



Chinook Arch Library Board Meeting
December 13th, 2018
5:00 p.m. Dinner | 6:00 p.m. Meeting

Minutes

Attendance: List attached

- 1) Robin Hepher welcomed everyone and briefly introduced the guest speaker.
- 2) Lisa Weekes formally introduced the guest speaker, Jill Manning, Managing Director with ARCHES, to speak on the opioid crisis.

DeVar Dahl called the meeting to order at 6:59 p.m. Those present introduced themselves.

- 3) Approval of Agenda
Motion: Maryanne Sandberg moved approval of the agenda. Morgan Rockenbach seconded. **CARRIED**
- 4) Items for Consent Agenda
Motion: Wendy Kalkan moved to accept the items on the Consent Agenda as distributed. Quentin Stevick seconded. **CARRIED**
- 5) Items for Decision
 - a. Financial Statements
Lloyd Kearl presented an overview of the Financial Statements.
Motion: Lloyd Kearl moved that the Financial Statements be received for information. Theresa Feist seconded. **CARRIED**
 - b. Policy Review
 - i. Services for the Print Impaired
Kathy Davies explained the suggested changes to the policy. Minor changes were made for clarity and readability.
Motion: Kathy Davies moved that the Board approve the revised Services for the Print Impaired policy. Vic Mensch seconded.
CARRIED
 - ii. Relocation Expenses for New Employees
Lloyd Kearl explained the proposed changes to the relocation expenses policy. It is proposed that the period for which an employee

may be responsible for pro-rated reimbursement of relocation expenses be reduced from 4 years to 24 months.

Motion: Maryanne Sandberg moved that the Board approve the revised Relocation Expenses for New Employees policy. Vic Mensch seconded. **CARRIED**

iii. Drugs, Alcohol and Medication

Lloyd Kearl explained the reason for implementing a policy is for concern of the general health of employees. Robin further explained the guidelines and reinforced the main focus is the safety of staff in the workplace.

Motion: Lloyd Kearl moved that the Board approve the Drugs, Alcohol and Medication policy. Quentin Stevick seconded. **CARRIED**

c. 2019 Revised Budget

Lloyd Kearl explained the proposed revised budget, with Robin explaining further the programming grant that was received. Given the uncertainty around the member levy, two budget scenarios had been developed. Since the levy has received sufficient council approvals, it is recommended that the Board approve budget scenario 1 as presented.

Motion: Dennis Barnes moved that the 2019 Revised Budget Scenario 1 be approved by the Board. Tamara Miyanaga seconded. **CARRIED**

d. Chinook Arch Rebranding

Marie Logan presented Chinook Arch's proposed new logo and color palette.

Motion: Quentin Stevick moved that the proposed new logo and graphic identity be approved. Morgan Rockenbach seconded. **CARRIED**

e. Mission and Vision Statements

Marie Logan explained the existing statements are long and not at all memorable. Since Chinook Arch has a new graphic identity, plan of service, and building, it was felt that the mission and vision statements were in need of updating. The proposed new vision statement is "Thriving Libraries. Thriving Communities." The proposed new mission statement is "Connecting to Provide Exceptional Library Service." The Marketing/Communications Committee recommends the updated statements.

Motion: Doreen Glavin moved that the new Vision and Mission Statements be adopted by the Board. Margaret McCanna seconded. **CARRIED**

f. Appointment of the Auditor

Even though there is a multi-year agreement with Burton & Co. Chartered Accountants to perform Chinook Arch's annual audit, the Board is still required to officially appoint the firm as the auditor for the 2018 fiscal year. Lloyd Kearl recommended that Burton & Co Chartered Accountants be appointed as auditors for the Chinook Arch Library Board for FY2018.

Motion: Collette Glynn moved that Burton and Co. Chartered Accountants be appointed as auditors for the Chinook Arch Library Board for Fiscal Year 2018. Joan Harker seconded. **CARRIED**

g. Christmas Eve Closure

Lloyd Kearl explained the request that Chinook Arch be closed on Christmas Eve, rather than having staff come in for one day prior to Christmas Day.

Motion: Arlette Heck moved that the Board approve the closure of Chinook Arch on Monday, December 24, 2018. Margaret McCanna seconded.

CARRIED

6) Items for Discussion

a. Lethbridge Public Library/Chinook Arch Benefit-Cost Analysis

Robin Hepher explained that the Benefit/Cost analysis was originally conducted in 2001/2002, at which time it showed a net benefit to the City of Lethbridge of \$203,825 in 2001 and \$131,937 in 2002 as a result of the City's membership in Chinook Arch. Using the same methodology, the updated figures show that in 2017, the City enjoyed a net benefit of \$149,462 as a result of its membership in Chinook Arch.

