County of Grande Prairie No. 1 Library Board

June 7, 2023

Hythe, AB

Present:

Karen Rosvold Chair

Leanne Germann Vice-Chair

Sharon Mittelstaedt Trustee

Tanya Bain-Leuchter Trustee

Christine Nofziger Trustee

Cameron Donald Trustee

Brian Peterson Trustee

Serena Boyte-Hawryluk Library Services Team Lead

Gail Perry Valhalla Library Coordinator

Michelle Gillis Elmworth Library Coordinator

Debra de Ruiter Hythe Library Coordinator

Louisa Robison PLS Director

Regrets:

Kathleen Turner FCSS Manager

Wanda Penner La Glace Library Coordinator

The meeting was called to order at 14:01.

1. Approval of agenda –

Motion by Christine Nofziger to approve the agenda.

Carried. 15/06/07

1. Minutes approval – Minutes of the February 8 board meeting were reviewed.

Motion by Leanne Germann to approve the minutes as presented.

Carried. 16/06/07

1. Correspondence – The board received the following correspondence:

a. Grande Prairie Public Library’s 2022 audited financial statements.

b. Sexsmith Shannon Library’s 2022 audited financial statements and 2023 Budget.

c. Letter to ATB to change the signing authority for the Hythe Community Library bank account.

The board accepted the aforementioned correspondence for information.

1. Financial Update – Recent bank statements were provided to the board. Serena informed the board that the 2022 audited financial statements would be finished in the next few days and emailed to all trustees for their records.

The board accepted the financial update for information.

Board members expressed a desire to see more detail about year to date spending.

Motion by Tanya Bain-Leuchter directing library coordinators to bring January-June financial statements to the board in September.

Carried. 17/06/07

1. Business Arising –

a. CSRF grant – Serena informed the board the application for funding for an organizational review was approved.

b. Report on Partner Library Grants – The board reviewed the report on partner libraries. Discussion centered on the lack of data available about the Wembley Public Library. Administration was asked to add this item to Business Arising for the September meeting and to seek more information from the Wembley Library in the meantime.

The board accepted the partner library grant report for information.

1. New Business –
   1. Virtual Motion RE: Hythe Flooring – The board reviewed a summary of the email discussion and vote about the replacement of flooring in the Hythe Library.

Motion by Leanne Germann to ratify the email motion.

Carried. 18/06/07

* 1. RFD – La Glace window coverings – The board discussed the proposal to have new window covering installed at the La Glace library.

Motion by Brian Peterson that the La Glace Community Library purchase window coverings at a cost of up to $7000, with funds from reserves.

Carried. 19/06/07

* 1. RFD – Valhalla Furniture – The board discussed the proposal to purchase new lounge furniture for the Valhalla Library out of the Valhalla Community Library’s reserves. Due to the high cost, the board wished to see a second quote before moving ahead with the project.

Motion by Sharon Mittelstaedt to table the Valhalla Furniture RFD for a future email vote, once at least two quotes are available.

Carried. 20/06/07

* 1. Policy Review

L1: BOARD COMPOSITION AND APPOINTMENTS – no changes required at this time.

Motion by Cameron Donald to approve L1: BOARD COMPOSITION AND APPOINTMENTS as presented.

Carried. 21/06/07

L3: TRUSTEE CODE OF ETHICS – Suggested that the policy name be changed to include the word TRUSTEE to clearly differentiate from the PATRON CODE OF CONDUCT

Motion by Tanya Bain-Leuchter to approve L3: TRUSTEE CODE OF ETHICS as presented.

Carried. 22/06/07

L8: BOARD ORIENTATION AND CONTINUING EDUCATION – Suggested that specific conferences/workshops listed under item 3 be deleted, as these have been cancelled or altered in the past few years.

Motion by Christine Nofziger to approve L8: BOARD ORIENTATION AND CONTINUING EDUCATION as presented.

Carried. 23/06/07

L21: MEETING ROOMS – Due to the new lease agreement delegating management of the program room in La Glace to the board, it was suggested that new guidelines, specific to the La Glace Library, be added to the policy.

Motion by Tanya Bain-Leuchter to approve L21: MEETING ROOMS as presented.

Carried. 24/06/07

L28: PROCUREMENT – A new policy to guide procurement processes was presented to the board. The board wished to see more detail in the policy, including reference to trade agreements that might impact library procurement, a matrix for decision making, and a lower threshold for requiring a minimum of two quotes.

Motion by Cameron Donald to defer the policy review to September 2023 with the addition of a matrix and addition of a $4000 threshold that will require two quotes.

Carried. 25/06/07

L29: PATRON CODE OF CONDUCT – A new policy for patron conduct in the libraries was presented to the board. Board members amended 2a to read “Threatening, abusive, harassing language, behaviour, or actions, *whether virtual or in-person*.”

Motion by Brian Peterson to approve L29: PATRON CODE OF CONDUCT as amended.

Carried. 26/06/07

* 1. County Open Houses – Serena informed board members that they were welcome to join library staff at County Open House events in Hythe, Clairmont, and Bezanson to represent County Libraries.
  2. December meeting date – Due to a conflict between the December 13 board meeting and Council’s budget meetings, new meeting dates were discussed.

Motion by Sharon Mittelstaedt to move the fourth quarter board meeting/partner library lunch to December 6, 2023.

Carried. 27/06/07

1. County Libraries Report – Library Coordinators share the happenings and future plans from their respective libraries.
   1. The board accepted the report for information.
2. Peace Library System update – The system directors met during the previous week in Medicine Hat. They discussed a new library workers salary survey, which will be Alberta-wide, bi-annual, and will come out in the fall. Invoices for second half of the year will be coming out soon, and PLS is hoping to receive payments electronically.

The board accepted the Peace Library System update for information.

1. Roundtable –

Christine - suggests a condolence card for the family of former board member, Richard Harpe.

Michelle – Rio Grande Rodeo coming up and Elmworth library will be there giving away books and hosting activities for kids. See report for more details.

Tanya – Represented the board at the meeting of the Sexsmith Library Board in the spring. Question about provincial grants; Serena confirms that all public libraries are eligible for provincial funding and that our board’s application will be submitted shortly.

Serena – Offered congratulations to Debbie De Ruiter on her new permanent position as Hythe Library Coordinator.

1. Meeting adjourned at 15:57.

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Board Chair Date