



**Chinook Arch Library Board
Regular Meeting
Thursday, August 4, 2022
Meeting 6:00 pm**

Minutes (Hybrid in Person/Zoom meeting)

Attendance: List attached

Meeting called to order by V. Mensch at 6: 01 pm.

1) Approval of Agenda

Motion: M. Sandberg moved approval of the agenda as presented.
Seconded by M Rockenbach. **Carried**

2) Consent Agenda:

- a) Minutes of the April 2, 2022 Chinook Arch Library Board Meeting
- b) Finance and Personnel Committee Report
- c) Marketing/Communications Committee Report
- d) Planning and Facilities Committee Report

Motion: M. Rockenbach moved to accept the items on the Consent Agenda as distributed. Seconded by T. Miyanaga. **Carried**

3) Items for Decision:

- a. Year-to-Date Financial Statements (J. Monteith)
R. Hepher noted that by and large the budget is on track for the year. A year-end deficit of \$11,150 is projected at this point. Variances include: additional revenue as a result of the Town of Nobleford joining the system, increased expenses for Delivery due to rising fuel costs and repairs to aging vehicles, and building and maintenance repairs.
Motion: D. Logan moved that the 2022 Year-to-Date Financial Statements be received for information. Seconded by D Glavin. **Carried**
- b. 2023 – 2026 Draft Plan of Service (W. Kalkan)
W. Kalkan explained that the committee started with a needs assessment in March, a brainstorming session in May, and an online survey for member library boards to compile the information. R. Hepher shared the key component was talking to library managers and board representatives to know their exact needs. The intent is to expand on the 5 main themes that emerged, and track the output measures and impact of each theme.

Motion: W. Kalkan moved that the Board approve the 2023-2026 Chinook Arch Library Board Plan of Service. M. Sandberg seconded.

Carried

c. 2023 – 2026 Budget (J. Monteith)

R. Hepher explained the 4 year budget and levy cycle is in place to accommodate the member municipalities budget cycle. Some primary considerations are: the likely withdrawal of the Kainai Board of Education from the system, a potential increase to the Indigenous Services Grant, a Friends of the Chinook Arch casino, disposition of System vehicles, creation of a Programming Coordinator position, looking to provide a cost-neutral Southern Alberta Library Conference, reduced costs for travel expenses and professional development, increased costs for fuel and vehicle maintenance. R. Hepher also provided some background on the proposed levy schedule. For 2021 and 2022, the levy rate remained the same, which was a 5% reduction from the 2020 levy. The Finance and Personnel Committee is recommending slight annual increases to the levy during the 2023-2026 budget cycle for the Chinook Arch budget to mostly break-even. Two thirds of member municipalities representing two thirds of the total service population must approve the increase before it takes effect. Points were raised about the salaries and consideration for a cost of living increase, if the vehicle expense is adequate for rising costs, and how feasible the marketing budget would be to achieve. R. Hepher mentioned a memo will go to councils asking them to pass a motion and he would be happy to speak to any of the member councils with questions.

Motion: M. Sandberg moved that the Board approve the 2023-2026 Budget and Levy Schedule. M. Rockenbach seconded. **Carried**

d. Policy Review:

i. Gifts in Kind (J. Monteith)

Minor wording changes are suggested to make the policy statement more clear.

Motion: Dave Cox moved that the Board approve the revised Gifts in Kind policy. D. Christensen seconded.

Carried

4) Other Business –

The Board’s representative on the Alberta Library’s Trustees Association, W. Kalkan, informed of the webinars, which are available to view on the organization’s website. W. Kalkan and D. Logan are the current representatives to the ALTA board, with opportunity for others to join.

5) Next Meeting

System Board: Thursday, December 1, 2022

6) Adjournment – **Motion:** K. Jensen moved adjournment.

Attendance at Chinook Arch Library Board Meeting, August 4, 2022

<u>Jurisdiction</u>	<u>Board Member</u>
Cardston County	Tom Nish
Carmangay	Sarah Mitchell (Goodwin-Anderson)
Champion	Terry Penney
Claresholm	Tony Hamlyn
Coalhurst	Lyndsay Montina
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Glenwood	Linda Allred
Hill Spring	Suzanne French
Lomond	Marie Logan
Magrath	Darryl Christensen
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek M.D.	Dave Cox
Raymond	Kelly Jensen
Taber M.D.	Tamara Miyanaga
Vulcan	Liz Hammond
Vulcan County	Doug Logan
Warner (Village)	Don Toovey
Warner County	Morgan Rockenbach
I.D. 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>
Coaldale	Jordan Sailer
Fort Macleod	Jim Monteith
Lethbridge (City)	Robin Harper
Milk River	Anne Michaelis
Nanton	Lise Mayne
Nobleford	Melissa Jensen
Taber	Monica McLean
Vauxhall	Shelley Deleeuw

Absent

Jurisdiction

Arrowwood

Barnwell

Barons

Cardston

Lethbridge County

Milo

Stavely

Stirling

Kainai Board of Education

Board Member

Wendy Williams

Jane Johnson

Ron Gorzitza

Marsha Jensen

Tory Campbell

Christopher Northcott

Denise Allerdings

Gary Bikman

Linda Weasel Head

Staff in Attendance

Robin Hepher

Lisa Weekes

Pat Wauters

Carley Angelstad

Carolyn Schinkel

Signature