

**Chinook Arch Library Board
Regular Meeting**



**Thursday, April 6, 2023
6:00pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/88174297781?pwd=aTVqRVdGenFCdGRHcWtvdVBvV09iZz09>

Meeting ID: 881 7429 7781

Passcode: 429419

Minutes

1) Approval of Agenda

V. Mensch suggested that agenda item 4b be moved to the start of the meeting. M. Rockenbach moved approval of the agenda as amended. M. Barber seconded. *Carried.*

2) Welcome and introductions

Those present in the room and on Zoom introduced themselves and spoke about recent developments in their libraries/communities. The board welcomed newly-appointed members Chelsey Hurt (Stavely), Debra Wyatt (Town of Vulcan) and Corry Walk (Arrowwood).

3) Consent Agenda

K. Jensen moved acceptance of the Consent Agenda as presented. L. Little seconded. *Carried*

4) Items for Decision:

a. Year-to-Date Financial Statements

J. Monteith reviewed the Statement of Operations and Statement of Financial Position. Forecast revenue has increased even though the Chinook Arch member levy remains at 2022 levels. The increase is due to population changes within Chinook Arch, along with the recently-announced increase to the provincial operating grant. J. Monteith moved that the 2023 Year-To-Date Financial Statements be received for information. D. Christensen seconded. *Carried*

b. 2022 Audited Financial Statements

Auditor Joanna Kappel of Insight LLP reviewed the 2022 Audited Financials Statements with the Board. Overall, Chinook Arch

remains in a solid financial position. The auditor reported a “clean” audit of the board’s financial statements for 2022. J. Monteith moved approval of the 2022 Chinook Arch Library Board’s 2022 Audited Financial Statements. D. Cox seconded. *Carried*

c. Annual Reports Approval

R. Hepher provided an overview of the 2022 Annual Reports of the Chinook Arch Library Board, the Kainai Library, and the Sylvia Hirsche Memorial Library (Wrentham), as well as the Indigenous Services Report. Overall, usage of library services and collections continues to rebound in the wake of the pandemic, and the System’s resource sharing statistics suggest that patrons are returning to the library to browse in-house collections, rather than using the online catalogue to place holds on items. M. Rockenbach moved approval of the 2022 Chinook Arch Library Board, Kainai Public Library, Sylvia Hirsche Memorial Library, and Indigenous Services Reports. T. Miyanaga seconded. *Carried*

d. Policy Review

i. Finance and Personnel Committee Mandate

The Mandate has not changed, but is brought to the board annual as required by policy. J. Monteith moved approval of the Mandate. D. Christensen seconded. *Carried*

ii. Finance and Personnel Committee Timeline and Work Plan

The timeline and work plan lays out the duties of the Finance and Personnel Committee for 2023. J. Monteith moved approval of the timeline and work plan. M. Barber seconded. *Carried*

iii. Planning and Facilities Committee Mandate

The Mandate has not changed, but is brought to the board annual as required by policy. L. Little moved approval of the Mandate. D. Cox seconded. *Carried*

iv. Planning and Facilities Committee Timeline and Work Plan

The timeline and work plan lays out the duties of the Planning and Facilities Committee for 2023. D. Glavin moved approval of the timeline and work plan. D. Logan seconded. *Carried*

v. Marketing/Communications Committee Mandate

M. Logan reviewed the Marketing/Communications Committee Mandate. No changes are recommended. M. Logan moved approval of the Mandate. K. Jensen seconded. *Carried*

vi. Marketing/Communications Timeline and Work Plan

The timeline and work plan lays out the duties of the Marketing/Communications Committee for 2023. M.

