



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

Tuesday, September 10, 2024  
Peace Library System Headquarters

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**Attendees**

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

Regrets: S. Seitz, W. Pilat

Recording Secretary: D. Anderson

Presenter: Louisa Robison

**1. Call to order**

**1.1 Land Acknowledgement**

Board Chair D. Normington calls the meeting to order at 5:35 p.m.  
Land acknowledgement.

**1.2 Approval of Absences**

Moved by E. Fisher. Seconded by L. Kerkhof.  
That the Board approves S. Seitz & W. Pilat meeting absences. (24-039)

**CARRIED**

**1.3 Approval of Agenda**

Moved by D. Lemieux. Seconded by M. Erickson. (24-040)

**CARRIED**

**2. Consent Agenda**

**2.1 Approval of the minutes of the June 11, 2024 Board Minutes**

Moved by S. Bossen. Seconded by D. Francis.  
To approve the June meeting minutes as presented. (24-041)

**CARRIED**

**2.2 Library Report**

D. Normington confirms the consent agenda is adopted.

**3. Items for Decision**

**3.1 Financial Statements**

Moved by D. Francis. Seconded by S. Bossen.  
That the Board approves the May & June balance sheets and income statements. (24-042)

**CARRIED**

### **3.2 Board Committee Reports**

**3.2.1 Finance Committee** – D. Francis. Committee met and went over preliminary budget numbers. Discussed financial implications of the proposed grid. Next round of audit tenders will be in the near future.

Moved by L. Beaupre. Seconded by D. Francis. (24-043)  
That the board moves to address a request to the City of Grande Prairie to use the same auditor.

**CARRIED**

#### **3.2.1.1 Budget 2025**

Moved by D. Francis. Seconded by L. Beaupre.  
Motion to approve the 2025 budget as presented. (24-044)

**CARRIED**

### **3.2.2 HR Committee** – Committee met on July 30, 2024.

#### **3.2.2.1 Director Performance Evaluation**

Moved by D. Lemieux. Seconded by M. Erickson.  
Motion to approve the document as presented. (24-045)

**CARRIED**

#### **3.2.2.2 Wage and Compensation Philosophy Policy**

Amendments:

- Canada wide mid-size public libraries and/or library systems.
- Highlight of intent.
- Objectives.

Moved by D. Lemieux. Seconded by M. Erickson.  
Motion to approve the Policy 10.14 with the proposed amendments.

**CARRIED**

#### **3.2.2.3 Salary Grid Comparison**

Provided information and feedback given. Pending review on plans to phase in.

### **3.2.3 Planning Committee**

No items to report.

### **3.3 Delegations (standing item)**

#### **3.3.1 Peace Library System – Louisa Robison**

Louisa Robison, CEO of Peace Library System, delivered a presentation on the benefits of GPPL being a member of Peace Library System, as well as a summary of how funding works.

### **3.4 POLICY – Section 10 – Personnel**

Moved by M. Erickson. Seconded by D. Lemieux.

That the board approved Section 10 – Personnel as presented. (24-047)

**CARRIED**

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

### **4.1 Report Board Hours**

Board members reported their volunteer hours for June, July and August.

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

No items to report.

## **5. Items for Information**

### **5.1 Policy – Section 1 - Bylaws**

The Board accepts the items for information as presented.

### **5.2 Policy – Section 7 - Board**

The Board accepts the items for information as presented.

### **5.3 Letter from Minister Regarding the Minister's Awards**

The Board accepts the items for information as presented.

### **5.4 Library Legislation Amendments**

The Board accepts the items for information as presented.

## **6. Other**

### **6.1 News**

D. Normington – PLSB Trustee Training on September 27<sup>th</sup>. Stakeholder meeting went well. Acknowledged the library staff who are always so helpful to all patrons, which included children that are homeschooled and use the facility for studies.

D. Lemieux – Stakeholder meeting, great meeting. Feedback from council was great. Suggestion on the idea of a renaissance fair.

H. McCullough –Library will be closed September 26th for staff development day. The Canadian Mental Health Association will be coming to offer training on compassion fatigue and burnout.

**7. In Camera Discussion (standing item) – Third Party Partnership and Personnel**

Moved by L. Beaupre. Seconded by D. Lemieux.  
That the board be moved *in camera*. (23-048)

**CARRIED**

The meeting moved *in camera* at 7:03 p.m.

Moved by E. Fisher. Seconded by L. Kerkhof.  
That the board be moved *out of camera*. (23-050)

The meeting moved out of camera at 8:02 p.m.

**CARRIED**

Moved by L. Beaupre. Seconded by D. Lemieux.  
The Board directs administration to proceed as discussed in closed session with third party partnership. (24-049)

**CARRIED**

**8. Next Meeting**

October 8th, 2024 at 5:30 PM – Testing Centre at GPPL

**9. Adjournment**

On motion of E. Fisher, the board adjourned at 8:02 p.m.

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Minutes Approved:

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Chairperson

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Date