



City of Spruce Grove Library Board Meeting Minutes

September 19, 2023, 7:00 p.m.

Spruce Grove Public Library

Trustees Present:

Grant Crawford	Terry Mack	David Oldham	Rudy Zacharias
Lori Porter	Erin Stevenson	Sacha Curran	

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

Guests: Lauren Driver, Strategic Steps Inc. Consultant

Regrets: Sharon Shuya, Adam McArthur

1. Call the Meeting to Order

L. Porter to call the meeting to order at 7:06PM and read SGPL's Treaty 6 Land Acknowledgement.

2. Introductions of Guests

L. Porter welcomed Lauren Driver with Strategic Steps Inc. to the Board meeting.

3. Approval of Meeting Minutes

047L-23 T. Mack **MOVED** that the June 20, 2023 meeting minutes be approved as presented.

CARRIED

4. Approval of Agenda

046L-23 D. Oldham **MOVED** that the agenda be approved as amended.

CARRIED

The following amendments were made to the agenda:

- R. Zacharias request that the board add an agenda item under in-Camera Discussion
- L. Porter added agenda item 5.7 "Current Trustee Terms" to the Business agenda

5. Business Action Items

5.1 2024-2026 Strategic Plan of Service Final Presentation by Strategic Steps Inc.

048L-23 R. Zacharias **MOVED** that the City of Spruce Grove Library Board's 2024-2026 Strategic Plan of Service be approved as amended.

CARRIED

- L. Driver shared the final draft of the 2024-2026 Strategic Plan with the Board. After some discussion, the Director will make minor amendments to the document as recommended by the Trustees. Trustees expressed their appreciation for all the work completed throughout the development of the Strategic Plan.

Lauren left the meeting at 7:30pm.

5.2 2024-2026 State of the Library Presentation Review

- R. Zacharias expressed appreciation for the behind-the-scenes work done on the State of the Library presentation by the Director and her staff. It greatly contributed to the presentation being well-received by the

council. Trustees praised the Director and the Advocacy and Finance Chair for their well-prepared responses which allowed for positive dialogue to occur.

5.3 Policy & HR: Records Management Policy Draft

#049L-23 G. Crawford **MOVED** that the revised Records Retention policy be approved as presented and renamed Records Retention & Disposal policy.

CARRIED

- L. Myggland-Carter introduced the revised policy to the board by explaining the process that went into the revisions which included removing redundancies and partnering with the City's Information Management and FOIP expert to ensure an extra level of expertise to the policy and schedule.

5.4 Policy & HR: Public Participation at Board Meetings Policy Draft

050L-233 G. Crawford **MOVED** that that the *NEW* Public Participation in Board Meetings Policy be approved as amended.

CARRIED

- G. Crawford introduced the Board policy which allows for structure and process for the Library Board to hear public feedback. L. Myggland- Carter added this policy and protocol was developed by the Board Secretary with support from City of Spruce Grove City Clerk.

5.5 Policy & HR: Director Personnel Management Policy Draft

051L-23 G. Crawford **MOVED** that the attached contract with BadaB be approved as presented.

CARRIED

5.6 Social Event with Council

R. Zacharias introduced this agenda item saying this was something that the Advocacy Committee has been thinking about the last few months. Trustees discussed some ideas about what this event could look like. The Board Secretary will reach out to the City Administration to discuss dates for this event.

5.7 Trustee Terms

L. Porter communicated that she will not be renewing her term with the Library which means there will be an opening for four new trustees to come on to the Board. Trustees discussed ways to encourage for community members to apply for these openings as Library Board work is really rewarding.

6. In-Camera:

052L-23 G. Crawford **MOVED** in camera enter at 8:25pm.

CARRIED

053L-23 R. Zacharias **MOVED** in camera depart at 8:39pm.

CARRIED

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

There was no business arising from in-camera.

8. Around the Table

9. Motion to Adjourn

054L-23 T. Mack **MOVED** to adjourn at 8:48p.m.

CARRIED

Next Meeting Date is **Tuesday, October 17, 2023**

SIGNED: _____ DATED: _____
Lori Porter, Board Vice Chair

SIGNED: _____ DATED: _____
Tiffany Gamboa, Board Secretary

APPROVED

