



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

Tuesday, November 14, 2023  
Testing Centre

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**Attendees**

Present: H. McCullough (Acting Director), D. Normington (Chair), E. Fisher, M. Erickson, L. Beaupre, S. Bossen, D. Lemieux

Regrets: W. Pilat

Recording Secretary: N. Hojka

Presenting: B. Randolph

**1. Call to order**

**1.1 Land Acknowledgement**

Board Chair D. Normington calls the meeting to order at 5:31 p.m.  
Land acknowledgement.

**1.2 Approval of Absences**

Moved by M. Erickson. Seconded by S. Bossen.  
That the Board approves W. Pilat's November meeting absences. (23-061)

**CARRIED**

**1.3 Approval of Agenda**

Moved by E. Fisher. Seconded by D. Lemieux. (23-062)

**CARRIED**

**2. Consent Agenda**

**2.1 Approval of the minutes of the October 10, 2023 Board Minutes**

Moved by M. Erickson. Seconded by E. Fisher.  
To approve the October meeting minutes as presented. (23-063)

**2.2 Library Report**

D. Normington confirms the consent agenda is adopted.

**3. Items for Decision**

**3.1 Financial Statements**

Moved by E. Fisher. Seconded by S. Bossen.  
That the Board approves the September balance sheets and income statements. (23-064)

**CARRIED**

### **3.2 Board Committee Reports**

**3.2.1** Finance Committee – no Committee Chair

**3.2.2** HR Committee – D. Lemieux informed the Board that there has been no formal meeting in the past month. Update on the search for the new Director will be in camera.

**3.2.3** Planning Committee – E. Fisher informed the Board that the Committee prepared a Board Beginner Infographic and a one-page introduction that is available on the website and will be used in recruiting new members. The next step will be to turn this into an orientation guide for new Board members.

### **3.3 Children’s Area Re-Design Project**

B. Randolph presented the Children’s area re-design project including a phased approach based on patron priorities.

Moved by E. Fisher. Seconded by M. Erickson.

That the Board approves up to \$130,000 of the Janssen Fund to complete Phase 1 and 2 of the project as outlined in the proposal. (23-065)

**CARRIED**

Moved by E. Fisher. Seconded by M. Erickson.

The Board direct the Director and staff to continue to work to find all available funding to reduce the total cost to the Janssen fund. (23-066)

**CARRIED**

### **3.3 Policy – SECTION 9 – Library Services**

Moved by E. Fisher. Seconded by S. Bossen.

That the Board accepts Section 9 – Library Services as presented. (23-067)

**CARRIED**

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

### **4.1 Report Board Hours**

Board members reported their volunteer hours for October.

### **4.2 Board Retreat Action Items**

Included for information.

### **4.3 City council Delegation Report**

H. McCullough and D. Normington presented to Council on October 16. Council budget deliberations begin this week.

#### 4.4 CBC Tenancy Update

H. McCullough sent a formal letter from the Board to City Administration requesting the termination of the lease agreement. The letter has been accepted and passed on to the City Manager.

#### 4.5 Library Bylaws Update

H. McCullough attended the Committee of the Whole to answer any questions regarding the Library Bylaws. Council accepted the Bylaws today and the motion will be forwarded to Public Library Services Branch (PLSB) with the Bylaws and a current policy manual.

### 5. Items for Information

The Board accepts the items for information as presented.

### 6. Other

#### 6.1 News

D. Lemieux recommended the book *Fire Weather* by John Valiant.

L. Beaupre asks that the Board recognize the new President and CEO of Northwestern Polytechnic Dr. Vanessa Sheane.

E. Fisher will be the Public Information Officer for the new Municipal Police service for the City of Grande Prairie.

### 7. In Camera Discussion (standing item) – Personnel

Moved by D. Lemieux. Seconded by E. Fisher.  
That the board be moved *in camera*. (23-068)

**CARRIED**

The meeting moved *in camera* at 6:47 p.m.

H. McCullough exited the room at 6:58 p.m.

Moved by E. Fisher Seconded by M. Erickson.  
That the board be moved *out of camera*. (23-069)

**CARRIED**

The meeting moved out of camera at 7:12 p.m.

### 8. Next Meeting

January 9, 2024

## 9. Adjournment

On motion of D. Lemieux, the board adjourned at 7:13 p.m.

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Minutes Approved:

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Chairperson

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Date