



**Chinook Arch Library Board
Annual Organizational Meeting
Thursday, December 2, 2021**

Meeting 6:00pm via Zoom

Minutes

Attendance: List attached

Meeting called to order by M. Logan at 6:04 PM

- 1) Welcome and Introductions by Marie Logan
- 2) Chinook Arch Mini-Orientation for New Members (R. Hepher)
Introduction to the Chinook Arch Library System with some history and background information.
- 3) Approval of Agenda
Motion: M. Sandberg moved approval of the agenda with a date correction and the addition of an ALTA update. Seconded by M. Barber. **Carried**
- 4) Consent Agenda:
 - a) Minutes of the August 5, 2021 Board Meeting
 - b) Finance and Personnel Committee Report
 - c) Planning and Facilities Committee Report
 - d) Marketing/Communications Committee Report**Motion:** T. Miyanaga moved to accept the items on the Consent Agenda as distributed. Seconded by T. Feist. **Carried**
- 5) Items for Decision:
 - a. Financial Statements – Review (J. Monteith)
Most line items are very consistent with what was budgeted. Chinook Arch is currently forecasting a year-end surplus of \$41,389. This is largely attributable to reduced expenditures in professional development and other operational costs due to the ongoing pandemic and associated public health restrictions.
Motion: J. Monteith moved that the 2021 Financial Statements be received for information. M. Rockenbach seconded. **Carried**

- b. Policy Review:
- i. Management of System Funds (J. Monteith)
An update to the title of Corporate Services Manager was proposed.
Motion: J. Monteith moved that the Board approve the revised Management of System Funds Policy. H. Woodruff seconded. **Carried**
 - ii. Drugs, Alcohol, and Medication (R. Hepher)
The Policy, Guidelines and the stance on Substance Dependency were amended to better reflect the intention, make it more applicable and current.
Motion: J. Monteith moved that the Board approve the revised Drugs, Alcohol and Medication Policy. D. Christensen seconded. **Carried**
 - iii. Direct Loans (W. Kalkan)
Redundant language was removed, and other changes were to improve the clarity and reflect current usage.
Motion: W. Kalkan moved that the Board approve the revised Direct Loans Policy. M. Sandberg seconded. **Carried**
 - iv. Library Services to System Members that do not have a Library Board (W. Kalkan)
Removing the word “municipal” from the policy makes it more broadly applicable and other minor grammatical corrections were made.
Motion: W. Kalkan moved that the Board approve the revised “Library Services to System Members that do not have a Library Board” Policy. H. Woodruff seconded. **Carried**
 - v. Resource Sharing (R. Hepher)
Many changes are suggested to simplify and clarify the policy. Terminology was changed for consistency throughout and irrelevant or redundant wording was removed.
Motion: W. Kalkan moved that the Board approve the revised Resource Sharing Policy. S. Pain seconded. **Carried**
- c. Resource Sharing Agreement with Lethbridge Public Library (R. Hepher)
After reviewing the Agreement, no changes are recommended. W. Kalkan concurred that the City of Lethbridge Library Board and Lethbridge Public Library are very pleased with the working agreement. D. Christensen thanked the City of Lethbridge for providing services to the rural communities.

Motion: W. Kalkan moved that the Board approve the Resource Sharing Agreement as presented, and that the City of Lethbridge Library Board be notified of this approval. H. Woodruff seconded.

Carried

d. 2022 Revised Budget (J. Monteith)

Budget has been consistently very close to Budget Actual. Proposed 2022 budget is based on assuming a 2% reduction in overall revenue due to population estimates, 0% increase to member levies from 2021 levels, stable provincial funding and a proposed increase of 1.25% to the Salary Grid. The Draft Budget includes a forecast surplus of \$157.

Motion: J. Monteith moved that the Board approve the 2022 Revised Budget. L. Little seconded. **Carried**

e. 2022 Salary Grid (R. Hopher)

The proposed 2022 Draft Budget includes an allowance for a one and one quarter percent increase to the overall salary grid to help Chinook Arch from falling too far behind the cost of living and the labour market. B. Moore Coffey questioned if a larger increase on par with the cost of living could be implemented. J. Monteith shared concern with the unpredictability of Member Levies. R. Hopher shared concerns that an immediate increase would require reductions elsewhere in the budget. M. Sandberg and T. Miyanaga shared the extensive amount of discussion on the Finance Committee in regards to this topic. L. Little shared her concern with cuts to programming if salaries were to increase.

