

**SPRUCE GROVE LIBRARY BOARD MEETING**

*The City of Spruce Grove Library Board Meeting*

November 19, 2019 7:00 p.m.

Spruce Grove Public Library

**Trustees Present:**

Grant Crawford	Adam McArthur	Jeff Acker	Reid MacDonald	Anthony (Tony) Zeglen
Rudy Zacharias	Tom Slater	Jan Gillett	Wayne Rothe	Lori Porter

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

**Guests:** Brent Oliver, Director of Cultural Services, City of Spruce Grove; Wing Witharana, Bill Kesanko

1. Call the Meeting to Order

G. Crawford called the meeting to order at 7:00 p.m and opened with a land treaty acknowledgement.

2. Introduction of Guests.

G. Crawford introduced Mr. Brent Oliver, Director of Cultural Services and the two trustee candidates: Wing Witharana and Bill Kesanko.

3. Approval of Agenda

The following amendments were made to the agenda:

- T. Zeglen recommended that we move item 5.7 Board Self- Assessment Tool Data to In-Camera as item 6.3

091L-19 T. Zeglen **MOVED** that the agenda be approved as amended.

**CARRIED**

4. Approval of Minutes

092L-19 L. Porter **MOVED** that the October 16, 2019 Board meeting minutes be approved as presented.

**CARRIED**

5. Business Action Items

5.1 Introductions, Overview of the Library, Q&A with Brent Oliver

B. Oliver provided updates of the re-framed corporate plan for 2020-2022 and highlighted that SGPL will be receiving a corporate grant while extensive cutbacks are taking place elsewhere. Although potential for future library renovations remains unknown, B. Oliver expressed SGPL is a high priority for him and our community library satisfaction is rated high. He confirmed that SGPL is in the long-term city corporate plan with a projection for a new facility by 2027. Currently, he has the Best Practices for Libraries document and agrees achieving essential levels is a priority. Trustees expressed appreciation for his ongoing support of SGPL, and L. Myggland-Carter gave him a library welcome package.

Mr. Oliver left at 7:51 PM

5.2 Establishment of Chairs' Committee

093L-19 R. G. Crawford **MOVED** that the Chairs' Committee be established as a standing committee of the Board in January 2020 as presented.

**CARRIED**

5.3 2020 Board Retreat

A. McArthur announced that the board retreat will be held on January 24-25 and include relationship building and other training for trustees; due to financial constraints, it will be self-facilitated. The Board agreed to hold the retreat at BPAC.



Tiffany Gamboa

#### 5.4 Finance- Financial Reviews

A. McArthur reported that at the finance committee meeting, L. Myggland-Carter made some recommendations to maintain sound fiscal operations in the upcoming spending year.

094L-19 R. A. McArthur **MOVED** that the Board approve Leanne Myggland-Carter, Acting Director of Library Services for Spruce Grove Public Library, be given signing authority for the Spruce Grove Public Library.

**CARRIED**

#### 5.5 Finance- Reserve Transfers

A. McArthur introduced each motion to transfer reserves from the Investor Account to the Everyday Business account for the upcoming spending year.

095L-19 A. McArthur **MOVED** that \$50,000 of Collection Reserve be transferred from the TD Investor Account into the TD Everyday Business Banking Account on January 1, 2020 to be used for 2020 Collection Purchases.

**CARRIED**

096L-19 A. McArthur **MOVED** that \$20,000 of IT Reserve be transferred from the TD Investor Account into the TD Everyday Business Banking Account on January 1, 2020 to be used for 2020 IT purchases in order to replace the public computers.

**CARRIED**

097L-19 A. McArthur **MOVED** that 2020 public computer replacement be delayed until 2021 and a fourth year warranty be purchased in the meantime.

**CARRIED**

098L-19 A. McArthur **MOVED** that \$56,532 be transferred from the TD Investor Account into the TD Everyday Business Account on January 1, 2020 to be used for the 2019 Payroll Liability expense due to the City of Spruce Grove.

**CARRIED**

099L-19 A. McArthur **MOVED** that \$50,000 be transferred from the TD Investor Account into the TD Everyday Business Banking account for 2020 Operations when it is required.

**CARRIED**

#### 5.6 Policy & HR Committee- Policy Development Policy

R. Zacharias explained this policy sets the board up for effective policy development and creates a best practice with intention and focus on relevancy. The Board made the following recommendations:

- Under 7.0 Related documents amend the title of the Bylaws to say City of Spruce Grove Library Board Bylaws.
- R. Zacharias clarified that the Board approves all policies and then communicates any revisions or revoking. The Board will communicate any changes to all trustees and staff.
- R. MacDonald clarified the definition of the foundational policies are philosophical that don't require to be operationalized. In contrast governance policies provide the umbrella where protocols and procedures will live.

100L-19 R. MacDonald **MOVED** that the SGPL Board approve the 2019 Board Development Policy as amended.

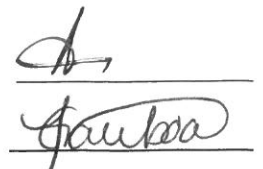
**CARRIED**

101L-19 R. MacDonald **MOVED** that the Library Board direct the Policy and HR Committee to develop a Policy Development Protocol and submit it to the Board for consideration at the regular board meeting in January 2020.

**CARRIED**

#### 5.7 Policy & HR Committee- 2019 Board Effectiveness Self-Assessment Instrument (Data)

Agenda Item has been moved to In-Camera.



5.8 Policy & HR Committee- Policy Development Policy

Each year the Director requests that the board approve dollar amount to be added to staff paycheck through payroll as a gift directly from the Board.

102L-19 R. MacDonald **MOVED** to approve that the Acting Director authorize up to \$1,200.00 for a Board appreciation gift for staff.

**CARRIED**

6. In-Camera

6.1 Trustee Interviews

6.2 Personnel Matters

6.3 Policy & HR Committee- 2019 Board Effectiveness Self-Assessment Instrument (Data)

103L-19 W. Rothe **MOVED** to go in- camera at 8:05 PM

**CARRIED**

104L-19 T. Zeglen **MOVED** to come out of in-camera at 9:49PM

**CARRIED**

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

105L-19 R. MacDonald **MOVED** that we destroy all ballots cast during deliberation on prospective Trustee candidates.

**CARRIED**

106L-19 R. MacDonald **MOVED** that Wing Witharana be recommended to SG Council for appointment to the City of Spruce Grove Library Board for the full-term beginning January 1, 2020 and ending December 31, 2022.

**CARRIED**

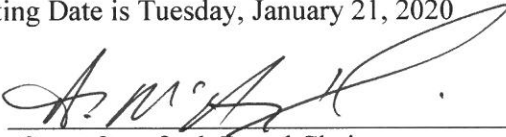
8. Around the Table


9. Motion to Adjourn

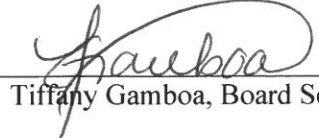
107L-19 T. Slater **MOVED** to adjourn at 10:15pm

**CARRIED**

Next Meeting Date is Tuesday, January 21, 2020

SIGNED:   
Grant Crawford, Board Chair  
Adam McArthur

DATED:  Jan. 21, 2020

SIGNED:   
Tiffany Gamboa, Board Secretary

DATED:  January 21, 2020

  
Gamboa