



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

Tuesday, September 10, 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, T. Burton (Obs R. Rutt)D. Normington, A. Bonetti, T. Blake

Regrets: C. Blackburn, N. Wright

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**

Move item 5.7 Request for Decision – Video Games to 5.0.

Addition of 5.10 Board Update requested by M. Evans.

Include items 3.5 Bylaws and 3.6 Records Retention as Items for Information.

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

**CARRIED**

**2. Consent Agenda**

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

**2.2 Library Report**

M. Evans confirms the consent agenda is adopted.

**3. Items for Information**

**3.1 Draft Budget**

Finance committee approved a budget with a requested 3% increase from the City of Grande Prairie. City Council passed a 0% increase of 2019 funding for 2020. GPPL is currently awaiting funding information from the Province of Alberta before a budget is finalized.

**3.2 Alberta Public Library Benchmarks**

D. Cryderman shared information of library statistics for communities of similar size to Grande Prairie.

### **3.3 Plan of Service Proposal**

Plan of Service proposal from Community Futures was accepted by the Board for the 2020 Plan of Service development.

### **3.4 Hauge Reserve Purchases**

The board accepted the items presented for information.

### **3.5 Bylaws**

The board accepted the bylaw for information to be approved at the October meeting.

### **3.6 Records Retention**

The board accepted the policy for information to be approved at the October meeting.

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

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

T. Brown reminded the board that the Rural Libraries Conference will be held in Grande Prairie September 26 and 27.

## **5. Items for Decision**

### **5.0 Request for Decision – Video Games**

C. Anderson (Emerging Technologies Librarian) presented a request for the Willie Janssen Reserve to be used to purchase video gaming consoles that will be made available for patrons to borrow as well as expanding the existing video game collection and the necessary shelving and storage items for the project.

Moved by T. Blake. Seconded by D. Normington.

That the board approve the expansion of the video game collection with funding of up to \$25,000 from the Janssen Reserves as presented.

**CARRIED**

### **5.1 Financial Statements**

Moved by A. Bonetti. Seconded by T. Blake.

That the Board accepts the May, June, and July balance sheets and income statements.

**CARRIED**

### **5.2 Board Committee Reports**

Finance Committee – T. Brown informed the board that the finance committee met in July to discuss the policies (agenda Item 5.3) and in August to discuss the preliminary budget.

HR Committee – Nothing to Report

Planning Committee – G. Scerbak informed the board that the planning committee has met to discuss the board evaluation matrix. The strategic plan has been sent to all board members and Holly Sorgen will be available to facilitate a meeting regarding the plan October 26.

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

#### **5.3.1 Finance Policies**

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

That policy 5.3 Financial Administration be accepted as presented.

**CARRIED**

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

That policy 5.5 Reserves be accepted as presented.

**CARRIED**

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

That policy 5.6 Tangible Capital Assets be accepted as presented.

**CARRIED**

### **5.4 CIP Grant**

D. Cryderman presented the CIP grant prepared by GPPL staff to complete three projects in 2020. The total project cost is estimated at \$104,115 with 50% of this cost requested through the grant. Further project details will be brought to the board at the October meeting.

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

That the board approve the CIP grant application for submission.

**CARRIED**

### **5.5 Terms of Reference – Finance Committee**

T. Brown presented the updated Roles and Responsibilities for the Finance Committee.

Moved by T. Brown. Seconded by D. Normington

That the board approve the Finance Committee Roles and Responsibilities as presented.

**CARRIED**

### **5.6 Request for Decision - Audit**

D. Cryderman informed the board of the request for decision results regarding auditing services for 2020-2025. The recommendation is to continue with Fletcher Mudryk.

Moved by D. Normington. Seconded by T. Brown.  
That the board approve the request for decision as presented.

**CARRIED**

### **5.8 Request for Decision - ILL**

D. Cryderman informed the board of the Interlibrary Loan (ILL) agreement between PLS and GPPL and requested the termination of the Memorandum of Agreement between the two parties.

Moved by G. Scerbak. Seconded by N. Chappell.  
That the board approve the termination of the Memorandum of Agreement with PLS for ILL services for December 31, 2019.

**CARRIED**

### **5.9 In-Camera Discussion**

Not required at this meeting.

### **5.10 Board Update**

M. Evans informed the board that N. Wright has resigned from the GPPL Board.

Moved by D. Normington. Seconded by G. Scerbak.  
That the addition of N. Chappell to the Planning Committee be approved.

**CARRIED**

## **6. Other**

### **6.1 Good News**

G. Scerbak congratulated M. Lavallie on another great paint night program.

T. Burton informed the board that he is the chair of the newly created MD of Greenview Library Board.

D. Cryderman shared GPPL's 80<sup>th</sup> Birthday Party invitations with board members and informed them that the FLRC was busy weeding their collection.

M. Evans informed the board of D. Cryderman's presentation to City Council in July.

## **6. Next Meeting**

October 8, 2019

**7. Adjournment**

Meeting was adjourned at 7:29 p.m.

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Minutes Approved:

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Chairperson

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Date