County of Grande Prairie No. 1 Library Board

September 13, 2022

Elmworth Community Library, County of Grande Prairie

Present:

Karen Rosvold County Board Chair

Cameron Donald County Board Member

Leanne Germann County Board Member

Pam Rintoul (virtual) County Board Member

Brian Peterson County Board Vice-Chair

Kathleen Turner Library Manager/FCSS Director

Serena Boyte-Hawryluk Library Services Team Lead

Wanda Penner La Glace Library Coordinator

Louisa Robison PLS Director

Gail Perry (virtual) Valhalla Library Coordinator

Michelle Gillis Elmworth Library Coordinator

Regrets:

Chelsea de Ruiter Hythe Library Coordinator

Christine Nofziger County Board Member

The meeting was called to order at 14:05.

1. Approval of agenda –

Motion by Cameron Donald to approve the agenda.

 Carried. 21/09/13

1. Minutes approval – Minutes of the May 31 meeting were reviewed.
Motion by Leanne Germann to approve the minutes. No errors or omissions were noted.

 Carried. 22/09/13

1. Correspondence – The board received the following correspondence:
	1. 2021 Financial Review and 2022 Budget from Sexsmith Shannon Library
	2. Letter of resignation from Lavonne.

Motion by Leanne Germann to send a letter of thanks to Lavonne for her service to the board.

 Carried. 23/09/13

1. Business Arising –
	1. Banking Changes Update – Serena provided a verbal update on the new bank accounts at ATB. Funds are being transferred from the old accounts into the new accounts, with the exception of the Elmworth Community Library, which will have funds deposited in January 2023. Library Coordinators have received their credit cards and begun to use them for library purchases. On the advice of Mark Schonken, Finance Director for the County, the library board will need to open a new reserve account at ATB. The County will calculate the library board’s surplus at the end of each year and send a cheque to be deposited into this account.

Motion by Brian Peterson to open a savings account to serve as a reserve fund for the County Library Board. Seconded by Cameron Donald.

 Carried. 24/09/13

* 1. Strategic Planning – The board suggested changing the time of the October 4 strategic planning session to 8:30-14:30. Library Coordinators and admin staff will attend, in addition to the board. Board members requested a survey of board and staff to be conducted before the session.
1. New Business –
	1. 2023 Budget - The board was presented with a draft of the 2023 budget. Serena noted that there would be a change to the employee recognition line, from $1000 to $550.

Motion by Cameron Donald to approve the budget, as amended. Seconded by Pam Rintoul.

 Carried. 25/09/13

* 1. Business case for increase in hours – The board reviewed an RFD to increase hours for the Library Services Team Lead in 2023 and add an additional library assistant at the Hythe Library.

Motion by Brian Peterson that the Library Services Team Lead position be increased from .5 to .6 FTE, effective in January 2023.

 Carried. 26/09/13

Motion by Leanne Germann that a new library assistant be hired in October 2022 to maintain Saturday hours of operation at the Hythe Library and provide casual coverage at other library locations.

 Carried. 27/09/13

* 1. Request for Decision – Partner Library Grants. Board members discussed the current method by which partner library grants are determined. The board expressed interest in revising the grant formula, but would like to see more data about library memberships and use before making any changes.

Motion by Brian Peterson to add user data requirements to the joint library use contracts.

 Carried. 28/09/13

Motion by Cameron Donald that partner library grants remain on the current schedule and continue to follow the 3% annual increase for one year, ending in 2023.

 Carried. 29/09/13

Motion by Brian Peterson directing administration to review the funding model for partner library grants and bring a report to the board in second quarter 2023.

 Carried. 30/09/13

* 1. La Glace Library lease agreement - The board reviewed the draft lease agreement with the La Glace Community Library Society. Amendments were made to the drawing of the facilities (leaving out the furnace/electrical room at the northwest corner) and a clause was added to clarify that building expenses with benefit to both groups would be negotiated for cost-sharing.

Motion by Cameron Donald to approve the lease agreement between the County of Grande Prairie Library Board and the La Glace Community Library Society, as amended.

 Carried. 31/09/13

1. Community Libraries Report – An update of happenings at the community libraries and in administration was provided to the board.

Motion by Leanne to close libraries on October 21 for staff development.

 Carried. 32/09/13

1. Peace Library System update – Organizational review took place at the end of June. Before end of December, work flow for cataloguing with be revised to increase speed. Beaverlodge is test-piloting a new acquisitions software (brings 6 vendors together in one place). Passport to Reading campaign has launched for fall. A new van driver, Freya, has been hired. Reminder that cut-off for allotment spending is earlier this year (end of November). Systems are doing some funding advocacy at the province, all are in need of a higher per capita rate.
2. Roundtable –

Leanne – Appreciates having the opportunity to visit various County libraries and having a meeting in the space.

Brian – Continues to learn and enjoy serving on the library board.

Wanda – Has officially reached the halfway-point of her library technician certificate. Congratulations were offered.

Pam – Appreciates the library reports. Reports that the take a book shelf in Bezanson has been re-filled frequently and gets significant use from the community.

Karen – Asks about the Lendery. Serena responded that there are a number of regular users, but staff are still working to increase use through additional promotional efforts. Also received a call from a resident about process for responding to the alarm at the La Glace Library. Staff are not to enter the building alone during an alarm, but have a list of nearby contacts who may be available to assist.

1. The meeting was adjourned at 15:49.

Upcoming Meetings:

 Tuesday, October 4 – Strategic Planning

 Tuesday, December 13 – Board Meeting

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Board Chair Date