Motion: J. Monteith moved that the Board approve an increase of one and one quarter percent to the Chinook Arch Salary Grid. T. Miyanaga seconded. **Carried**

f. Online Card Renewal (R. Hopher)

Chinook Arch would like to be able to offer online renewals to patrons for added convenience and services. Since 2020, only new cards were able to be obtained online.

Motion: T. Feist moved that the Board approve that an online card renewal service implementation and first year of maintenance be funded from the projected 2021 operating surplus. L. Little seconded. **Carried**

6) Items for Discussion:

a. Rapid COVID Testing for Library Facilities (T. Feist)

Picture Butte has used COVID Testing for some of their programming and is enquiring if Chinook Arch could offer guidance with the legalities involved in using testing kits. B. Moore Coffee offered that Literacy & Learning programs have access to funding and/or products from the provincial

government. In regards to liability, R. Hephher offered insight into the tricky navigation of determining the liable party in some jurisdictions due to the common spaces in shared buildings.

7) Executive Committee Elections (M. Logan)

December's Board meeting is the annual Organizational Meeting. Executive Committee positions that are open for election at this year's Organizational Meeting include: **Chair, Treasurer and up to six Directors-At-Large**. Ex officio member of the Executive Committee is Wendy Kalkan (LPL Resource Centre Appointee). Per Chinook Arch policy, the Chairs of the Chinook Arch Standing committees are designated as the Nominating Committee for the annual elections.

The following trustees have agreed to let their names stand for election to the Executive Committee:

Chair:

- Vic Mensch (Ministerial Appointment)

Treasurer:

- Jim Monteith (Town of Fort Macleod)

Directors-at-Large:

- Doug Logan (Vulcan County)
- Christopher Northcott (Village of Milo)
- Mark Barber (Town of Pincher Creek)
- Tamara Miyanaga (M.D. of Taber)
- Darryl Christensen (Town of Magrath)
- Lyndsay Montana (Town of Coalhurst)

Further nominations were thrice called from the floor for the positions of Chair and Treasurer. No further nominations were received. **Motion:** J. Monteith moved that nominations cease. M. Logan declared nominations cease. As there were no further nominations, **Vic Mensch was acclaimed as Chair and J. Monteith was acclaimed as Treasurer.**

Further nominations for Director-at-Large were thrice called from the floor. No further nominations were received. **Motion:** J. Monteith moved nominations cease. M. Logan declared nominations cease. As there were no further nominations, **Doug Logan, Christopher Northcott, Mark Barber, Tamara Miyanaga, Darryl Christensen and Lyndsey Montana were accepted as Directors-at-Large.**

8) Other Business -

W. Kalkan shared information about the ALTA (Alberta Library Trustees Association) to our new Board Trustees, such as their resources and training.

9) Next Meeting -

System Board: Thursday, April 7, 2022 6:00pm

10) Adjournment

Motion: V. Mensch moved that the meeting be adjourned.

Attendance at Chinook Arch Library Board Meeting, December 2, 2021

<u>Jurisdiction</u>	<u>Board Member</u>
Arrowwood	Wendy Williams
Champion	Trevor Wagenvoort
Claresholm	Tony Hamlyn
Coaldale	Jordan Sailer
Coalhurst	Lyndsay Montana
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Heather Woodruff
Lethbridge County	Tory Campbell
Lomond	Marie Logan (Vice Chair)
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Nanton	Lise Mayne
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek M.D.	Dave Cox
Raymond	Kelly Jensen
Taber	Monica McLean
Taber MD	Tamara Miyanaga
Vauxhall	Shelley Deleeuw
Vulcan	Barbara Moore Coffey
Vulcan County	Doug Logan
Warner (Village)	Don Toovey
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Mensch

Regrets

<u>Jurisdiction</u>	<u>Board Member</u>
Barons	Ed Weistra
Milo	Christopher Northcott
Stirling	Gary Bikman

Absent

<u>Jurisdiction</u>	<u>Board Member</u>
Barnwell	Deb Hansen
Cardston	Not yet appointed
Cardston County	Tom Nish
Glenwood	Linda Allred
Stavely	Brydon Saunders
Kainai Board of Education	Linda Weasel Head

Staff in Attendance

Robin Hepher
Lisa Weekes
Pat Wauters
Carolyn Schinkel

Signature