County of Grande Prairie No. 1 Library Board

December 13, 2022

Grande Prairie, AB

Present:

Karen Rosvold Chair

Leanne Germann Vice-Chair

Sharon Mittelstaedt Trustee

Tanya Bain-Leuchter Trustee

Christine Nofziger Trustee

Cameron Donald Trustee

Kathleen Turner FCSS Manager

Serena Boyte-Hawryluk Library Services Team Lead

Wanda Penner La Glace Library Coordinator

Gail Perry Valhalla Library Coordinator

Michelle Gillis Elmworth Library Coordinator

Chelsea de Ruiter Hythe Library Coordinator

Louisa Robison PLS Director

Regrets:

Brian Peterson Trustee

Guests (joined meeting post-recess):

Deb Cryderman GPPL Director

Nicole Chappell GPPL Board Chair

Rhonda Maki Sexsmith Library Board Chair

Sheryl Pelletier Sexsmith Library Manager

The meeting was called to order at 12:12.

1. Election of officers –

Board Chair – Christine Nofziger nominated Karen Rosvold. A second and third call for nominations were made. Karen Rosvold was acclaimed as Board Chair.

Vice-Chair – Christine Nofziger nominated Leanne Germann. A second and third call for nominations were made. Leanne Germann was acclaimed as Vice-Chair.

1. Approval of agenda –

The agenda was amended to include 2a. Introductions.

Motion by Leanne Germann to approve the agenda as amended.

Carried. 33/12/13

a. Newly appointed trustees Tanya Bain-Leuchter and Sharon Mittelstaedt were introduced and welcomed to the board.

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

Motion by Leanne Germann to approve the minutes as presented.

Carried. 34/12/13

1. Correspondence – The board received the following correspondence:

a. Letter from Peace Library System detailing 2023 fees for Anti-virus, Deep Freeze, Microsoft licensing, and websites.

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

c. 2021 financial review and 2022 budget from Wembley Public Library.

The board accepted the aforementioned correspondence for information.

1. Financial Update – Recent bank statements were provided to the board. A discussion of accounting procedures for PLS allotments will be added to the next meeting’s agenda.
2. Business Arising –

a. Strategic Planning – Administration was directed to reach out to Community Futures for possible dates in the spring. A poll including a variety of dates will be sent out to trustees.

b. Horse Lake Outreach – Serena presented an overview of the proposed project to bring library outreach service to Horse Lake First Nation, in partnership with Peace Library System. Subsequently determined details, such as the discrepancy between mileage rates at the County and PLS and the hours per week for the position were shared with the board and discussed. The board directed that a Memorandum of Understanding between the board and PLS be drafted and sent out to the board for an email vote in January 2023.

Motion by Cameron Donald that administration create a new Memorandum of Understanding with PLS with the intent to hire an Indigenous Outreach Library Assistant to be based at the Hythe Community Library.

Carried. 35/12/13

c. La Glace Library Lease Agreement – Changes proposed by the La Glace Community Library Society were presented to the board. The board discussed the changes and felt comfortable in adding “plus gst” to the least amount and adding a provision under “Access” to guide issues of storage in the furnace room. The society’s further request that appliances in the program room be explicitly the responsibility of the lessee was discussed and it was decided to amend C to read: “Costs for building enhancements*, replacements, or repairs* that will benefit both parties will be negotiated on a case-by-case basis.” (added text in italics)

Motion by Christine Nofziger to approve the lease agreement with the La Glace Community Library Society as amended and send it back to the Society for their approval. Seconded by Leanne Germann.

Carried. 36/12/13

d. 2023 Budget – Serena presented a number of changes to the library board’s budget since the budget was last looked at by the board in September. Most significantly, staffing costs have gone up due to changes made to the County’s pay grid and costs for the annual financial review have gone up due to a new accounting firm hired by Council. Kathleen announced that Council had approved the budget in full.

Motion by Sharon Mittelstaedt to approve the budget as presented. Seconded by Cameron Donald.

Carried. 37/12/13

1. New Business –

a. 2022 Holiday Closures – Serena shared the proposed schedule for holiday closures at the four library locations.

Motion by Cameron Donald that the libraries adopt adjusted hours during the period of December 23 to January 2, as presented.

Carried. 38/12/13

b. 2023 Meeting Schedule – The board scheduled the next meeting for Wednesday, February 8 at 2:00 pm in Valhalla. Serena will bring suggested dates for further 2023 meetings.

Motion by Tanya Bain-Leuchter that the next meeting be held at the Valhalla Community Library on February 8.

Carried. 39/12/13

The board recessed at for lunch at 13:05.

The meeting was called back to order at 13:43.

1. Community Libraries Report – Elmworth, Hythe, La Glace, and Valhalla libraries shared their updates during the roundtable.
2. Peace Library System update – Louisa presented her report on the activities and finances of PLS.
3. Roundtable –

Deb – Deb Cryderman provided an update from GPPL, including the creation of a Champions group, efficiency audit resulting in staffing changes, closer partnership with PLS, TikTok, Little Free Pantry, Giving Tuesday fundraiser, video game donation drive, Warming Wall, Project Full-stop, Library of Things, Business Centre, New head of children’s department, Read for 15 on Family Literacy Day

Chelsea – See report.

Sheryl – Sheryl provided an update from Sexsmith Shannon Library, including Camp not-a-book, bought a button-maker, kids learned darning and sewing, cookie decorating,

Michelle – See report.

Wanda – See report. Added: request for meeting space for local society, art lessons in the library, book club active, SPRCL, Christmas Market plus fundraiser (raised over $600 for the Sexsmith food bank), upcoming purchases including busy board from Ukraine, new button-maker purchased to share with County libraries, just spent $1000 to top up e-resources.

Gail – See report.

Christine – Recommended that all libraries provide written content to Town & Country News, which has partially replaced the print edition of the Herald Tribune in the region.

1. Meeting adjourned at 14:53.

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Board Chair Date