Motion: Wendy Kalkan moved that the updated Chinook Arch/Lethbridge Public Library Benefit-Cost Analysis be received for information. Lloyd Kearl seconded. **CARRIED**

b. Building Renovation Update

Robin explained the renovation process thus far and showed pictures of the progress to date.

7) Chair's Report

DeVar Dahl presented the Chair's Report. He spoke of his participation in the PLSB Nodes and Chairs meeting. DeVar also expressed that he has enjoyed his time as the Chair of the Board.

8) Alberta Library Trustees Assoc. Report

Vic Mensch explained how the ALTA advocates for the libraries and explained the current strategic plan. He encouraged all to contact him to discuss further.

9) Elections

a. Executive Committee

December's Board meeting is the annual Organizational Meeting. Positions that are open for election at this year's Organizational Meeting include Vice-Chair, Secretary-Treasurer, and five Officer-At-Large positions. Ex officio members of the Executive Committee include Howard Paulsen (Past Chair) and 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. Officer-At-Large nominations received prior to the meeting include Kathy Davies, Doug Logan, Vic Mensch, Christopher Northcott, Gordon Given, and Quentin Stevick. Lloyd Kearl and Marie Logan agreed to let their names stand for the positions of Secretary-Treasurer and Vice-Chair, respectively.

Elections for Officers at Large were held. Further nominations for Officers at Large were called from the floor. Further nominations were called twice. DeVar Dahl declared nominations cease. Each candidate was given the floor to briefly speak to their qualifications and interest in the Executive Committee.

Ballots were cast for Officers at Large. The newly elected Officers at Large are: Kathy Davies, Doug Logan, Vic Mensch, Christopher Northcott and Quentin Stevick. Robin Hephher thanked the outgoing Executive Committee for their investment in time and efforts in 2018.

As there were no further nominations for the position of Vice-Chair and Secretary-Treasurer, Marie Logan and Lloyd Kearl were elected by acclamation.

Motion: Doreen Glavin moved that the ballots be destroyed, Cristopher Northcott seconded. **Carried.**

- b. Alberta Library Trustees Association Representative
DeVar Dahl explained that Vic Mensch is the Chinook Arch Library Board's representative to the ALTA board. Vic expressed his willingness to retain that role. No others expressed interest in the position. Doug Logan will stand as an alternate.

10) Other Business – no other business

11) Next System Board meeting

Thursday, April 4th, 2019. Dinner at 5:30 PM, meeting to follow at 6:00 PM, at Chinook Arch.

12) Adjourn

Motion: Dennis Barnes moved that the meeting adjourn.

Signature: _____

Attendance at Chinook Arch Library Board Meeting, December 13th, 2018

Attendees

Arrowwood
Barnwell
Cardston
Cardston County
Carmangay
Claresholm
Coaldale
Crowsnest Pass
Fort MacLeod
Granum
Lethbridge County
Lomond
Magrath
Milk River
Milo
Picture Butte
Pincher Creek
Pincher Creek MD
Raymond
Taber
Taber M.D.
Vauxhall
Vulcan
Warner
County of Warner
ID of Waterton
Willow Creek MD
Kainai Board of Education
LPL Resource Centre
Ministerial Appointment

Board Member

Wendy Williams
Jane Johnson
Dennis Barnes
Lloyd Kearn
JoAnne Juce
Kathy Davies
Tamara Waites
Doreen Glavin
Jim Monteith
Arlette Heck
Tory Campbell
Marie Logan
DeVar Dahl
Margaret McCanna
Christopher Northcott
Teresa Feist
Mark Barber
Quentin Stevick
Joan Harker
Andrew Prokop
Tamara Miyanaga
Kim Cawley
Liz Hammond
Colette Glynn
Morgan Rockenbach
Lesley Little
Maryanne Sandberg
Linda Weasel Head
Wendy Kalkan
Vic Mensch

Regrets

Barons
Glenwood
Nanton
Stavely
Vulcan County

Ron Gorzitza
David Rolfson
Gordon Given
Howard Paulsen
Doug Logan

Absent

Champion

Trevor Wagenvoort

Coalhurst
Coutts
Hill Spring
Lethbridge City
Stirling

Heather Caldwell
Tom Butler
Suzanne French
Brittany Dow
Rob Edwards