



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

Tuesday, April 9, 2019  
Grande Prairie Public Library Boardroom

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**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

Regrets: C. Blackburn

Recording Secretary: N. Hojka

**1. Call to order**

Board Chair M. Evans calls the meeting to order at 5:31 p.m.

**1.1 Approval of Agenda**

Item 2.3 Personnel Policies moved to Item 3.05.  
Addition of Item 4.1.1. Investment Decision

Moved by G. Scerbak. Seconded by R. Rutt

**CARRIED**

**2. Consent Agenda**

**2.1 Approval of the minutes of the March 12 Board Meeting**

**2.2 Library Report**

Change to previous minutes Item 4.4 requested.

M. Evans confirms the consent agenda is adopted.

**3. Items for Discussion**

**3.05 Personnel Policies**

The current personnel policies were presented to the board for input and revision prior to the June 2019 policy review date. The HR Committee will meet to discuss the policies prior to the June meeting.

**3.1 Tracy Zuk – Development Coordinator, Community Foundation of Northwestern Alberta**

T. Zuk presented to the board information regarding both the Community Foundation as a whole and GPPL's individual fund.

Moved by R. Rutt. Seconded by G. Scerbak.

That the Board receives the presentation by the Community Foundation of Northwestern Alberta for information.

**CARRIED**

#### **4. Items for Decision**

##### **4.1 Financial Statements**

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

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

**CARRIED**

##### **4.1.1 Investment Decision**

T. Brown informed the board that one of the long-term reserves is set to mature April 17, 2019.

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

That \$54,034 of these matured funds be redeemed to short term reserves and to re-invest the remaining monies as follows: \$100,000 in a 1-year GIC, \$100,000 in a 2-year GIC, \$175,000 in a 5-year GIC.

**CARRIED**

##### **4.2 Board Committee Reports**

Finance Committee – Nothing further to report.

HR Committee – Nothing to report. A meeting will be scheduled to discuss the personnel policies.

Planning Committee - G. Scerbak informed the board of several items discussed at the planning committee meeting. The committee is currently readying a strategic plan for the period 2020-2030 for the November board meeting to be approved in December 2019 for implementation January 2020.

The committee further discussed council messaging regarding grants and funding. There is no in-person presentation to the community living committee this year.

The board basics workshop was well attended and provided valuable information for board members. All board members should look to attend this workshop in the future if they have not done so already.

##### **4.3 2019 Audit**

N. Hojka informed the board of the current year audit costs.

Moved by T. Brown. Seconded by T. Blake.

That the board approve the creation of a request for proposal for 2019 audit services and that information be brought to the Finance Committee.

**CARRIED**

#### **4.4 C. Blackburn Absence**

Moved by G. Scerbak. Seconded by R. Rutt.

That the board excuse C. Blackburn from the board's attendance requirements until further notice.

**CARRIED**

#### **4.5 Policies for Final Review and Approval**

##### **4.5.1 Confidentiality of User Records**

Moved by A. Bonetti. Seconded by N. Wright.

That the confidentiality of user records policy be approved as amended.

**CARRIED**

##### **4.5.2 Freedom of Information and Protection of Privacy**

Moved by A. Bonetti.

That the freedom of information and protection of privacy policy be tabled to the May meeting.

**CARRIED**

##### **4.5.3 Personal Information Bank**

Moved by A. Bonetti.

That the personal information bank policy be tabled to the May meeting.

**CARRIED**

##### **4.5.4 Risk Management**

A. Bonetti requested a change to the board's risk management roles and responsibilities.

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

That the risk management policy be approved as amended.

**CARRIED**

##### **4.5.5 Social Media**

G. Scerbak requested a change to the policy wording from comments to content.

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

That the social media policy be approved as amended.

**CARRIED**

#### **4.5.6 Rules of Conduct for Library Users**

Moved by D. Normington. Seconded by N. Wright.

That the rules of conduct for library users policy be approved as amended.

**CARRIED**

#### **4.5.7 Hours of Service**

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

That the hours of service policy be approved as presented.

**CARRIED**

#### **4.5.8 Investments**

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

That the investments policy be approved as presented.

**CARRIED**

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

Moved by N. Chappell. Seconded by D. Normington.

That the board be moved *in camera*.

**CARRIED**

The meeting moved *in camera* at 6:59 p.m.

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

That the board be moved *out of camera*.

**CARRIED**

The meeting moved out of camera at 7:07 p.m.

#### **4.7 Savannah by Orangeboy**

D. Cryderman informed the board that GPPL's contract with Savannah by Orangeboy was cancelled due to cost and privacy concerns.

### **5. Other**

#### **5.1 Good News**

D. Cryderman informed the board that GPPL has hired a new Network Administrator.

Corey Chernuka will be starting May 1. D. Cryderman also had a productive meeting with Patricia Millward, GPPL's new contact with the City of Grande Prairie.

R. Rutt provided the board with an update on the status of the MD of Greenview Library Board.

N. Hojka informed the board that three summer students are starting April 29 and they are all returning employees. Also, a meeting with BMO has resulted in large savings on fees for GPPL.

N. Wright got good feedback on his library doorknocker from politicians. The board congratulated M. Evans on his doorknocker photo fame.

**6. Next Meeting**

May 14, 2019 at PLS

**7. Adjournment**

Meeting was adjourned at 7:18 p.m.

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Minutes Approved:

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Chairperson

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Date