



## **Minutes of the Chinook Arch Library Board Regular Meeting**

**Thursday, April 4, 2024  
2902 7 Ave. N. Lethbridge, AB**

### **(List of attendees below)**

Chinook Arch Library Board Vice-Chair Marie Logan called the meeting to order at 6:02pm.

### **Welcome/Introductions**

- 1) Approval of Agenda**  
D. Cox moved approval of the agenda as presented. R. Gorzitza seconded.  
*Carried*
  
- 2) Consent Agenda:**  
Two corrections were made to the minutes of the December 7, 2023 Board Meeting. M. Sandberg moved approval of the Consent Agenda, with the corrected minutes. M. Harris seconded. *Carried*
  
- 3) Items for Decision:**
  - a. Year-to-Date Financial Statements  
The Board reviewed the year-to-date financial statements. The Board is currently forecasting a surplus of approximately \$20,000 at year-end.  
J. Monteith moved that the 2024 Year-to-Date Financial Statements be received for information. D. Baron seconded.  
*Carried*
  - b. 2023 Audited Financial Statements  
Auditor Joanna Kappel of Insight LLP reviewed the 2023 Audited Financial Statements with the Board. The auditors have provided a clean opinion on the 2023 Financials.  
J. Monteith moved that the Board approve the 2023 Audited Financials Statements. M. Sandberg seconded. *Carried*
  - c. Annual Reports to the Public Library Services Branch  
D. Christensen reported that most of the metrics that Chinook Arch tracks in the annual report have been holding quite steady for the past couple of years. He explained that the Chinook Arch

Board is also the board of record for the Sylvia Hirsche Memorial Library (Wrentham) and the Kainai Public Library, though with the recent formation of a library board on the Kainai Nation, Chinook Arch will no longer have a governance role with that library.

D. Christensen moved that the Board approve the Annual Reports of the Chinook Arch Library Board, Sylvia Hirsche Memorial Library, and Kainai Public Library, along with the Indigenous Grant report. M. Rockenbach seconded. *Carried*

d. Policy Review

i. Finance and Personnel Committee Mandate

Minor changes to the Mandate are recommended, including the addition of language relating to the Committee's role in assigning any year-end surplus to the Board's restricted funds at year-end.

J. Monteith moved approval of the revised Mandate. L. Little seconded. *Carried*

ii. Finance and Personnel Committee Timeline and Work Plan

The timeline and work plan is updated every year to ensure that policies are reviewed on a three-year schedule.

J. Monteith moved approval of the updated Timeline and Work Plan. J. Johnson seconded. *Carried*.

iii. Planning and Facilities Committee Mandate

No changes are recommended.

D. Christensen moved approval of the Mandate. B. Cummins seconded. *Carried*

iv. Planning and Facilities Committee Timeline and Work Plan

The timeline and work plan is updated every year to ensure that policies are reviewed on a three-year schedule.

D. Christensen moved approval of the Timeline and Work Plan. D. Glavin seconded. *Carried*

v. Marketing/Communications Committee Mandate

No changes are recommended to the Marketing/Communications Mandate.

K. Jensen moved approval of the Mandate. M. Rockenbach seconded. *Carried*

vi. Marketing/Communication Committee Timeline and Work Plan

The timeline and work plan is updated every year to ensure that policies are reviewed on a three-year schedule.

D. Christensen moved approval of the Timeline and Work Plan. D. Cox seconded. *Carried*

vii. Backup of Financial Data

The policy is updated to reflect current practice.

J. Monteith moved approval of the revised Backup of Financial Data policy. M. Sandberg seconded. *Carried*

viii. Hours of Work and Overtime

Wording in the policy is clarified, and language is updated to reflect terminology used in Alberta Employment Standards. Other practices are updated to align with Employment Standards.

J. Monteith moved approval of the revised Hours of Work and Overtime Policy. M. Harris seconded. *Carried*

ix. Management of System Funds

Language is updated to reflect the terminology that is used in the audited statements. In particular, the use of “reserves” is removed in favour of “restricted funds.” In addition, low-risk money market funds is deleted from the list of the Board’s acceptable investment vehicles.

