

County of Grande Prairie No. 1 Library Board  
September 13, 2023  
La Glace, AB

---

Present:

Karen Rosvold

Leanne Germann

Tanya Bain-Leuchter

Cameron Donald

Brian Peterson

Serena Boyte-Hawryluk

Gail Perry

Michelle Gillis

Debra de Ruiter

Kathleen Turner

Wanda Penner

Chair

Vice-Chair

Trustee

Trustee

Trustee

Library Services Team Lead

Valhalla Library Coordinator

Elmworth Library Coordinator

Hythe Library Coordinator

FCSS Director/Library Manager

La Glace Library Coordinator

Regrets:

Sharon Mittelstaedt

Christine Nofziger

Louisa Robison

Trustee

Trustee

PLS Director

---

The meeting was called to order at 14:05.

1. Approval of agenda –

Motion by Brian Peterson to approve the agenda.

Carried. 28/09/13

2. Minutes approval – Minutes of the June 7 board meeting were reviewed.

Motion by Cameron Donald to approve the minutes as presented.

Carried. 29/09/13

3. Correspondence – The board received the following correspondence:

- a. Anonymous Patron Letter – Serena shared a letter addressed to the library board, which expressed concerns about footwear requirements in the libraries. Cameron provided examples of library policies for patron dress codes. These will be circulated to the board and staff.
- b. Budget and audited financial statement from Wembley Public Library – Documents were submitted to Serena over the summer and were shared with the board.

The board accepted the aforementioned correspondence for information.

4. Financial Update –

- a. Recent bank statements were provided to the board.

The board accepted the bank statements for information.

- b. January to June actuals – The Library Coordinators provided a mid-year financial statement to the board.

Motion by Leanne Germann to approve the financial statements for information.

Carried. 30/09/13

5. Business Arising –

- a. Valhalla Furniture RFD - Update

Motion by Cameron Donald that the Valhalla Library purchase two lounge chairs of up to \$1200.

Carried. 31/09/13

- b. Report on Partner Library Grants Update – Serena provided additional data about operations at the Wembley Public Library. At some point during next year, there should be communication with partner libraries about upcoming changes to the partner library grants. It is important that all partner libraries make an effort to attend the County Library Board's December lunch meeting. After Serena sends out the standard invitation, Karen Rosvold will reach out to the Wembley chair to encourage attendance. Board members agreed that a consistent process for all four partner libraries is needed to ensure fairness and provide the opportunity for relationship-building and partnering in the region. In 2024, funds will be held until documentation is received.

Motion by Brian Peterson that the board continue with attempts to engage the Wembley Library Board by inviting them to the December lunch meeting, with a personal invitation from our board chair.

Carried. 32/09/13

6. New Business –

- a. Hythe Hours Increase RFD -

Motion by Cameron Donald that the Hythe Library Coordinator positions be increased to 22 hours per week and the total Hythe Library Assistant hours be increased to 30 hours per week, in order to accommodate increased open house at the Hythe Community Library starting in January 2024.

Carried. 33/09/13

- b. 2024 Draft Budget -

Motion by Cameron Donald that the 2024 draft budget be approved as presented and a final budget be presented to the Board for approval at or before the December 6 meeting.

Carried. 34/09/13

- c. Plan of Service RFD – The Board discussed the process for the new plan of service. Brian Peterson suggested that meetings be held Elmworth, Hythe,

Valhalla, La Glace, Clairmont, and Bezanson to encourage more and higher quality feedback from all parts of the County.

Motion by Leanne German that library administration proceed with the Plan of Service consultation process as amended.

Carried. 35/09/13

d. Policy Review

L2: TERMS OF OFFICE – The board added a section to the policy to allow for the formation of committees.

Motion by Tanya Bain-Leuchter to approve as L2: TERMS OF OFFICE as amended

Carried. 36/09/13

Discussion of the board appointment process and the term lengths for County Councillors, which are currently appointed for one year terms. Serena and Leanne will work on a letter addressed to Council requesting that Councillors be appointed for 3 year terms.

Motion by Tanya Bain-Leuchter that the letter be drafted and sent to Council.

Carried. 37/09/13

L18: HOURS OF SERVICE –

Motion by Brian Peterson to approve L18: HOURS OF SERVICE as presented and to update the policy in January to reflect the new hours at the Hythe Library, pending budget approval.

Carried. 38/09/13

L19: RESOURCE SHARING – No changes required.

Motion by Leanne Germann to approve L19: RESOURCE SHARING as presented.

Carried. 39/09/13

L20: CONFIDENTIALITY OF USER RECORDS – No changes required. The Board discussed FOIP issues and requested that a copy of the FOIP by-law be shared at a meeting in 2024.

Motion by Cameron Donald to approve L20: CONFIDENTIALITY OF USER RECORDS as presented.

Carried. 40/09/13

L29: PROCUREMENT – The board revised 4a. to use the same wording as in 4 under the County's procurement policy.

Motion by Tanya Bain-Leuchter to approve L29: PROCUREMENT as amended.

Carried. 41/09/13

7. County Libraries Report – Library Coordinators share the happenings and future plans from their respective libraries.

The board accepted the report for information.

8. Peace Library System update – Louisa Robison shared an update via email:

- Stronger Together conference – The registration for the conference is open. There is a one-day virtual option, taking place 3 November, then a one-day ALTA sponsored in-person session for Library Trustees on 9 November, then a one day in-person session on 10 November. All in-person events will be at the River Cree Resort in Edmonton. Register at [strongertogether2023.heysummit.com](https://strongertogether2023.heysummit.com).
- There will be an evening social event on the Thursday (happy hour!) for anyone who comes in the day before.
- PLS will be looking to get responses for a survey on who would be interested in taking a hired bus down to Edmonton to attend. We really need to know who would take a bus down with us in order to assess feasibility and costs.
- PLS will be hiring a new courier driver hopefully by the end of this month.
- The end of the year will be here before we know it, so please look to your allotment funds and make plans to get them spent.
- Library Manager’s Council fall meeting will take place 16 October at the PLS headquarters building.
- Polaris will be upgraded to version 7.4 on 3 October
- The fall marketing campaign will be in October, with a Barbie theme. Look for materials and announcements coming soon.

The board accepted the Peace Library System update for information.


9. Roundtable – N/A

10. Meeting adjourned at 15:52.

---



Board Chair



Date