

## SPRUCE GROVE LIBRARY BOARD MEETING

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

January 18, 2022, 7:00 p.m.

Spruce Grove Public Library and via Zoom

#### **Trustees Present:**

Susanne Chaffey Grant Crawford Adam McArthur Terry Mack (left at 7:54PM) David Oldham  
Lori Porter Sharon Shuya Erin Stevenson Wing Witharana Rudy Zacharias

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

#### **1. Call the Meeting to Order**

L. Myggland-Carter invited A. McArthur to call the meeting to order at 7:04p.m.; L. Porter the read SGPL's Treaty 6 Land Acknowledgement.

##### **1.1 Election of Chair**

L. Myggland-Carter called for nominations from the floor for the position of Library Board Chair. G. Crawford nominated A. McArthur who accepted. L. Myggland-Carter made a second and a third call and there were no further nominations.

After calling for nominations three times, L. Myggland-Carter declared nominations closed. A. McArthur was declared Board Chair by acclamation. Chair duties were passed on to the Board Chair.

#### **2. Chair Assumes Control of Meeting**

##### **2.1 Election of Vice Chair**

A. McArthur called for nominations for Vice-Chair. L. Porter nominated G. Crawford who accepted. A. McArthur made a second call and a third call for nominations for the position of Vice-Chair. There were no further nominations.

After calling for nominations three times A. McArthur declared nominations closed. G. Crawford was declared Vice-Chair by acclamation.

001L- 22 S. Shuya moved to close the nominations and accept Chair and Vice-Chair elections.

**CARRIED**

#### **3. Introduction of Guests**

A. McArthur welcomed T. Zeglen and T. Slater, both former trustees, to the board meeting.

#### **4. Approval of Agenda**

002L- 22 L. Porter **MOVED** that the agenda be approved as presented.

**CARRIED**



#### **5. Approval of Meeting Minutes**

003L-22 G. Crawford **MOVED** that the November 16, 2021, meeting minutes be approved as presented.

**CARRIED**

004L-22 L. Porter **MOVED** that the December 21, 2021, meeting minutes be approved as presented.

**CARRIED**

## 6. Business Action Items

### 6.1 Trustee Recognition – Board Chair

Former Trustees T. Slater and T. Zeglen were recognized for their years of work and commitment to the Library Board and its committees. As per [SGPL policy](#) (pg. 29), they received a letter of thanks from the Board and a gift from staff followed by expressions of appreciation from trustees and the Director.

### 6.2 Committee Roles, Responsibilities, and Members- Chair

A. McArthur presented recommendations for the 2022 Committee roles and responsibilities as follows:

Finance Chair- W. Witharana  
Finance- D. Oldham  
Finance- T. Mack

Policy and HR Chair- G.  
Crawford  
Policy and HR- S. Shuya  
Policy and HR- S. Chaffey

Advocacy Chair- L. Porter  
Advocacy- E. Stevenson  
Advocacy- R. Zacharias

005L-22 G. Crawford **MOVED** that the Trustees be assigned to the Board Committees as discussed.

**CARRIED**

A. McArthur called for recess at 7:34pm; meeting called back to order at 7:55pm; T. Mack departed at 7:54pm.

### 6.3 Signing Authorities

006L-22 G. Crawford **MOVED** that W. Witharana be removed from the list of signing authorities.

**CARRIED**

007L-22 S. Shuya **MOVED** that A. McArthur be designated as Board Chair and remain on the list of signing authorities.

**CARRIED**

008L- 22 S. Shuya **MOVED** that G. Crawford be designated as Vice Chair and be added on the list of signing authorities.

**CARRIED**

### 6.4 PCLB Funding and Memorandum of Agreement

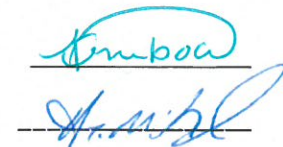
L. Myggland-Carter introduced the 2022 PCLB agreement and reviewed the funding calculations that led to a decrease of approximately \$15,000. She proposed this is likely due to the continuation of the pandemic which has resulted in fewer circulations by County residents and explained the potential impact of this loss in revenue with respect to the approved 2022-2024 budget. In response to A. McArthur, L. Myggland-Carter confirmed that the calculations used in the agreement were accurate. After some discussion, Trustees agreed to sign the memorandum of agreement and will develop a 2022 strategy to engage the Parkland County Library Board in discussions about the funding model they use.

009L- 22 S. Chaffey **MOVED** that the agreement be approved as presented.

**CARRIED**

### 6.5 2022 Hours of Operation & Statutory Holiday Closures

L. Myggland-Carter recommended the addition of National Day for Truth and Reconciliation (September 30) with modified hours to SGPL's hours of operation, statutory holidays, and closures policy; this allows



for the library to offer Truth and Reconciliation programs, services, and resources to the public as well as professional development for staff.

Additionally, L. Myggland-Carter requested that the hours of operation increase to include evening hours on Tuesday through Thursday until 8pm.

010L-22 S. Shuya **MOVED** that the 2022 Hours of Operation, Statutory Holidays, and Closures be accepted as presented.

**CARRIED**

7. In-Camera:

7.1 Policy & HR – Director's 2022 Goals & Objectives

7.2 Library Security

011L-22 L. Porter **MOVED** to go in-camera 8:32 PM

**CARRIED**

012L-22 S. Shuya **MOVED** to come out of in-camera 9:00 PM

**CARRIED**

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

013L- 22 L. Porter **MOVED** that the Director proceed as directed.

**CARRIED**

9. Around the Table

10. Motion to Adjourn

014L-18 L. Porter **MOVED** to adjourn at 9:11 p.m.

**CARRIED**

Next Meeting Date is February 15, 2022

SIGNED: \_\_\_\_\_

Adam McArthur, Board Chair

DATED: \_\_\_\_\_

Feb-16/22

SIGNED: \_\_\_\_\_

Tiffany Gamboa, Board Secretary

DATED: \_\_\_\_\_

Feb 16 / 22

Tiffany Gamboa

Adam McArthur

