

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

Tuesday November 14, 2017
Grande Prairie Public Library Boardroom

Attendees

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

Recording Secretary: P. Crocker

1. Call to order

Chair S. Bansgrove called the meeting to order at 5:32 p.m.

1.1 Approval of Agenda

Moved by G. Scerbak. Seconded by M.Evans.

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the October 10th Board Meeting

2.2 Library Report

M. Curry elaborates on GPPL Years of Service Staff Recognition.

All board members are invited.

Staff members receive monetary rewards based on years of service.

It is an opportunity for the Board chair to thank staff for their continued service.

M. Curry explains the recent Joint Programming Initiatives agreement between GPPL, the Art Gallery of Grande Prairie, and the City, established to promote collaboration in providing programs here at the Montrose Cultural Centre.

S. Bansgrove confirmed the consent agenda is adopted.

3. Items for Discussion/Decision

3.1 Financial Statements

Moved by A. Bonetti. Seconded by T. Brown

That the Board accepts the September 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 discussed Board openings and the competency matrix; a member of finance would be beneficial on the Planning Committee.

G. Scerbak and S. Bansgrove will contact city representatives in support of T. Brown’s application to renew her term as Board member, and to provide input regarding Board member competencies for the remaining vacancies.

Moved by G. Scerbak. Seconded by M. Daudlin

That the City is contacted in regards to T. Brown’s application and Board vacancy and competency.

CARRIED

G. Scerbak presented the idea of a Social at the Library for council members in January. The social is to be held in the Rotary Community Room and the Board will host councilors from the City of Grande Prairie, County of Grande Prairie and MD of Greenview.

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

That the Board will plan and host the Social.

CARRIED

Acceptance of the Planning Committee Report.

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

CARRIED

3.3 Policies for Final Review and Approval

3.3.1 Health and Safety (General) (6.1)

Moved by T. Brown. Seconded by M. Daudlin.

That policy 6.1 is approved as amended.

CARRIED

3.3.2 Health and Safety Orientation/Training (6.2)

Moved by G. Scerbak. Seconded by M. Evans.

That policy 6.2 is approved as amended.

CARRIED

3.3.3 Emergency Preparedness (6.3)

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

That policy 6.3 is approved as amended.

CARRIED

3.3.4 Violence and Harassment (6.4)

M. Curry will bring the policy with further suggested revisions to the December Board meeting.

3.3.5 Working Alone (6.5)

M. Curry will bring the policy with suggested revisions to the December Board meeting.

3.4 Board Committees Terms of Reference

Finance Committee- Minor changes used to clarify statements.

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

That the Finance Committee Terms of Reference are approved as amended.

CARRIED

HR Committee- A member of the Finance Committee has been added to the HR Committee. S. Bansgrove to draft new language regarding recommendations made to the Board on appointment of the library director. To be reviewed at the December Board meeting.

Planning Committee- Minor changes to clarify statements and add consistency.

Moved by G. Scerbak. Seconded by A. Bonetti.

That the Planning Committee Terms of Reference are approved as amended.

CARRIED

3.5 Plan of Service 2018-2020

M. Curry discussed work done with Miriam Mahnic and managers of GPPL in the breakdown of the four service responses into operational strategies. She presented the brainstorming done by participants that established the rationale, directive, and measures & indicators of success for each of the top three priorities. Action plans have been discussed and established at the operational level. M. Curry motions the approval of the work done towards implementing the 2018-2020 Plan of Service.

Moved by M. Daudlin. Seconded by G. Scerbak.

That the operational strategies of the 2018-2020 Plan of Service are approved with feedback as noted.

CARRIED

3.6 In-camera discussion (standing agenda item)

Not required at this meeting.

4. Other

4.1 Good News

- M. Curry is the next speaker at the PROBUS meeting in Grande Prairie.
- Vancouver Island Regional Library, who is planning a new website, contacted our website developer Atomic Crayon in regards to our excellent website.

5. Next Meeting

December 12, 2017

6. Adjournment

Meeting was adjourned at 7:09 p.m.

Minutes Approved:

Chairperson

Date