

County of Grande Prairie No. 1 Library Board
April 10, 2024
Elmworth, AB

Present:

Leanne Germann	Chair
Sharon Mittelstaedt (virtual)	Vice-Chair
Tanya Bain-Leuchter	Trustee
Kristen Yaceyko (virtual)	Trustee
Judy Hein	Trustee
Brian Peterson (virtual)	Trustee
Kathleen Turner	FCSS Director/Library Director
Serena Boyte-Hawryluk	Library Services Team Lead
Gail Perry (virtual)	Valhalla Library Coordinator
Michelle Gillis	Elmworth Library Coordinator
Debra de Ruiten (virtual)	Hythe Library Coordinator
Wanda Penner (virtual)	La Glace Library Coordinator

Regrets:

Leanne Beaupre	Trustee
Louisa Robison	PLS Director

Guests:

Margaret Law	Consultant
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The meeting was called to order at 13:43.

1. Approval of agenda –
Motion by B. Peterson to approve the agenda. Seconded by T. Bain-Leuchter.
Carried. 01/04/2024
2. Minutes approval – Minutes of the December 11 board meeting were reviewed.
Motion by B. Peterson to approve the minutes as presented.
Carried. 01/04/2024
3. Correspondence – Recent correspondence from Grande Prairie Public Library, Beaverlodge Public Library, and Sexsmith Shannon Library were shared with the board.
The board accepted the correspondence for information.
4. Financial Update –

- a. Recent bank statements were provided to the board.
The board accepted the bank statements for information.
5. Business Arising –
- a. Organizational Review – Dr. Margaret Law presented her report to the board and answered questions.
Motion by T. Bain-Leuchter that the Organizational Review prepared by Margaret Law be accepted for information. Seconded by J. Hein.
Carried. 03/04/2024
 - b. Annual report virtual motion – A summary of the virtual motion to approve the annual report, which took place on February 27, 2024, was shared with the board.
Motion by T. Bain-Leuchter that the virtual motion to approve the annual report be ratified. Seconded by S. Mittelstaedt.
Carried. 04/04/2024
 - c. Final 2024 budget – The final budget that will be presented at Council was shared with the board. Most of the budget remains the same as in the draft version, but staffing estimates have been updated to be more accurate.
Motion by J. Hein that the final 2024 budget be approved as presented.
Seconded by T. Bain-Leuchter.
Carried. 05/04/2024
6. New Business –
- a. Committees – The board discussed whether an HR committee would be necessary to conduct the performance review of the Library Director or whether the full board should conduct this process. Preference was for the entire board to conduct the performance review for 2024, with K. Yaceyko volunteering to coordinate the process.
Motion by K. Yaceyko that admin draft a performance review process and bring it to the board at the June meeting. Seconded by T. Bain-Leuchter.
Carried. 06/04/2024
 - b. Admin changes RFD – Changes to the organizational structure were discussed that would streamline operations at County Libraries and bring the library board into greater alignment with the *Libraries Act* and Alberta library best practices.
Motion by T. Bain-Leuchter that, effective May 27 2024, the positions of Supervisor, Library Services and Director of Library Services be combined into a single position, Director of Library Services, at .7 FTE.
Seconded by J. Hein.
Carried. 07/04/2024
Motion by J. Hein that the org chart for County Libraries be updated as presented. Seconded by K. Yaceyko.
Carried. 08/04/2024
Motion by T. Bain-Leuchter that administration review and update the job descriptions for all library positions and attach them to the Personnel

Policy for review by the library board at the June 12 meeting. Seconded by S. Mittelstaedt.

Carried. 09/04/2024

- c. Plan of Service draft – The board discussed the draft goals and objectives as prepared by library staff. A number of suggestions were made and admin was directed to implement changes and email the draft of the final plan to the library board for review prior to the June meeting, with the intention that the final plan of service be approved at the June meeting.
- d. Policy Review – Admin presented updates to the finance and collection development policies, per the policy update schedule.

- L10: FINANCE

Motion by T. Bain-Leuchter that L10: FINANCE be approved as presented. Seconded by J. Hein.

Carried. 10/04/2024

- L18: COLLECTION DEVELOPMENT

Motion by S. Mittelstaedt that L18: COLLECTION DEVELOPMENT be approved as presented. Seconded by K. Yaceyko.

Carried. 11/04/2024

- L27: PERSONNEL – Review of policy L27 was pushed to the June meeting so that admin would have time to include reviewed job descriptions with the policy.

- e. Staff Development Day –

Motion by T. Bain-Leuchter that all County Libraries be closed for one day in May, to be determined by staff availability, for a staff development day. Seconded by J. Hein.

Carried. 12/04/2024

7. Reports – See attached.

8. Roundtable – The board and staff expressed gratitude to Kathleen Turner for her years of service and wished her well during retirement.

9. Meeting adjourned at 15:25.

Board Chair

Date