



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

Tuesday, October 8, 2019

Grande Prairie Public Library Boardroom

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**Attendees**

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

Regrets: C. Blackburn, T. Blake

Recording Secretary: N. Hojka

**1. Call to order**

Board Chair M. Evans calls the meeting to order at 5:39 p.m.

**1.1 Approval of Agenda**

Move items 5.6 and 5.7 Requests for Decision to follow 2.2 Library Report to accommodate staff presenting.

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

**CARRIED**

**2. Consent Agenda**

**2.1 Approval of the minutes of the Sept 10 Board Meeting**

**2.2 Library Report**

T. Brown requested the addition of agenda item 5.6 Insurance.

M. Evans confirms the consent agenda is adopted.

**2.3 Request for Decision – Children and Teen Computers/RFID Pads**

C. Chernuka, Network Administrator, presented the request for the purchase of 13 new computers for the children and teen area as well as the purchase of 12 RFID pads for circulation and processing. Funding through the CIP grant has been requested to offset up to 50% of this purchase.

Moved by G. Scerbak. Seconded by D. Normington.

That the board approve the use of up to \$65,000 from the Janssen Fund to purchase the computers and RFID pads with unused or reimbursed monies returned to the Janssen Fund.

**CARRIED**

A. Bonetti opposed

## **2.4 Request for Decision – Smart Lockers**

H. McCullough, Head of Adult Services, presented the request to purchase a smart locker to be located at the Eastlink Centre. This locker would allow hold pick up and item returns at a second location for GPPL. Funding through the CIP grant has been requested to offset up to 50% of this purchase.

Moved by A. Bonetti.

That the request for decision regarding the smart lockers be tabled to the January 2020 meeting.

**CARRIED**

## **3. Items for Information**

The board accepts the items for information as presented.

## **4. Items for Discussion/Action**

### **4.1 Peace Library System (PLS)**

T. Brown informed the board that GPPL may lose its second seat on the PLS board and executive committee as GPPL is no longer the resource library for the system.

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

That the board chair sends a letter to Mayor and City Council to request the representative on the GPPL and PLS board be the same appointee.

**CARRIED**

## **5. Items for Decision**

### **5.1 Financial Statements**

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

That the Board accepts the August balance sheets and income statements.

**CARRIED**

### **5.2 Board Committee Reports**

Finance Committee – Nothing to Report

HR Committee – Nothing to Report

Planning Committee – G. Scerbak informed the board that the planning committee has met and developed a board evaluation matrix (agenda item 5.4). M. Evans and G. Scerbak have submitted a proposal to present the strategic plan at the Alberta Library Conference next April. The planning committee also drafted a letter to send to the City of Grande Prairie requesting skills in finance, strategic planning, and governance, as determined by the board evaluation matrix, be considered when appointing the three vacant board positions.

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

#### **5.3.1 Bylaws**

Moved by T. Brown. Seconded by N. Chappell.  
That the board give first reading to the Bylaws.

**CARRIED**

Moved by G. Scerbak. Seconded by D. Normington  
That the board give second reading to the Bylaws.

**CARRIED**

Moved by N. Chappell. Seconded by D. Normington.  
That the board give third reading to the Bylaws at this meeting.

**UNANIMOUSLY CARRIED**

Moved by N. Chappell. Seconded by D. Normington.  
That the board have third reading of the Bylaws and adopt the Bylaws as presented.

**CARRIED**

#### **5.3.2 Meeting Room Use**

G. Scerbak requested the policy be amended to allow alcohol be permitted in meetings rooms for licensed events as approved by the Director.

Moved by G. Scerbak. Seconded by D. Normington.  
That the meeting room use policy be approved as amended.

**CARRIED**

#### **5.3.3 Record Retention**

Moved by T. Brown. Seconded by G. Scerbak.  
That the record retention policy be approved as amended.

**CARRIED**

### **5.4 Board Evaluation**

G. Scerbak provided a copy of the board evaluation matrix to all board members. Board members will complete the evaluation and return it to D. Cryderman by October 21. The evaluation will be discussed at the strategic planning meeting.

### **5.5 City Council Appointments**

Moved by T. Brown. Seconded by G. Scerbak.  
That the board accepts the letter to City Council concerning the 2020 board appointments as presented.

**CARRIED**

## 5.6 Insurance

T. Brown requested information regarding the cyber insurance policy held by GPPL.

## 5.7 In-Camera Discussion

Not required at this meeting.

## 6. Other

### 6.1 Good News

G. Scerbak attended the City of Grande Prairie's budget open house and advocated on behalf of GPPL with Mayor, Council, and city staff.

N. Chappell shared that the local author, and GPPL book club facilitator, Sue Farrell Holler has been nominated for the Governor General's Literary Award, Young People's Literature category.

N. Hojka congratulated GPPL staff B. Randolph and J. Fehr on their wonderful annual all-stars session at RLC.

D. Normington attended the Red Tape Reduction Session and congratulated GPPL staff that attended for their professionalism and preparation. She also extended an invitation to D. Cryderman to present to Rotary.

D. Cryderman shared with the board that GPPL won an award at RLC in recognition of their Born to Read literacy project. This project is a partnership with the Rotary Club and the hospital foundation. Congratulations to H. McCullough, J. Fehr, and M. Rempel for their hard work.

M. Evans thanked staff for their work arranging the 80<sup>th</sup> Birthday Party for GPPL. The event had approximately 300 people and \$1,700 in fines were waived.

## 6. Next Meeting

November 12, 2019

## 7. Adjournment

Meeting was adjourned at 8:00 p.m.

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Minutes Approved:

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Chairperson

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Date