

SPRUCE GROVE LIBRARY BOARD MEETING

The City of Spruce Grove Library Board Meeting

October 16, 2018 7:00 p.m.
Spruce Grove Public Library

Trustees Present:

Grant Crawford	Adam McArthur	Reid MacDonald	Mike Toporowsky
Lori Porter	Tom Slater	Jan Gillett	Rudy Zacharias
Wayne Rothe	Michelle Thiebaud-Gruhlke		

Regrets:

Also Present: Tammy Svenningsen, Director, Leanne Myggland-Carter and Tiffany Gamboa, Board Secretary

1. Call the Meeting to Order

G. Crawford called the meeting to order at 7:00p.m.

2. Introductions of Guests

T.Svenningsen introduced L.Myggland-Carter, Marketing and Fund Development Manager and T. Gamboa, our new Board Secretary.

3. Approval of Minutes of September 18, 2018

078L-18 W. Rothe **MOVED** that the minutes of September 18, 2018 be approved as amended to correct spelling of A.McArthur's last name.

CARRIED

4. Approval of Agenda

079L-18 R. Zacharias **MOVED** that the agenda be approved as presented.

CARRIED

5. Business Action Items

5.1 Mandate, Mission, and Vision Statements

G. Crawford invited discussion about where the mandate, mission, and vision statement would be documented. T. Svenningsen clarified that information such as this will be added to the Board Policy Handbook until such time that Board Protocols are developed.

080L-18 R. MacDonald **MOVED** that the approved 2018 Mandate, Vision, and Mission statements be added into the Board Policy Handbook, 1.0 Library Board Operations.

CARRIED

5.2 Patron Satisfaction Survey

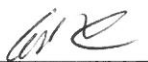
T. Svenningsen stated that the changes to patron satisfaction survey capture the data needed to measure the goals and objectives of the new plan of service.

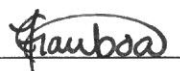
081L-18 T. Slater **MOVED** that the 2018 patron satisfaction survey be accepted for information.

CARRIED

5.3 Facility Update - Verbal

Administration applied for a \$1,000,000 CFEP Grant. The library renovation project has three phases, and phases two and three are contingent upon approval of the grant. If grant application is unsuccessful, then the renovation plan will be revisited.





5.4 Finance Committee Update – Budget 2020

M. Toporowsky presented the finance committee update including the need to:

1. Increase revenue by advocating for increased provincial and municipal funding with a focus on working more closely with Parkland County and their funding model
2. Seek out new opportunities for sponsorship, donors, and grants
3. Review training budgets – T.Svenningsen reported that she has been gathering data about board-staff training budgets from around the province and will compile the data for the committee in the next few days.

Clarification was provided about sponsorship and donations being used for operations as it is an unpredictable and unsustainable funding source. There was discussion of about the role the Friends of the Library play in library fundraising and it was clarified that in the provincial Board Basics workshop, fundraising is the role of the Friends. It was recognized that advocacy plays a big role in successful fundraising. T. Svenningsen was asked to request a Friends' presentation that includes their donations and contributions to the library over the past 10 years.

5.5 Board Self Evaluation

G. Crawford presented the board self-evaluation form for consideration and discussion. Trustees agreed to fill out the evaluation form by November 10th. Board Secretary will digitize and distribute the self-evaluation form to trustees, and then compile the data for submission into the November board package for discussion.

082L-18 A.McArthur **MOVED** that the board self-evaluation forms be approved as presented and the Board Secretary administer the process.

CARRIED

5.6 2018 Board Recruitment

G. Crawford reported that one application has been submitted. Discussion followed about whether or not the board would like to recruit for a specific skill set or representation from the communities we serve. T. Svenningsen defined the recruitment process as: a committee consisting of the Chair and Vice-chair and Director interview candidates and make recommendations to the board. After application has been reviewed by the board, the successful candidate will be recommended to the City of Spruce Grove for appointment to the City of Spruce Grove Library Board.

The board agreed the posting as presented only required the addition of a closing date of November 2, 2018.

5.7 Signing Authority

T. Svenningsen reported that T.Gamboa was hired for the position of Administrative Assistant and as per policy, should be named as a signatory for SGPL.


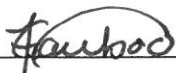
083L-18 W. Rothe **MOVED** that T. Gamboa be given signing authority for the Spruce Grove Public Library and that M. Provost's signing authority be removed.

CARRIED

In-Camera:

6.1 Director Performance Evaluation Report

084L-18 R. MacDonald **MOVED** to go in-camera at 8:45pm.

CARRIED



085L-18 J. Gillett **MOVED** to come out of in-camera at 10:54pm.

CARRIED

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

086L-18 J. Gillett **MOVED** that the board approve the official evaluation of the director as established in their discussion.

CARRIED

7. Around the Table

G. Crawford requested that a card be signed for M.Provost to thank her for contributions to the board.

8. Motion to Adjourn

087L-18 G.Crawford **MOVED** to adjourn at 11:05p.m.

CARRIED

Next Meeting Date is November 20, 2018

SIGNED: 

Grant Crawford, Board Chair

DATED: 2018-11-29

SIGNED: 

Tiffany Gamboa, Board Secretary

DATED: 2018.11.29

