County of Grande Prairie No. 1 Library Board

February 8, 2023

Valhalla Centre, AB

Present:

Karen Rosvold Chair

Leanne Germann Vice-Chair

Sharon Mittelstaedt Trustee

Tanya Bain-Leuchter Trustee

Christine Nofziger Trustee

Cameron Donald Trustee

Brian Peterson Trustee

Serena Boyte-Hawryluk Library Services Team Lead

Wanda Penner La Glace Library Coordinator

Gail Perry Valhalla Library Coordinator

Michelle Gillis Elmworth Library Coordinator

Louisa Robison PLS Director

Regrets:

Kathleen Turner FCSS Manager

Debbie de Ruiter Acting Hythe Library Coordinator

The meeting was called to order at 14:01.

1. Approval of agenda –

Motion by Christine Nofziger to approve the agenda.

 Carried. 01/02/08

1. Minutes approval – Minutes of the December 13 board meeting were reviewed.

Motion by Brian Peterson to approve the minutes as presented.

 Carried. 02/02/08

1. Correspondence – The board received the following correspondence:

a. Letter and invoice from Peace Library System regarding 2023 allotments.

b. January meeting minutes and librarian’s report from Sexsmith Shannon Library.

The board accepted the aforementioned correspondence for information.

1. Financial Update – Recent bank statements and a summary of 2022 revenues and expenditures including an estimate of surplus funds were provided to the board.

 The board accepted the financial update for information.

1. Business Arising –

a. 2023 Meeting Dates – June 7, September 13, December 13

 Motion by Christine Nofziger to approve proposed board meeting dates on June 7, September 13, December 13. Seconded by Leanne Germann.

 Carried. 03/02/08

b. La Glace Lease Agreement – Serena informed the board that the La Glace Community Library Society had provided verbal acceptance of the library board’s most recent amendments. The chair and vice chair were asked to sign two copies of the agreement which will be sent to the Society for their signatures.

The board accepted the update on the lease agreement process for information.

c. Horse Lake Outreach MOU – Serena presented a report summarizing the virtual discussion, motion, and vote to approve the Memorandum of Understanding between the County Library Board and PLS. The MOU has already been signed and the Indigenous Outreach Library Assistant has started work.

Motion by Sharon Mittelstaedt to ratify the virtual motion approving the Horse Lake MOU.

 Carried. 04/02/08

1. New Business –

a. 2022 Annual Report – The board was presented with a set of statistics from 2022 complied by library staff. Sharon Mittelstaedt asked how in-person visits are counted and library staff explained that they count the number of people that enter the doors of the library manually (attempts to use automatic door sensors have been unsuccessful). Karen Rosvold asked about the discrepancy between staff hours and open hours at the Hythe Library, which is a result of staffing two people at the Hythe Library at all times. Board members noted the excellent levels of volunteerism at County libraries. Leanne Germann asked about low numbers of YA programs, and whether we can work on bringing more teens in. Staff responded that attracting teens to the library is challenging but they will continue to make an effort. Christine Nofziger asked about digital literacy programs and staff let the board know that some have offered some but not attracted any attendees.

 Motion by Cameron Donald to approve the annual report as presented. Seconded by Christine Nofziger.

 Carried. 05/02/08

b. RFD – Allotments

 Motion by Leanne Germann that for 2023, $2000 top-up allotments be issued to libraries in Beaverlodge, Hythe, La Glace, Sexsmith, and Wembley (totalling $10,000) and that a $4000 top-up be issued to Peace Library System for regional e-resources. Seconded by Tanya Bain-Leuchter.

 Carried. 06/02/08

c. 2023 Library Budgets – Some questions about the template and the math for clarity. Discussion of fines amounts to “other” line.

 Motion by Brian to approve the 2023 operating budgets, with amendment, for the Elmworth, Hythe, La Glace, and Valhalla community libraries. Seconded by Christine.

 Carried. 07/02/08

d. RFD – Flooring Project at Hythe Library - The board discussed the need to prevent sole-source issuing of contracts and the grey area that exists as a separate organization operating in a County facility.

