



## City of Spruce Grove Library Board Meeting Minutes

June 18, 2024, 7:00 p.m.

Spruce Grove Public Library and via MS Teams

### Trustees Present:

Jeff Tokar                      David Oldham      Sacha Curran      Jocie Wilson      Adam McArthur      Tom Yeo  
Jaret Capp                      Sharon Shuya      Terry Mack

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

### 1. Call the Meeting to Order

A. McArthur to call the meeting to order at 7:00PM, and D. Oldham read SGPL's Treaty 6 Land Acknowledgement.

### 2. Introductions of Guests

No Guests were present at this meeting.

### 3. Approval of Meeting Minutes

037L-24 T. Mack **MOVED** that the minutes be approved as amended. S. Curran seconded the motion.

**CARRIED**

The following amendments were made:

- Replace Erin Stevenson's name with Jocie Wilson name in Trustee Attendance.
- Remove the phrase "that helped them to gain clarity" in the first sentence in item *5.5 Board Basics Overview*.
- Revise the sentence from "In response to D. Oldham" to "In a response to a trustee's questions" in item *5.6 Administrative – Summer Program Overview*.
- Amend the word "need" to "needed adjustments" in a sentence found in item *5.7 Monthly Financials*.

### 4. Approval of Agenda

036L-24 J. Tokar **MOVED** that the agenda be approved as amended. T. Yeo seconded the motion.

**CARRIED**

- S. Curran requested that the Trustees Position Description be added as item 5.6 and the May Financial report be added as item 5.7.
- A. McArthur requested that 6.2 Human Resources Update added to in-camera session.

### 5. Business Action Items

#### 5.1 2025-2027 Budget

38L-24 T. YEO **MOVED** that proposed 2025 – 2027 Budget and 2025 –2027 Capital Asset Replacement Plan be approved as amended.

**CARRIED**

The Advocacy & Finance Chair will make the final amendments to the budget document, which includes adjustments to the formulas to ensure that percentages are accurately represented.

---

---



5.2 2024 State of the Library Presentation

39L-24 D. Oldham **MOVED** that the State of the Library presentation be approved as amended. T. Mack seconded the motion.

**CARRIED**

J. Wilson presented the revised presentation slides. After some discussion, the Finance Chair and the Director will make the final amendments to the presentation as recommended by Trustees, which includes:

- Enhancing the audio quality in the video included in presentation.
- Quantify how many mobile devices are available for loan to the public.

5.3 Summer Markets

The Advocacy and Finance Chair presented the opportunity for the board to be present at the markets and sought out recommendations or interests in attending. The Advocacy and Finance Chair will send an email to trustees to seek volunteers, and the Director confirmed that this event has been added to the 2024 Board Calendar and the Trustee Hub Upcoming Events and Learning Opportunities.

5.4 Board Chair & Vice Chair Position Description

40L-24 J. Wilson **MOVED** that the position description for the Board Chair and Vice Chair be accepted as amended. S. Curran seconded the motion.

**CARRIED**

T. Mack presented the job position description. After some Trustee discussion, administration will make amendments to the document as recommended by the board, which included:

- Under the subtitle Committees revise the statement to read, “serves as ex officio member of committees and may attend meetings.”
- Under the subtitle Committees revise the word “Chair’s” to “Chairs the Chairs’ Committee.”

5.5 Trustee Recruitment Protocols

41L-24 T. Mack **MOVED** that the protocols for Trustee Recruitment be approved as presented. J. Wilson seconded the motion.

**CARRIED**

5.6 Trustee Job Position Description

42L-22 T. Mack **MOVED** that the Trustee Job Description as amended. T. Yeo seconded the motion.

**CARRIED**

Administration will add the “Library Board Basics- A Handbook for Library Board Members and Managers (2018 ed.)” to the related resource section of the document.

5.7 May 2024 Financial Report

The Board discussed reinvestment of earned interest on investments.

6. In-Camera:

6.1 Director’s Mid-Year Report

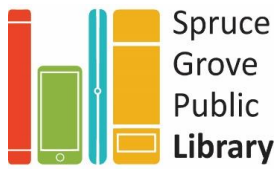
6.2 HR Update

43L-24 T.YEO **MOVED** in-camera enter at 8:22PM

**CARRIED**

44L-24 T.YEO **MOVED** in-camera depart at 10:04pm

\_\_\_\_\_  
\_\_\_\_\_



**CARRIED**

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

45L-24 J. Tokar **MOVED** that we accept the Director’s Mid-Year Report as amended. T. Mack seconded motion.

**CARRIED**

46L-24 T. Mack **MOVED** to direct the Chair to communicate with the Mayor regarding the MOU. T. Yeo seconded the motion.

**CARRIED**

8. Around the Table

9. Motion to Adjourn

47L-24 J. Tokar **MOVED** to adjourn at 10:08 pm.

**CARRIED**

Next Meeting Date is **Tuesday, September 17, 2024**

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
Sharon Shuya, Board Vice Chair

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
Tiffany Gamboa, Board Secretary

\_\_\_\_\_  
\_\_\_\_\_