



City of Spruce Grove Library Board Meeting Minutes

April 15, 2025, 7:00 p.m.
Spruce Grove Public Library

Trustees Present:

David Oldham	Jocie Wilson	Adam McArthur	Ashley French	Shelly McDonald
Jaret Cap	Jeff Tokar	Teresa Anderton	Sharon Shuya	

Also, Present: Leanne Myggland- Carter, Director of Library Services; Tiffany Gamboa, Board Secretary

Guests: Tom Slater, Friends of the Library Chair; Deb Comfort, Director of Recreation & Culture

Regrets: Melanie Hilchie, Assistant Director; Tom Yeo

1. Call the Meeting to Order

A. McArthur to call the meeting to order at 6:57 PM and read SGPL's Treaty 6 Land Acknowledgement.

2. Introductions of Guests

A. McArthur introduced Tom Slater, Friends of the Spruce Grove Library Chair and Deb Comfort, Director of Recreation & Culture at the City of Spruce Grove.

3. Approval of Agenda

26L-25 J. Tokar **MOVED** that the agenda be approved as presented. S. Shuya seconded the motion.

CARRIED

4. Approval of Meeting Minutes

27L-25 S. Shuya **MOVED** that the March minutes be approved as presented. D. Oldham seconded the motion.

CARRIED

J. Capp left the meeting at 7:05 PM

5. Business Action Items

5.1 Friends of the Library Presentation

T. Slater delivered a presentation highlighting the role and impact of the Friends of the Library in supporting the SGPL. He highlighted how the Friends have helped to fund special programs, events, and items such as furniture for SGPL. He noted their additional role as informal ambassadors and expressed appreciation for staff support. After a brief discussion, the Chair expressed appreciation for the presentation.

T. Slater left the meeting at 7:19 pm.

5.2 City of Spruce Grove and SGPL Draft Agreement

28L-25 J. Tokar **MOVED** that the Library Board send the CoSG- SGPL License to Occupy Agreement back to Administration for further revisions. Administration will circulate the revised document to the Board for an electronic vote. S. McDonald seconded the motion.

CARRIED

L. Myggland-Carter introduced the background behind process of building the draft document. D. Comfort assured the Trustees that the feedback was welcome and will make the adjustments as necessary. After reviewing the document with the Director of Recreation and Culture, the Trustees recommended the following amendments:

- Separating the Human Resources portion from the document into a separate Service Agreement

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DS
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- Add a definition section to the Agreement for clarity
- Include a statement in with Administration will review the agreement every 3 years at minimum.
- Add a clause encouraging both parties of the Agreement to make every effort to resolve issues prior to mediation or arbitration

D. Comfort left the meeting at 8:00 pm.

5.3 PHR Draft Collective Agreement Policy

29L-25 S. Shuya **MOVED** that the Board Policy on Collective Bargaining be approved as amended. J. Wilson seconded the motion.

CARRIED

5.4 PHR Draft Financial Management Policy

30L-25 T. Anderton **MOVED** that the Financial Management Policy sent back to committee for further revisions. J. Wilson seconded the motion.

CARRIED

Following some discussion, the trustees recommended revisions to the policy to make clearer when board authorization is needed for purchases and what protocols the Director should follow in obtaining that authorization.

5.5 Administration: HMP Hours of Operation

31L-25 S. Shuya **MOVED** that Hours of Opening at the North East Branch in Heavy Metal Place be approved as follows: 10am-6pm, Tuesday through Sunday and 1pm –6pm on Mondays. S. McDonald seconded the motion.

CARRIED

6. In-Camera:

6.1 HR Updates – L. Myggland- Carter

6.2 Board Check in – A. McArthur

32L- 25 J. Wilson **MOVED** in-camera enter at 8:50PM.

33L- 25 S. Shuya **MOVED** in-camera depart at 8:59PM.

7. Business Arising from In-Camera (If any):

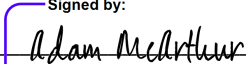
There was no business arising from in-camera.

8. Motion to Adjourn

34L-25 J. Tokar **MOVED** to adjourn at 9:09 PM

CARRIED

Next Meeting Date is **Wednesday, May 21, 2025**

SIGNED:  DATED: May 22, 2025 | 9:50 AM MDT
Adam McArthur, Board Chair

SIGNED:  DATED: May 22, 2025 | 9:42 AM MDT
Tiffany Gamboa, Board Secretary

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