



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

Tuesday, March 14, 2023
Testing Centre

Attendees

Present: D. Cryderman (Director), D. Normington (Chair), D. Whiteway (V. Chair), D. Lemieux, S. Bossen, E. Fisher, W. Pilat, L. Beaupre (by-phone)

Regrets: Y. Minhas, M. Erickson

Recording Secretary: N. Hojka

1. Call to order

Board Chair D. Normington calls the meeting to order at 5:34 p.m.

1.1 Approval of Agenda

Moved by D. Lemieux. Seconded by D. Whiteway. (23-017)

CARRIED

2. Consent Agenda

2.1 Approval of the minutes of the February 13, 2023 Board Minutes

Moved by D. Lemieux. Seconded by S. Bossen.

To approve the February meeting minutes as amended. (23-018)

2.2 Library Report

D. Normington discussed the intercom issues from the library report. D. Cryderman will reach out to the City of Grande Prairie facilities and maintenance

D. Normington confirms the consent agenda is adopted.

3. Items for Decision

3.1 Financial Statements

Moved by E. Fisher. Seconded by D. Lemieux.

That the board accepts the January balance sheets and income statements. (23-019)

CARRIED

3.2 Board Committee Reports

3.2.1 Finance Committee –D. Whiteway will discuss with item 3.3 2022 Audit.

3.2.2 HR Committee – nothing to report

3.2.3 Planning Committee – E. Fisher (chair) informed the board that the committee met. Discussed the plans for 2023 looking to the advocacy plan, school involvement and connecting with the strategic plan.

3.3 2022 Audit

D. Whiteway presented the 2022 Audit. The audit report was a clean report. The finance committee reviewed the document to ensure accuracy.

Board can decide for the 2023 financial audit if they would prefer the presentation from the auditors to the entire board as opposed to just the finance committee.

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

That the Board accepts the 2022 audited financial statements as presented. (23-020)

CARRIED

Moved by D. Whiteway. Seconded by D. Lemieux.

That \$3,430 surplus be moved to the Operating Reserve. (23-021)

CARRIED

3.4 In-camera discussion (standing item)

Not required at this meeting.

4. Items for Discussion/Action

4.1 Report Board Hours

Board members reported their volunteer hours for February.

4.2 Organizational Meeting vs AGM

Legislation requires that we have an organizational meeting as opposed to an AGM. February 2024 will be an organizational meeting with a highlight of the previous year's accomplishments.

4.3 Board Retreat Action Items

Presented for review to inform board committees. Bring to board monthly to look at what is completed.

4.4 Outcomes of Board/Council Meeting

Board members expressed their appreciation for the meeting with City of Grande Prairie council. E. Fisher will ask board members for takeaways for the next planning committee to discuss and bring back to the board to inform future meeting between the board and council.

The board will also look to arranging similar meetings with the County of Grande Prairie and the MD of Greenview.

4.5 Budget Presentation to Council

A new template was provided by the City of Grande Prairie for the 2024 budget request. The deadline is May 31. Department Heads are currently creating a draft budget for the finance committee to review.

Presentation to council may occur without discuss of budget with a subsequent meeting where the proposed budget is presented.

4.6 Audit Cycle

The finance committee discussed the requirement of a financial review compared to an audit to cut down on cost with a triannual audit. Unlikely as the audit is included with the City of Grande Prairie's audit.

5. Items for Information

5.10 Excusing a Board Member

By the legislation a board member who has missed three meeting without prior authorization from the board will be deemed to have resigned. Future board member onboarding process discussed by the HR committee.

Moved by D. Lemieux. Seconded by S. Bossen.

That the board give authorization for the absence of Y. Minhas from today's meeting.
(23-022)

DEFEATED

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

That the board direct the Chair to inform City Council of the member Y. Mihas has been deemed resigned as per the legislation. The board would not oppose Y. Minhas's reappointment to the board. (23-023)

CARRIED

The Board accepts the items for information as presented.

6. Other

6.1 News

D. Cryderman offering tours of the library for board members. Encouraged all board members to watched 'Shelved'.

7. Next Meeting

April 18, 2023 in the Rotary Community Room

8. Adjournment

On motion of E. Fisher, the board adjourned at 7:10 p.m.

Minutes Approved:

Chairperson

Date