

SPRUCE GROVE LIBRARY BOARD MEETING MINUTES

The City of Spruce Grove Library Board Meeting

November 16, 2021, 7:00 p.m.

Spruce Grove Public Library

Trustees Present:

Grant Crawford	Adam McArthur	Erin Stevenson	Wing Witharana	Anthony (Tony) Zeglen
Lori Porter	Tom Slater	Dave Oldham	Rudy Zacharias	

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

Guests Jan Gillet, Former Trustee; Wayne Rothe, Councillor Trustee; Sharon Shuya, Public member

1. Call the Meeting to Order

A. McArthur called the meeting to order at 7:02PM and opened the meeting with SGPL's Treaty 6 Land Acknowledgement.

2. Introduction of Guest

L. Myggland-Carter welcomed Jan Gillett, City Councillor; Wayne Rothe, Former Trustee, and Sharon Shuya, a member of the public.

Councillor Gillett, and Mr. Rothe left the meeting at 7:20PM; Sharon Shuya left the meeting at 7:29PM

3. Approval of Agenda

The following amendments were made to the agenda:

- T. Slater requested that item 6.2 Trustee Self- Evaluation be removed from the agenda and postpone until January Board
- T. Zeglen requested an addition to the agenda walk on item Finance Restricted Account Transfers as in-camera item 6.2

089L-21 R. Zacharias **MOVED** that the agenda be approved as amended.

CARRIED

4. Approval of Minutes

90L-21 G. Crawford **MOVED** that the October 19,2022 Board meeting minutes be approved as presented.

CARRIED

5. Business Action Items

5.1 Trustee Recognition of Services

Former Trustees J. Gillet and W. Rothe were recognized for their work and commitment to the Library Board. After hearing expressions of appreciation from the Trustees and Director, Administration presented each of the Former Trustees with a recognition gift for their service to the Library Board.

5.2 Finance –Restricted Reserve Transfer

91L-21 T. Zeglen **MOVED** that \$30,000 in Collection 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 collection in 2022.

CARRIED

5.3 Administration – Bylaw Schedule Revision

The Director introduced the proposed changes to the Bylaw schedule which included the removal of the 3D print fees and a reduction in faxing costs. In response to A. McArthur's question, the Director explained that SGPL will no longer offer 3D

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printing services due to decreased demands. She also explained that lowered faxing fee reflects this becoming more of self-service.

092L-21 T. Slater **MOVED** that the revisions to SGPL Bylaws be approved as presented.

CARRIED

5.4 Administration – Staff Appreciation Gift

The Board welcomed the idea of showing staff appreciation for their hard work. In response to T. Slater, the Director confirmed that there is an appreciation letter from the Board Chair sent and she will request the Board Chair to attend the staff meeting on December 13, 2021.

093L-21 D. Oldham **MOVED** that the City of Spruce Grove Library Board direct the Director of Library Services to authorize up to \$1,300.00 for a Board appreciation gift to all staff.

CARRIED

6. In-Camera

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

6.2 Trustee Self- Evaluation Review – T. Slater

6.3 HR Matter Update – A. McArthur

094L-21 L. Porter **MOVED** to go in-camera at 7:31PM

CARRIED

095L-21 T. Zeglen **MOVED** to come out of in-camera at 9:20 PM

CARRIED

096L-21 G. Crawford **MOVED** to approve the annual Director's evaluation and recommendation as presented.

CARRIED

097L-21 T. Zeglen **MOVED** that, if required to increase planned contingency spending in 2021 and 2022, the \$10,299 in Operations Account be transferred from the TD Business Investor Account to the TD Everyday Business Account.

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098L-21 T. Zeglen **MOVED** that, if required to increase planned contingency spending in 2021 and 2022, \$25,000 of the \$30,000 in IT Account be transferred from the TD Business Investor Account to the TD Everyday Business Account.

CARRIED

099L-21 T. Zeglen **MOVED** that the previously approved transfer of \$80,000 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 (Motion #080L-21 on October 19, 2021) remain in TD Everyday Business Account until the amount required for planned contingency spending in 2021 and 2022 is confirmed.

CARRIED

100L-21 L. Porter **MOVED** that there be two representatives from the Board continue have authority to act on behalf the Board going forward.

CARRIED

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A handwritten signature in black ink, appearing to be 'TGR.', is written over a horizontal line.

7. Round Table

Trustees expressed their appreciation for all the hard work that has been completed by the Board Chair and the Advocacy Chair. Trustees also welcomed Councillor Stevenson and Councillor Oldham to the Library Board.

8. Motion to Adjourn

101L-21 L. Porter **MOVED** to adjourn at 10:06pm

CARRIED

Next Meeting Date is **Tuesday, January 18, 2022**

SIGNED: _____

Adam McArthur, Board Chair

DATED: _____

Jan. 18/2022

SIGNED: _____

Tiffany Gamboa, Board Secretary

DATED: _____

Jan 18/2022

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