



## City of Spruce Grove Library Board Meeting Minutes

May 22, 2024 7:00 p.m.

Spruce Grove Public Library and via Zoom

### Trustees Present:

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

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

**Regrets:** Terry Mack

### 1. Call the Meeting to Order

A. McArthur to call the meeting to order at 7:02 PM and read SGPL’s Treaty 6 Land Acknowledgement.

### 2. Introductions of Guests

No guest were present at this meeting.

### 3. Approval of Agenda

031L-24 J. Tokar **MOVED** that the agenda be approved as amended.

**CARRIED**

The following amendments were made:

- S. Shuya requested financial be reviewed as item 5.7
- A. McArthur removed the 6.1 Director Mid-Year Review from the agenda

### 4. Approval of the April 16, 2024, Meeting Minutes

032L-24 T. YEO **MOVED** that the April meeting minutes be approved as amended.

**CARRIED**

The following amendments were made:

- Remove the word ‘to’ from the sentence in 3.0
- Correct the motion for 5.2 to say as “presented” rather than “amended/presented.”
- Fix the typo in 6.1 from “in o- camera” to “in-camera”

### 5. Business Action Items

#### 5.1 Friends of the Library Presentation

No presentation occurred at this board meeting.

#### 5.2 Advocacy & Finance – State of the Library Presentation

J. Wilson introduced the State of the Library presentation to the Board and invited the Trustees to provide feedback. After some discussion, the Advocacy and Finance Chair expressed appreciation for the feedback that she will take back to the committee for review. The committee will put the final draft to the Board at the June meeting for approval.

The board received the State of the Library Presentation as information.

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5.3 Policy & HR – Board Trustee Position Description

033L-24 S. Shuya **MOVED** that the City of Spruce Grove Library Board approve the Board Trustee Position Description as amended.

**CARRIED**

S. Shuya introduced the job position description and recommended that the statement “will disclose any conflict of interest” be added to the Trustee position description under " City of Spruce Grove Library Board Trustees are expected to.” After review of the document, trustees expressed appreciation for the work completed as it provides clarity regarding Trustee roles.

5.4 Policy & HR – Public Code of Conduct

034L-24 S. Shuya **MOVED** that the Public Code of Conduct be approved as presented.

**CARRIED**

5.5 Board Basics PD Overview

J. Wilson and S. Curran shared some of the key learnings of the Board Basic workshop regarding the role of a library board and recommended that if the opportunity presents itself, trustees should attend the training. Trustees expressed appreciation for the presentation.

5.6 Administrative – Summer Program Overview

035L – 24 J. Tokar **MOVED** that the Summer Program Overview report be accepted as information.

**CARRIED**

The Director of Library Services gave an update in the summer program and the equitable approach to programs and promotions to better reflect the community to ensure inclusion and less exclusionary. She invited the Trustees to provide the feedback or questions through the Board Chair. In response to question from a trustee, the Director described the process she will be using to communicate the programs to prepare for public feedback and communication.

5.7 Monthly Financial

After some discussion and clarification, the trustees recommended adjustments to the grant summary report and including another report on cash flow after the 2025-2027 budget has been approved. The Director will make the needed adjustments to the board financial reports.

6. In-Camera:

6.1 Director’s Mid- year Report

Item was deleted from the agenda.

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

There was no business arising from in-camera.

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8. Around the Table

9. Motion to adjourn

036L-24 T. YEO **MOVED** to adjourn at 9:22PM

**CARRIED**

Next Meeting Date is **Tuesday, June 18, 2024**

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_  
Adam McArthur, Board Chair

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

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