J. Monteith moved approval of the revised Management of System Funds policy. C. Northcott seconded. *Carried*

x. Annual Vacation

Language in the policy is updated to clarify the definition of permanent, part-time, and temporary employees. Vacation allotments for managerial staff is increased to 25 days after 5 years, and the amount of vacation carry-over is reduced from a maximum of 10 days to 5. A clause is added to clarify that employees on longer-term leaves do not earn vacation while on leave.

J. Monteith moved approval of the revised Annual Vacation policy. K. Jensen seconded. *Carried*

xi. Employee Benefits

Again, language around permanent vs. non-permanent employees is clarified, in addition to language relating to benefits eligibility for the various types of positions. Other obsolete or redundant wording is removed.

J. Monteith moved approval of the revised Employee Benefits policy. S. Pain seconded. *Carried*

xii. Drugs, Alcohol, and Medication

The policy is changed to make it more employee-centric. A clause requiring employees to disclose a substance dependency is removed because of privacy concerns.

J. Monteith moved approval of the revised Drugs, Alcohol, and Medication policy. S. Pain seconded. *Carried*

**4) Items for Information/Discussion:**

a. Province-wide Advocacy Initiatives

The Board heard about Chinook Arch's participation in a province-wide advocacy effort, and the results of a province-wide survey that showed broad support for public libraries among users and non-users alike.

b. City of Lethbridge Benefit-Cost Analysis

A report on Chinook Arch's value for service will go before the City of Lethbridge Economic Standing Committee on April 11, 2024.

The analysis found that the City of Lethbridge received about \$1,272,490 in services from Chinook Arch on a \$1,148,001 total investment (2022), resulting in an estimated net benefit of \$126,575 to the City as a result of its membership in the System.

c. Kainai Library Board

The Kainai Chief and Council recently passed a Band Council Resolution creating a library board on the Blood Reserve. Over the coming months, the new board will assume responsibility for the operation and governance of the library. It is hoped that the library will re-open in a new location sometime this year.

**5) Other Business**

There was no other business.

**6) Next Meetings**

System Board: Thursday, August 1, 2024 at 6:00pm

**7) Adjournment**

M. Sandberg moved adjournment. *Carried*

**Attendance**

**Present**

Corry Walk – Village of Arrowwood  
Jane Johnson – Village of Barnwell  
Ron Gorzitza – Village of Barons  
Marsha Jensen – Town of Cardston  
Tom Nish – Cardston County  
Terry Penney - Village of Champion  
Kelsey Hipkin – Town of Claresholm  
Lyndsay Montana – Town of Coalhurst  
Stephen Pain – Village of Coutts

Doreen Glavin – Municipality of Crowsnest Pass  
Jim Monteith (Treasurer) – Town of Fort Macleod  
Suzanne French – Village of Hill Spring  
Robin Harper – City of Lethbridge  
Tory Campbell – Lethbridge County  
Marie Logan (Vice Chair) – Village of Lomond  
Darryl Christensen – Town of Magrath  
Anne Michaelis – Town of Milk River  
Christopher Northcott – Village of Milo  
Amanda Bustard – Town of Nanton  
Melissa Jensen – Town of Nobleford  
Mark Barber – Town of Pincher Creek  
Dave Cox – Pincher Creek MD  
Kelly Jensen – Town of Raymond  
Gary Bikman – Village of Stirling  
Daniel Remfert – Town of Taber  
Merrill Harris – MD of Taber  
Marilyn Forchuk – Town of Vauxhall  
Debra Wyatt – Town of Vulcan  
Derek Baron – Village of Warner  
Morgan Rockenbach – County of Warner  
Lesley Little – ID #4 Waterton  
Maryanne Sandberg – MD of Willow Creek  
Brendan Cummins – LPL Resource Centre

### **Regrets**

Jordan Sailer – Town of Coaldale  
Crystal Neels – Town of Picture Butte  
Chelsey Hurt – Town of Stavely  
Doug Logan – Vulcan County  
Vic Mensch (Chair) – Ministerial Appointment

### **Absent**

Blanche Anderson – Village of Carmangay  
Linda Allred – Village of Glenwood