



City of Spruce Grove Library Board Meeting Minutes

March 19, 2024, 7:00 p.m.

Spruce Grove Public Library and via MS Teams

Trustees Present:

Sharon Shuya Adam McArthur Terry Mack Jaret Capp David Oldham
Tom Yeo Jeff Tokar Sacha Curran (via MS Teams) Jocie Wilson

Also, Present: Leanne Myggland- Carter, Director of Library Services; Tiffany Gamboa, Board Secretary

Guests: Ian McCormack; Mel Sampson; Danielle Frey

1. Call the Meeting to Order

A. McArthur to call the meeting to order at 7:01 PM and S. Shuya read SGPL's Treaty 6 Land Acknowledgement.

2. Introductions of Guests

A. McArthur introduced Ian McCormack, Strategic Steps Inc, Mel Sampson, Strategic Steps Inc; Danielle Frey, Senior Manager SGPL

3. Approval of Agenda

The following amendments were made to the agenda:

- S. Curran requested that the February financial statements be added as agenda item 5.4.

016L- 24 S. Shuya **MOVED** that the agenda be approved as amended.

CARRIED

4. Approval of Meeting Minutes

017L-24 T. Mack **MOVED** that the February 21, 2024, meeting minutes be approved as presented.

CARRIED

5. Business Action Items

5.1 2024 Plan of Service Presentation

018L-24 J. Wilson **MOVED** that the presentation by Strategic Steps be accepted as information.

CARRIED

I. McCormack presented the final proof of the 2024-2026 Strategic Plan of Services and explained that it serves as a guiding document. While the wording should remain unchanged, the tactics statements are broad to allow for flexibility. When asked about future trends in libraries, I. McCormack shared that they include meeting people in virtual spaces for program and service deliveries, and that libraries are becoming increasingly focused on intellectual freedom. Additionally, he stated that public engagement trends involve having in-person focus groups (ie. Town halls) that reflect community demographics when consulting on strategic plans.

L. Myggland-Carter has confirmed that she will communicate the approved version of the plan appropriately to the staff and public.

I. McCormack and M. Sampson left the meeting at 7:26 PM.

5.2 Policy & HR – Risk Management Policy

019L-24 T. MACK **MOVED** that the Risk Policy be approved as amended.

CARRIED

D. Frey presented the SGPL 2024 Risk Management strategy with the Board. After some discussion, Trustees expressed gratitude for the level of work completed by the committee and administration. J. Wilson added that SGPL is taking the lead with the work to risk management among YRL member libraries. Administration will place the presentation and the 2024 heat map on the Trustee Hub. Both Board Committees and Administration will work together in closing gaps identified, specifically in regard to advocacy.

5.3 Advocacy & Finance – 2023 Unrestricted Surplus

020L-24 J. Wilson **MOVED** that \$25,000 of the unrestricted surplus identified in the 2023 Audited Financial Statements be moved to a restricted fund for collections spending in 2024/2025 for the new Civic Center collection.

CARRIED

J. Wilson introduced the discussion by providing clarity around the surplus identified in the audited financial statements. The committee agreed that the motion put forth to the Board is a reasonable transaction to support operations. In response to T. Yeo, the Director confirmed that further recommendations for the use of accessible funds will be presented to the Finance committee in April.

5.4 February Monthly Statements

S. Curran received clarification about the financial statements from the Director.

6. In-Camera:

There were no in-camera items presented at this meeting.

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

There was no business arising from in-camera.

8. Around the Table

9. Motion to Adjourn

021L-24 T. YEO **MOVED** to adjourn at 8:33 p.m.

CARRIED

Next Meeting Date is **Tuesday, April 16, 2024**

SIGNED: _____ DATED: _____
Adam McArthur, Board Chair

SIGNED: _____ DATED: _____
Tiffany Gamboa, Board Secretary

