



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

Tuesday, January 8th, 2019

Grande Prairie Public Library Boardroom

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**Attendees**

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

Regrets: T. Blake

Recording Secretary: N. Hojka

**1. Call to order**

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

Welcome to N. Wright and D. Normington to the Library Board.

**1.1 Approval of Agenda**

Addition of 3.6 Network Assessment to the agenda requested by D. Cryderman.

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

**CARRIED**

**2. Consent Agenda**

**2.1 Approval of the minutes of the December 11 Board Meeting**

**2.2 Library Report**

T. Brown requests the addition of agenda item 3.7 Children's and Teen Services Report from the Library Report.

In Camera agenda item is changes to item 3.8.

M. Evans confirms the consent agenda is adopted as amended.

**3. Items for Discussion/Decision**

**3.1 Financial Statements**

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

That the November financial statements are approved.

**CARRIED**

### **3.1.1 Scheduling of Audit and Approval**

D. Cryderman informed the board that Fletcher Mudryk LLP will be used to complete the audit of the 2018 financials. This audit will begin the week of January 21 and the draft report will be ready for the finance committee early March to ensure it can be presented to the board at the March board meeting.

### **3.2 Board Committee Reports**

Finance Committee – The finance committee met January 4 and completed a revised budget with the new funding amount received from the city December 19. Thank you to the staff and the finance committee for their work drafting a response to the city.

HR Committee – Nothing to report.

Planning Committee – Nothing to report.

### **3.3 Request for Decision – Willie Janssen Reserve**

D. Cryderman presented a request for the Willie Janssen Reserve to be used to upgrade the audio/visual technology in the Willie Jansen Discovery Room and the Rotary Community Room. These upgrades will both improve current offerings by GPPL programmers and expand their capability to add new programs.

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

That the upgrade of the Rotary Community Room and Willie Janssen Discovery Room using the Janssen Reserve is approved as presented.

**CARRIED**

### **3.4 2019 Budget for Approval**

N. Hojka presented the revised 2019 budget to the board.

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

That the Collins Reserve be used to fund the Collins Writing Contest for 2019.

**CARRIED**

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

That the salary grid receives a 2.0% cost of living increase effective January 1, 2019.

**CARRIED**

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

That the 2019 budget is approved as presented.

**CARRIED**

### 3.5 Policies

#### 3.5.1 Health and Safety Policies

The health and safety policies were amended to reference the legislation and also to bring GPPL into compliance with Occupational Health and Safety best practices. Further review will be completed as scheduled in November of 2019.

Moved by A. Bonetti. Seconded by D. Normington.  
That the Health and Safety policies (6.1-6.5) be adopted as presented.

**CARRIED**

### 3.6 Network Assessment

D. Cryderman informed the board of the network system issues that GPPL is currently having and recommended the contracting of a library network specialist to visit GPPL and assess the network and systems as well as provide support and expertise to GPPL staff.

Moved by C. Blackburn Seconded by R. Rutt.  
That \$10,000 from Short Term Reserves be allocated to perform the GPPL network assessment.

**CARRIED**

### 3.7 Children's and Teen Services Report

T. Brown requested further information on the circulation statistics. Further information will also be provided at the February meeting as part of the Annual Report.

### 3.8 In-camera discussion (standing agenda item)

Not required at this meeting.

## 4. Good News

The Community Foundation contacted D. Cryderman requesting a change to present to the board. The board accepted this proposal and suggested the April board meeting.

## 5. Next Meeting

February 12<sup>th</sup>, 2019

## 6. Adjournment

Meeting was adjourned at 6:48 p.m.

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Minutes Approved:

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Chairperson

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Date