



**Chinook Arch Library Board
Annual Organizational Meeting
Thursday, December 3, 2020**

Meeting 6:00pm via Zoom

Minutes

Attendance: List attached

Meeting called to order by D. Dahl at 6:04 PM

Chinook Arch Mini-Orientation (R. Hepher, CEO)

Introduction to the Chinook Arch Library System with some history and background information.

1) Approval of Agenda

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

2) Consent Agenda:

- a) Minutes of the August 6, 2020 Board Meeting
- b) Finance and Personnel Committee Report
- c) Planning and Facilities Committee Report
- d) Marketing/Communications Committee Report

Motion: M. Rockenbach moved approval of the Consent Agenda as distributed. Seconded by T. Feist. **Carried**

3) Items for Decision:

- a. Financial Statements – Review (R. Hepher)
Reduced expenditures in the area of travel, catering, and professional development have resulted in significant savings, and a forecast budget surplus of \$100,626.
Motion: M. Sandberg moved that the 2020 Financial Statements be received for information. H. Woodruff seconded. **Carried**
- b. Policy Review:
 - i. Materials Selection and Acquisition (W. Kalkan)
Policy was updated to reflect stewardship by the Canadian Federation of Library Association

Motion: W. Kalkan moved that the Board approve the revised Materials Selection and Acquisition Policy. B. Simpson seconded. **Carried**

ii. Corporate Image (M. Logan)

The policy includes a history of the Chinook Arch logo. Since the logo was recently changed, additional history has been added.

Motion: M. Logan moved that the Board approve the revised Corporate Image policy. M. McCanna seconded. **Carried**

iii. Communications (M. Logan)

Chinook Arch no longer maintains an internal website for board members: meeting minutes and policies are now located on the public website. Therefore, it is suggested that “Board members” be removed from the policy.

Motion: M. Logan moved that the Board approve the revised Communications policy. M. McCanna seconded. **Carried**

iv. Employee Leave (R. Hepher)

There have been significant changes to maternity and parental leave in particular. The new wording is taken from Alberta Labour Standards.

Motion: M. Sandberg moved that the Board approve the revised Employee Leave Policy. J. Johnson seconded. **Carried**

v. Working Remotely (R. Hepher)

This policy enables the organization to require that some or all staff work remotely, and/or allows for employees to request the option of working remotely.

Motion: W. Williams moved that the Board approve the Working Remotely Policy. D. Logan seconded. **Carried**

vi. Performance Management (R. Hepher)

In light of the significant number of people now working from home, and based on research into performance management practices in the work-from-home era, some language is added to encourage more frequent meetings with staff who are working from home.

Motion: D. Barnes moved that the Board approve the revised Performance Management Policy. V. Mensch seconded. **Carried**

- c. 2021 Revised Budget (R. Hepher)
Given the impact of COVID-19 and other pressures on municipal revenues it was recommended to reduce the municipal membership levy.
Motion: J. Harker moved that the Board approve the 2021 Revised Budget, which includes a 5% reduction to the 2020 Municipal Levy. H. Caldwell seconded. **Carried**
- d. 2021 Salary Grid (R. Hepher)
It is recommended that, in order to offer the 5% reduction in the municipal levy that is being recommended in the 2021 budget, that there be no change to the Chinook Arch Salary Grid for 2021.
Motion: M. Sandberg moved that the Board approve a 0% increase to the Chinook Arch Salary Grid. M. McCanna seconded. **Carried**
- e. Holiday Closure (R. Hepher)
It is requested that the Board instead allow the Boxing Day holiday be observed on Thursday (Christmas Eve) instead of the Monday that it would normally be observed. After discussion, the Board recommended the addition of a paid holiday on Christmas Eve and that the Boxing Day holiday should still be observed as previously scheduled.
Motion: J. Monteith moved that the Board allow Chinook Arch staff to have an additional day of paid holiday on Christmas Eve, December 24th. T. Feist seconded. **Carried**

4) Items for Discussion:

- a. COVID-19 Update (verbal)
A portion of staff are working remotely, and staff working in the building are separated and complying with COVID guidelines. All libraries are receiving weekly delivery for the time being. Library materials are being quarantined prior to being returned to our member libraries.

5) Executive Committee Elections (M. Logan)

December's Board meeting is the annual Organizational Meeting. Positions that are open for election at this year's Organizational Meeting include: Vice Chair, Treasurer and six Officers-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.

Further nominations for Director-at-Large were thrice called from the floor. No further nominations were received. M. Sandberg declared nominations cease.

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

Motion: M. Sandberg moved to declare that **Tory Campbell, Doug Logan, Vic Mensch, Christopher Northcott and Tony Hamlyn be accepted as Directors-at-Large.** T. Miyanaga seconded. *Carried*

6) Other Business – no other business arose

7) Next Meetings

System Board: Thursday, April 1, 2020 6:00pm

8) Adjournment

Motion: W. Kalkan moved that the meeting be adjourned.

Attendance at Chinook Arch Library Board Meeting, December 3, 2020

<u>Jurisdiction</u>	<u>Board Member</u>
Arrowwood	Wendy Williams
Barnwell	Jane Johnson
Cardston	Dennis Barnes
Cardston County	Tom Nish
Champion	Trevor Wagenvoort
Claresholm	Tony Hamlyn
Coaldale	Briane Simpson
Coalhurst	Heather Caldwell
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Glenwood	David Rolfson
Lethbridge (City)	Heather Woodruff
Lethbridge County	Tory Campbell
Lomond	Marie Logan
Magrath	DeVar Dahl (Chair)
Milk River	Margaret McCanna
Milo	Christopher Northcott
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek M.D.	Sandra Baker
Raymond	Joan Harker
Taber	Louie Tams
Taber MD	Tamara Miyanaga
Vauxhall	Kim Cawley
Vulcan County	Doug Logan
Warner (Village)	Colette Glynn
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>
Nanton	Lise Mayne

Absent

<u>Jurisdiction</u>	<u>Board Member</u>
Barons	Ron Gorzitza
Carmangay	JoAnne Juce
Coutts	Marvin Bohne
Hill Spring	Suzanne French
Stavely	Brydon Saunders

Stirling
Vulcan
Kainai Board of Education

Rob Edwards
Liz Hammond
Linda Weasel Head

Staff in Attendance

Robin Hepher
Lisa Weekes
Yanet Grajeda
Jane Edmundson
Joey Going
Carolyn Schinkel