



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

Tuesday, June 11, 2019, 2019

Grande Prairie Public Library Boardroom

Attendees

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

Regrets: C. Blackburn, N. Wright, A. Bonetti, T. Blake

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 May 14 Board Meeting

2.2 Library Report

T. Brown requested the addition of agenda items 5.6 10th Anniversary of the Montrose Cultural Centre and 5.7 Microfilm Computer Purchase from the Library Report.

G. Scerbak requested the addition of agenda item 5.8 Microsoft Licensing from the Library Report.

M. Evans confirms the consent agenda is adopted.

3. Items for Information

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

The board accepts the items for information as presented.

CARRIED

4. Items for Discussion/Action

4.1 Peace Library System

T. Brown informed the board of the happenings at the Peace Library System (PLS). The Rural Libraries Conference is scheduled for September 26 and 27. D. Cryderman will send

information to board members and those interested in registering can submit their information to N. Hojka. PLS has completed their annual report, copies were distributed to the GPPL Board. T. Brown also shared with the board a variety of ongoing projects currently being undertaken at PLS.

4.2 Board Application Matrix

D. Cryderman is still expecting two submissions from board members, once received the answers will go to the planning committee and any recommendations will be brought to the board.

Moved by T. Brown. Seconded by G. Scerbak.
The board accepts the items for information as presented.

CARRIED

5. Items for Decision

5.1 Financial Statements

Moved by T. Brown. Seconded by D. Normington.
That the Board accepts the April balance sheet and income statement.

CARRIED

5.2 Board Committee Reports

Finance Committee – The finance committee met in May to discuss policies and will meet again later in June.

HR Committee – The HR committee will provide their report with section 5.3.1 Personnel Policies.

Planning Committee – G. Scerbak informed the board that the planning committee will be finalizing a rough draft of the strategic plan and have it sent to the other members of the board in the next two to three weeks. Board members are requested to send their feedback to G. Scerbak or D. Cryderman.

Moved by R. Rutt. Seconded by G. Scerbak.
The board accepts the planning committee report for information.

CARRIED

5.3 Policies for Final Review and Approval

5.3.1 Personnel Policies

N. Chappell update the board on the personnel policies, the policies were updated in 2018 and are not due for review until 2020. Only two policies require immediate change.

Moved by R. Rutt. Seconded by G. Scerbak.
That the benefits and pension plan policy be approved as amended.

CARRIED

D. Normington requested that additional sick days may be taken by employees at the discretion of the library director.

Moved by N. Chappell. Seconded by D. Normington.
That the leaves of absence policy be approved as amended.

CARRIED

5.4 Request for Decision

D. Cryderman presented the request for purchase of tables and chairs for the Isabel Campbell room using the remaining monies from the Hauge Fund. The board will be presented with the final amounts spent at the September board meeting once all purchases are finalized.

Moved by G. Scerbak. Seconded by R. Rutt.
That the board approve the purchase of up to \$15,500 from the Hauge fund for furnishing the Isabel Campbell room.

CARRIED

5.5 In-Camera Discussion

Not required at this meeting.

5.6 10th Anniversary of the Montrose Cultural Centre

T. Brown inquired if GPPL was doing an event to celebrate 10 years in the new location. D. Cryderman informed the board that an 80th Birthday Celebration will be held in September for GPPL and the 10 year will be recognized then as well.

5.7 Microfilm Computer Purchase

The Library report indicated there may be some budget shortfalls for the purchase of the laptop in the Isabel Campbell room. This has been rectified by updating an existing laptop with significant cost savings. The project will be completed within the approved budget.

5.8 Microsoft Licenses

G. Scerbak inquired about the status of the Microsoft Licenses. The new Network Administrator has purchases all of the required licenses and GPPL is now in compliance.

6. Other

6.1 Good News

R. Rutt informed the board that the new Greenview Library Board policies have been established.

D. Cryderman informed the board that the Community Spirit Foundation is hosting a personal philanthropy workshop for those interested. The library funding chart for Alberta was presented to the board which shows, for Grande Prairie's Population, funding per capita is well below 50% of the average funding. D. Cryderman has joined The Alberta Library advocacy board. Finally, the Library of Things is being catalogued and will be ready for circulation within the next month.

M. Evans wishes the board an enjoyable summer.

6. Next Meeting

September 10, 2019

7. Adjournment

Meeting was adjourned at 6:39 p.m.

Minutes Approved:

Chairperson

Date