



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

Tuesday, October 13<sup>th</sup>, 2020  
Zoom Video Meeting

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**Attendees**

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

Regrets:

Recording Secretary: N. Hojka

**1. Call to order**

Board Chair M. Evans calls the meeting to order at 5:05 p.m.

**1.1 Approval of Agenda**

Addition of 5.7 Credit Limit Increase requested by N. Hojka

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

**CARRIED**

**2. Consent Agenda**

**2.1 Approval of the minutes of the September 8<sup>th</sup> Board Meeting**

**2.2 Library Report**

T. Brown requested the December board meeting date be discussed.

M. Evans confirms the consent agenda is adopted.

**3. Items for Information**

Board members requested information regarding the upcoming requests for decision from D. Cryderman. This information will be included at the next 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 September.

## 4.2 Plan of Service

The updates to the Plan of Service have been submitted to the planning committee and will be on the agenda for the November meeting.

## 5. Items for Decision

### 5.1 Financial Statements

Moved by D. Normington. Seconded by T. Brown.  
That the board accepts the August balance sheet and income statement.

**CARRIED**

### 5.2 Board Committee Reports

**5.2.1** Finance Committee – T. Brown reports that the committee met in September to finalize the 2021 budget and discuss creating a reserves policy and a forecast budget for board advocacy.

Moved by T. Brown. Seconded by N. Chappell.  
That \$20,000 from the Janssen Legacy be used to purchase collection materials for 2021.  
\$21,000

**CARRIED**

Moved by T. Brown. Seconded by D. Normington.  
That \$6,200 from the Collins Legacy be used to fund the Collins Writing Contest for 2021.

**CARRIED**

Moved by T. Brown. Seconded by R. Rutt.  
That the 2021 budget is approved as presented.

**CARRIED**

**5.2.2** HR Committee – N. Chappell reports that the committee met in September to discuss the following items:

- i) The board self-evaluation has been sent out, please return to N. Chappell within the next two weeks
- ii) D. Cryderman's 360 performance review will begin with reviews completed by the board, staff, and a self-evaluation
- iii) The board competency matrix will be completed to guide future board appointments and professional development

**5.2.3** Planning Committee- G. Scerbak reports what was discussed at the latest meeting:

- Draft advocacy plan is on hold

- Plan of Service: update as discussed earlier in the meeting
- Draft letter to AUMA will be sent regarding professional librarian standards
- ALTA fee schedule is increasing in 2021, D. Cryderman will work with other libraries to address this issue and look into other services provided by other organizations to see if this membership is needed in the future

### **5.3 Policies for final review and approval**

#### **5.3.1 Bylaws**

Moved by G. Scerbak. Seconded by J. Makus.  
That the board give first and second reading to the Bylaws.

**CARRIED**

Moved by D. Normington. Seconded by E. Friesen.  
That the board give third reading to the Bylaws at this meeting.

**UNANIMOUSLY CARRIED**

Moved by E. Friesen. Seconded by M. Byers.  
That the board have third reading of the Bylaws and adopt the Bylaws as presented.

**CARRIED**

### **5.4 Request for Decision: Assistive Technology for Print Disabilities**

Moved by T. Brown. Seconded by M. Byers.  
That \$6,268.50 from the Capital Reserve (Technology and Innovation) be made available to purchase the Daisy Readers as presented.

**CARRIED**

### **5.5 Request for Decision: Adult Non-Fiction**

Moved by D. Normington. Seconded by J. Makus.  
That \$100,000 from the Janssen Legacy be used for collection development of the Adult Non-Fiction section as presented.

**CARRIED**

### **5.6 Request for Decision: Elimination of Fines**

Moved by E. Friesen. Seconded by J. Makus.  
That the Grande Prairie Public Library become fine free beginning January 1, 2021.

**CARRIED**

## **5.7 Credit Limit Increase**

Moved by R. Rutt. Seconded by E. Friesen.

That the corporate credit card limit for Grande Prairie Public Library be increase by \$20,000.

**CARRIED**

## **5.8 In-camera discussion (standing item)**

Not required at this meeting.

## **6. Other**

### **6.1 Good News**

M. Byers shared with the board just how important being fine free will be for library access.

T. Brown will be attending free governance board development webinars. All board members are welcome to attend.

R. Rutt shared an update on the MD of Greenview Library Board and service to Grande Cache.

G. Scerbak is looking forward to the upcoming non-fiction book sale.

Congratulations to P. Crocker on her new position and thank you for your service to GPPL.

D. Cryderman informed the board that the library will be open Sundays starting November 8 and also that we have received the second half of our provincial funding.

## **7. Next Meeting**

November 10, 2020

December 15, 2020

## **8. Adjournment**

Meeting was adjourned at 6:33 p.m.

Minutes Approved:

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Chairperson

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Date