Logan moved approval of the timeline and work plan. D. Glavin seconded. *Carried*

vii. Personnel Policy

J. Monteith explained that the Personnel Policy was updated to match the board's longstanding practice of approving a salary grid and classification scheme that is developed by staff and reviewed by the Finance and Personnel and Executive Committees. Also, a couple of policies were added to the list of policies that the Finance and Personnel Committee are responsible for. J. Monteith moved approval of the revised Personnel Policy. L. Little seconded. *Carried*

viii. Annual Vacation

The board's Annual Vacation policy was updated to bring it into compliance with legislation, since there is no provision in Alberta Employment Standards for employers to require employees to forfeit unused vacation time. J. Monteith moved approval of the revised Annual Vacation policy. C. Walk seconded. *Carried*

5) Items for Information/Discussion:

a. Province-wide Advocacy Initiative

M. Logan reminded the board of the ongoing advocacy initiative, the goal of which is to make public libraries an issue during the upcoming provincial election. The new Minister of Municipal Affairs, the Hon. Rebecca Schulz, was recently at the RMA conference and did field questions about public libraries. She appears to be a library user and supporter. M. Logan noted that while the recent increase to the provincial operating grant was very helpful to smaller libraries, support from the provincial needs to be consistent and ongoing. Trustees were encouraged share the two-page handout and advocacy guide with stakeholders in their communities.

b. Friends of Chinook Arch Society Casino (M. Logan, Casino Chair)
Casino Chair Marie Logan explained that the Friends of Chinook Arch Library Society has a casino scheduled for August 15-16, and encouraged trustees to volunteer for a shift if they are available.

c. 2023 READ Awards

M. Logan updated the board on the 2023 READ Awards and encouraged library boards to continue to apply for an award. The READ awards are a great way for libraries to gain exposure for the cool programs and services they provide to the community.

d. Standing Committee Recruitment: Finance and Personnel and Planning/Facilities

A couple of the standing committees could use one or two more members. Trustees that are interested in joining a committee are encouraged to reach out to Robin Hepher for more information.

e. Kainai Library Board (Verbal Update)

Kainai Public Library has been closed to the public since COVID, but is now preparing to move into a new location in the Shot Both Sides building in Stand Off. The new site is very central but will require some work to be ready for the library to move in. It appears that there is already a Supernet feed in the building, which will save considerable time and money in setting up the local computer network.

f. New Library Websites (Verbal Update)

The new library websites will be launching later in April. The new system will be much easier for library staff to update, and will include improved functionality that will allow libraries to better promote their events and programs.

6) Other Business

There was no other business.

7) Next Meeting

System Board: Thursday, August 3, 2023 at 6:00pm

8) Adjournment

B. Cummins moved adjournment. *Carried*

Attendees

Present

Village of Arrowwood	Corry Walk
Village of Barons	Ron Gorzitza
Cardston County	Tom Nish
Village of Champion	Terry Penney
Town of Coalhurst	Lyndsay Montina
Village of Coutts	Stephen A. Pain
Municipality of Crowsnest Pass	Doreen Glavin
Town of Fort Macleod	Jim Monteith
Lethbridge County	Tory Campbell
Village of Lomond	Marie Logan
Town of Magrath	Darryl Christensen
Town of Milk River	Anne Michaelis
Town of Nanton	Amanda Bustard
Town of Nobleford	Melissa Jensen
Town of Pincher Creek	Mark Barber
MD of Pincher Creek	Dave Cox
Town of Raymond	Kelly Jensen
Town of Stavely	Chesley Hurt
Town of Taber	Monica McLean
Taber MD	Tamara Miyanaga
Town of Vauxhall	Marilyn Forchuk
Town of Vulcan	Debra Wyatt
Vulcan County	Doug Logan
Warner County	Morgan Rockenbach
ID No. 4 Waterton	Lesley Little
LPL Resource Centre	Brendan Cummins
Ministerial Appointment	Vic Mensch

Regrets

Town of Cardston	Marsha Jensen
Village of Carmangay	Sarah Mitchell
Town of Claresholm	Kelsey Hipkin
City of Lethbridge	Robin Harper
Village of Stirling	Gary Bikman
Willow Creek MD	Maryanne Sandberg

Absent

Town of Barnwell	Jane Johnson
Town of Coaldale	Jordan Sailer
Village of Glenwood	Linda Allred
Village of Hill Spring	Suzanne French

Village of Milo	Christopher Northcott
Town of Picture Butte	Teresa Feist
Village of Warner	Derek Baron

Signature