



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

Tuesday, April 14, 2020
Zoom Video Meeting

Attendees

Present: D. Cryderman (Library Director), M. Evans (Chair), G. Scerbak (Vice-Chair), T. Brown, N. Chappell, E. Friesen, M. Byers, J. Makus, D. Normington

Regrets: R. Rutt, M. Pollock

Recording Secretary: P. Crocker

1. Call to order

Board Chair M. Evans calls the meeting to order at 5:06 p.m.

1.1 Approval of Agenda

Moved by G. Scerbak. Seconded by M. Byers.

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the March 10th Board Meeting

2.2 Library Report

M. Evans confirms the consent agenda is adopted.

CARRIED

3. Items for Information

3.1 Facilities Policies

Shared for information. Please send edits or concerns to Deb.

3.2 Request for Decision: Office Chairs

Will be discussed later in the meeting.

4. Items for Discussion/Action

4.1 Report Board Hours (Monthly Request)

D. Cryderman asks Board members to report their volunteer hours for March.

4.2 Continued operation of GPPL

GPPL is operating as close to normal as possible. Employees are very busy. Some highlights are:

- Hailey and Charlotte are collaborating of a virtual party game
- A large portion of the materials budget has been moved to fund electronic resources
- Curbside pickup is very successful – just about as busy as if the building was open
- Currently there are 23,000 items out
- GPPL not receiving any deliveries from other libraries
- We are beginning a trial run for returning books

P. Crocker reports on the labour standard changes and government financial relief(s) that are affecting the library.

5. Items for Decision

5.1 Financial Statements

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

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

CARRIED

5.2 Board Committee Reports

5.2.1 Finance Committee – T. Brown moves that maturing GIC #48, valued at \$100,000, is transferred into the GPPL operating reserve for easy access if needed for operations during the COVID-19 crisis. The Board will re-evaluate reinvestment of the monies in September 2020.

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

That GIC#48 is transferred into the operating reserve upon maturity.

CARRIED

5.2.2 HR Committee – Nothing to report.

5.2.3 Planning Committee- G. Scerbak reports that the committee had a zoom meeting. There are access codes given to members to avoid zoom-bombing. The naming/donation policy will be sent out soon.

5.3 Policies for final review and approval

Administrative Policies (Personal Information Bank, Records Retention, Risk Management, Confidentiality of Patron Records, Freedom of Information and Protection of Privacy) are up for final approval.

Moved by T. Brown. Seconded by G. Scerbak.
That the noted administrative policies be approved as amended.

CARRIED

5.4 Finance Committee GIC

See 5.1

5.5 Office Chairs

D. Cryderman presents proposal to purchase new office chairs for GPPL. Suppliers were chosen based on a cost/quality comparison and previous relationship with GPPL was taken into consideration. Local suppliers are to be considered for future purchases. The cost is \$44,880.00 to be funded from the Capital Reserve.

Moved by D. Normington. Seconded by N. Chappell.
That \$44,880.00 from the Capital Reserve (Furniture and Fixtures) be made available to purchases the Office Chairs from Loveday on Libraries, as described in the Request for Decision.

CARRIED

6. Other

6.1 Good News

G. Scerbak mentions the digital escape room is awesome.

M. Byers is happy to have no fees on overdue library books.

N. Chappell heard excessive positive feedback about the library. The library book club is meeting via Zoom on Thursday.

E. Friesen commends Deb for her leadership in what libraries can do during this time.

7. Next Meeting

May 12, 2020

8. Adjournment

Meeting was adjourned at 6:10 p.m.

Minutes Approved:

Chairperson

Date