.

Moved by G. Scerbak. Seconded by D. Tennant.

That the Rules of Conduct policy be approved as amended.

CARRIED

3.3.3 Collection Management

M. Curry presented the Collection Management policy as revised and noted that all references to the Canadian Library Association will be replaced with the Canadian Federation of Library Associations (CFLA) throughout the policy.

Moved by L. Radbourne. Seconded by T. Brown.

That the Collection Management policy be approved as amended.

CARRIED

3.4 HR Management System Upgrade

M. Curry asked the board to approve an additional \$3,681.79 to be used from the Short Term Reserves Technology and Innovation category to increase the license for the Sage HRMS program from 50 employees to 75.

Moved by T. Brown. Seconded by M. Evans.

That the board approves the increase to the Sage HRMS license as presented.

CARRIED

3.5 Children’s Department Renovation

A. Bonetti recused herself from this agenda item as she is the consultant for this renovation through Concetto Interiors.

M. Curry presented the design and cost estimates for the renovation of the “Play Zone” in the GPPL’s Children’s Department and recommended the cost for the furnishings be

taken from the Willie Janssen Legacy Fund with the remaining cost to be covered with Short Term Reserves.

Moved by T. Brown. Seconded by M. Evans.

That the board approved GPPL to proceed with the renovation to the “play zone” with funds from reserves up to \$67,000 as follows: \$52,000 from the Willie Janssen Legacy Fund for furniture and \$15,000 from Short Term Reserves Facilities Upgrade for architectural and consulting fees.

CARRIED

3.6 Board Competency Matrix/Bylaw

G. Scerbak informed the board that both he and M. Curry attended the Community Living Committee meeting of City Council to answer questions regarding the new bylaw C-1364 to replace the existing bylaw establishing the Library Board.

Moved by G. Scerbak. Seconded by D. Tennant.

That the board recommend to City Council that bylaw C-1364 be approved as amended.

3.7 Year In Review

M. Curry distributed the Year at a Glance 2017 document highlighting important dates and board meetings. In the future this can be done at the start of the year.

3.8 Director Liability Coverage for GPPL Trustees

M. Curry and L. Radbourne investigated the question from the previous meeting regarding Director Liability Coverage and can confirm that GPPL’s insurance policy does provide liability coverage GPPL board members.

3.9 Clarification of Alberta public library bylaws and policies

In response to questions from the previous board meeting M. Curry presented information from Alberta Municipal Affairs pertaining to Section 36 of the *Libraries Act*, which clarifies the definition and purpose of bylaws and policies for Public Libraries in Alberta. M. Curry confirmed that GPPL’s bylaws are in full compliance with this Act.

3.10 Security of Persons and Information

M. Curry and S. Bansgrove researched the existence of this policy in other boards and public libraries and found no specific policies regarding security of persons and information. Existing policies are used to cover these areas. M. Curry outlined which current GPPL policies pertain to security of persons and information and identified a gap in the security of Information Technology. A policy to address this gap will be drafted and presented to the board.

3.11 In-Camera Discussion (Standing Agenda Item)

Omitted from the meeting.

4. Other

4.1 Good News

S. Bansgrove reminded the board of the Volunteer luncheon to be held June 20 from 12:00-1:30 PM. The Volunteer of the Year award will be presented at the luncheon.

L. Radbourne thanked M. Curry and G. Scerbak for attending the Community Living Committee. G. Scerbak’s acknowledgement and thanks to Arlene Karbaszewski, the Council Committee Coordinator, was very well received by the Committee. Also a special thank you to M. Curry for the prompt return of information to the board from the previous meeting (Agenda Items 3.8-3.10).

M. Curry informed the board that the Collins Writing Contest winners were awarded June 10. Also, Staff Development Day was held June 9 and was well attended and appreciated by GPPL Staff as an opportunity for both learning and team building.

5. Next Meeting

September 12, 2017 (Plan of Service discussion to follow)

6. Adjournment

Meeting was adjourned at 7:19 p.m.

Minutes Approved:

Chairperson

Date