

## SPRUCE GROVE LIBRARY BOARD MEETING MINUTES

### *The City of Spruce Grove Library Board Meeting*

October 19, 2021, 7:00 p.m.

Spruce Grove Public Library

#### **Trustees Present:**

Grant Crawford	Adam McArthur	Jeff Acker	Wing Witharana	Anthony (Tony) Zeglen
Lori Porter	Tom Slater	Wayne Rothe	Jan Gillett (7:06pm)	Rudy Zacharias

**Also Present:** Leanne Myggland-Carter, Library Director and Acting Secretary

8:46pm break; 8:51pm reconvene

#### 1. Call the Meeting to Order

A. McArthur called the meeting to order at 7:01PM and opened the meeting with SGPL's Treaty 6 Land Acknowledgement.

#### 2. Introduction of Guest

No guests present at this meeting.

#### 3. Approval of Agenda

The following amendments were made to the agenda: addition of 5.7 COVID-19 Procedures.

073L-21 J. Acker **MOVED** that the agenda be approved as amended.

**CARRIED**

#### 4. Approval of Minutes

074L-21 T. Zeglen **MOVED** that the September 2, 2021, Board meeting minutes be approved as presented.

**CARRIED**

075L-21 W. Witharana **MOVED** that the September 21, 2021, Board meeting minutes be approved as presented.

**CARRIED**

#### 5. Business Action Items

##### 5.1 Board Strategic Goal Review

A. McArthur reviewed each of the Board's strategic goals: 1. Acquire sustainable optimal funding; 2. Achieve recognition that SGPL is integral to the high quality of life in the community; and 3. Be a strong and effective Board. R. Zacharias and T. Slater emphasized the importance of these goals and this information being a part of new trustee orientation.

076-21 W. Rothe **MOVED** the Board's Strategic Goals be accepted as presented.

**CARRIED**

##### 5.2 Finance – 2021 Budget Update

077L-21 T. Zeglen **MOVED** that the Finance Committee's 2021 Budget update be accepted as information.

**CARRIED**

##### 5.3 Finance – Reserve Transfers

078L-21 T. Zeglen **MOVED** that \$16,277 in Equipment Account be transferred **from the** TD Business Investor Account **to the** TD Everyday Business Account on/before January 1, 2022, for asset replacement planned spending on telephone equipment in 2022.

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**CARRIED**

079L-21 T. Zeglen **MOVED** that the transfer of \$35,000 in IT Account from the TD Business Investor Account to the TD Everyday Business Account be **delayed** until 2023 to extend and maximize the use of staff computers and their warranties through to the end of 2022.

**CARRIED**

080L-21 T. Zeglen **MOVED** that \$80,000 be transferred **from the** TD Everyday Business Account **to the** TD Business Investor Account on/before February 1, 2022, to save in the Operations Account for planned spending in 2022-2024.

**CARRIED**

#### 5.4 Policy & HR – Board Self- Assessment

T. Slater presented the development and purpose of the Board Self-Assessment; he will send the 16-question document to trustees on October 19, 2021 for them to complete it by October 30, 2021.

081L-21 G. Crawford **MOVED** that the Board Self- Assessment questions and processes be approved as presented.

**CARRIED**

#### 5.5 Board Recruitment Process

The Board discussed the recommended CoSG timeline and procedure for future SGPL Board recruitments.

082L-21 T. Slater **MOVED** that the SGPL-CoSG Trustee Recruitment Process be amended to include two Board members on the interview panel as a prototype that will be reviewed with the City.

**CARRIED**

083L-21 W. Rothe **MOVED** that W. Witharana and R. Zacharias serve on the interview panel, and, in the absence of either, the Chair will delegate a designate.

**CARRIED**

#### 5.6 Patron Satisfaction Survey

The Board reviewed questions 1 – 9 and suggested removal of possessive punctuation, clarification how questions 5 and 9 concerning library spaces differ, and more specificity in question 6 to ensure it is clear it is directed at those who participated in SGPL programs. The Board decided that question 10 should ask patrons to rate their satisfaction on how SGPL responded to the pandemic.

084L-21 G. Crawford **MOVED** that 2021 Patron Satisfaction Survey be accepted as amended.

**CARRIED**

#### 5.7 COVID-19 Procedures

L. Myggland-Carter confirmed that the current public health order deems libraries as “out-of-scope” which means SGPL can not participate in the Government of Alberta’s REP program.

### 6. In-Camera

6.1 Policy & HR – Director Evaluation Report – G. Crawford

6.2 HR Matter Update – A. McArthur

0851L-21 G. Crawford **MOVED** to go in-camera at 9:07PM

**CARRIED**

086L-21 L. Porter **MOVED** to come out of in-camera at 9:49PM

**CARRIED**

087L-21 T. Slater **MOVED** that the two SGPL Board representatives have authority to represent the Board on November 10, 2021.

**CARRIED**

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Motion to Adjourn

088L-21 W. Rothe **MOVED** to adjourn at 10:06PM.

**CARRIED**

Next Meeting Date is **Tuesday, November 16, 2021**

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
Adam McArthur, Board Chair

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
Tiffany Gamboa, Board Secretary

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