 Motion by Cameron Donald that the Hythe Community Library use reserve funds to a maximum of $25,000, to engage Harold Bulford to replace the flooring in the library, based on the recommendation of Herb Weber, County of Grande Prairie Facilities Manager. Seconded by Christine Nofziger.

 Carried. 08/02/8

 Motion by Brian Peterson that administration draft a procurement policy.

 Carried. 09/02/08

e. RFD – Organizational Review – Brian Peterson informed the board that he was on the board at GPPL during their organizational review and found it to be well-done. Louisa added that the experience at PLS was similarly helpful. Both organizations contracted Margaret Law for their review.

Motion by Brian Peterson that administration apply for a Community Services Recovery Fund grant on the Board’s behalf in order to retain the services of Dr. Margaret Law to perform an organizational review of the County of Grande Prairie Community Libraries.

 Carried. 10/02/08

f. Policy Review – The board discussed updates to existing policies.

L10: FINANCE: The board discussed changes to the wording around the reserve fund, wishing to use specific wording for the fund to designate its potential uses. The board asked about the need for capital reserves to fund future projects and a number of potential projects were discussed. The reserve fund will be called Financial Stabilization/Capital Fund.

 Motion by Brian Peterson to approve L10: FINANCE as amended.

 Carried. 11/02/08

L23: LOAN OF RESOURCES: The board discussed amending the policy to ensure that libraries are officially fine-free. The board also discussed amending the wording around “late fines” versus “loss/damage fines” so that under 11, “total fines are” will be replaced with “outstanding balance is”

Motion by Brian Peterson to approve L23: LOAN OF RESOURCES as amended.

 Carried. 12/02/08

L24: STAFF ORIENTATION AND CONTINUING EDUCATION

Motion by Christine Nofziger to approve L24: STAFF ORIENTATION AND CONTINUING EDUCATION as presented.

 Carried. 13/02/08

L27: PERSONNEL

Motion by Cameron Donald to approve L27: PERSONNEL as presented.

 Carried. 14/02/08

1. Peace Library System update – Final stages of implementation of the organizational review. Moved things around in the back to improve workflow. Old shelving will be offered to libraries first. Issues around change management at PLS. Indigenous program undergoing changes, as the coordinator based in High Prairie is moving away. Planning to hire someone to coordinator from PLS headquarters. The Indigenous Outreach Library Assistant at the Hythe Library will work with this individual. Nodes meeting at the end of January - Q&A with the new minister. No guarantee of more funding for systems. Library advocacy package was sent out to libraries. Everyone encouraged to share and Serena will email out to the full board. Systems are asking per capita funding to be increased and population numbers to be updated.

 The board accepted the Peace Library System update for information.

1. Roundtable – Karen presented Gail with her 15 years of service.

 Gail – Planning to purchase new soft seating for the library and some new furniture. Planning to purchase lots of books. Looking forward to summer programs. Scholastic book fair was held in 2022. Request from the community to resume the Grant Connect subscription, but the cost is likely too high. People looking for grants can be referred to Miriam Mahnic at the County.

 Cameron – In reference to a recent protest at GPPL, wishes to ensure that County Library staff have appropriate policies and procedures in place to ensure their safety and that the libraries adhere to principals of intellectual freedom. Serena referred trustees and staff to the Collection Development policy, which includes a blanket statement on intellectual freedom and a form for requesting a reconsideration of materials.

 Wanda – Mary Lambert (children’s entertainer) will be visiting the area in 2023 and will perform at a few libraries, possibly including Valhalla and Elmworth. New storytime (sensory preschool) at the library starting in mid-February. Book club, craft night, etc. continue. Art lessons will be starting at the library soon.

 Michelle – Elmworth hosted a big box building challenge in the school gym during Boxing Week and watched The Princess Bride. Over 50 people attended, including a new family to the area. After school programs run on Thursdays. Looking at purchasing new tables for more flexible arrangements. Working with the PWSD facilities team to determine the feasibility of putting some of the shelving on casters to be able to move them around.

 Christine – Thanks the library managers for all the extra work and creativity.

 Serena – Updated the board on staffing changes at the Hythe Library, including the resignation of Chelsea de Ruiter and the appointment of Debbie de Ruiter as Acting Library Coordinator.

1. Meeting adjourned at 15:38.

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Board Chair Date