



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

Tuesday, March 9, 2021

Zoom Video Meeting

Attendees

Present: D. Cryderman (Library Director), N. Chappell (Chair), G. Scerbak (Vice-Chair), D. Normington, M. Byers, M. Evans, R. Chapman, E. Fisher, M. Pollock

Regrets: E. Friesen, J. Makus

Presenting: H. McCullough, C. Chernuka

Recording Secretary: N. Hojka

1. Call to order

Board Chair N. Chappell calls the meeting to order at 5:34 p.m.

1.1 Approval of Agenda

Moved 5.7 to start of the meeting.

D. Normington request addition of items 5.4 Addition of COLA for Staff, 5.5 2022 Budget, and 5.6 GIC Investment

Moved by G. Scerbak. Seconded by M. Evans.

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the February 9, 2021 Board Minutes

2.2 Library Report

N. Chappell confirms the consent agenda is adopted.

3. Items for Information

3.6 Backgrounder – Staff Room Furniture Update reviewed at the Finance Committee meeting. The Committee suggests the replacement of the soft seating with commercial, long lasting, quality furniture but to retain the tables and hard chairs. The board would like this narrowed in scope and brought to next month's board meeting.

The Board accepts the items for information as presented.

4. Items for Discussion/Action

4.1 Report Board Hours (Monthly Request)

Board members reported their volunteer hours for February.

5. Items for Decision

5.0 Request for Decision – Chromebooks and Smart Hub Funding

H. McCullough presented the request for decision to use the Janssen Legacy to fund Pretty Fly for a WiFi Project for 12 months while they continue to search for sponsorship.

Moved by D. Normington. Seconded by M. Pollock.

That the board approve \$20,544 from the Janssen Legacy for the Project with any unspent amounts being returned in the event of a sponsorship.

CARRIED

5.1 Financial Statements

Moved by D. Normington. Seconded by M. Evans.

That the board accepts the January balance sheet and income statement.

CARRIED

5.2 Surplus

D. Normington presented the 2020 Financial Statements to the Board. Changes made to the accumulated surplus as per the changes to the reserves policy.

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

That the Board move the unrestricted surplus of \$172,445 to the Operating Reserve.

CARRIED

5.3 Audit

Moved by D. Normington. Seconded by M. Byers.

That the Board accepts the 2020 audited financial statements as presented.

CARRIED

5.4. Addition of COLA for Staff

D. Normington informed the Board that GPPL has received stable provincial funding and with the finalized audit the finance committee would like to re-approve the COLA that was delayed at the January Board meeting.

Moved by D. Normington. Seconded by R. Chapman.

That the Board provide the previously approved COLA of 1.5% from the 2021 Budget.

CARRIED

5.5 2022 Budget

D. Normington informed the Board that the budget for 2022 is due to the City of Grande Prairie April 30. Funding of GPPL compared to similar sized libraries is very far below the average per capita.

Moved by D. Normington. Seconded by M. Evans.

That the Board submit a budget to the City of Grande Prairie with funding at \$28.50 per capita

CARRIED

5.6 GIC Renewal

D. Normington informed the Board that there is a \$100,000 GIC renewal April 19, 2021. The Finance Committee recommends this money be reinvested for a one-year term at 0.9%. The Finance Committee will be looking at GPPL's investment policy for future years.

Moved by D. Normington. Seconded by M. Byers.

That the Board re-invest the \$100,000 GIC for a one-year term at 0.9%.

CARRIED

5.7 Board Committee Reports

5.7.1 Finance Committee – D. Normington elected as chair of the Finance Committee. All discussion items in 5.2 to 5.6. Finance committee meetings will occur directly following the Planning committee meeting to allow for collaboration.

5.7.2 HR Committee – chair remains vacant, nothing to report.

5.7.3 Planning Committee – G. Scerbak elected as chair. Amendments to the Strategic and Advocacy plan completed. Continued progress on the Occupancy Agreement with the City of Grande Prairie which will be finished in the April meeting.

5.8 Section 1 - Bylaws

N. Hojka presented the Schedule change to exam rates to allow for private exam proctoring.

Moved by E. Fisher. Seconded by R. Chapman.

That the board approve the amended schedule as presented.

CARRIED

5.9 Request for Decision – Additional Page Staffing Hours

D. Cryderman presented the request for decision with help for curbside.

Moved by D. Normington. Seconded by M. Byers.

That the board approve the 28 additional hours up to an amount of \$3,096.24.

CARRIED

5.8 In-camera discussion (standing item)

Not required at this meeting.

6. Other

6.1 News

E. Fisher attended the Library Board workshop.

D. Cryderman informed the Board that GPPL re-re-opened 431 people yesterday.

7. Next Meeting

April 13, 2021

8. Adjournment

Meeting was adjourned at 6:56 p.m.

Minutes Approved:

Chairperson

Date