



**Chinook Arch Library Board
Regular Meeting
August 5, 2021
6:00pm**

Via Zoom

Minutes – meeting called to order at 6:07 by D. Dahl

Guest speaker Jordan DeSousa, from the Public Library Services Branch, gave a brief overview of the topic areas regarding the upcoming consultation process with the library systems this fall.

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 1, 2021 Board Meeting
- b) Finance and Personnel Committee Report
- c) Marketing/Communications Committee Report
- d) Planning and Facilities Committee Report

Motion: Q. Stevick moved approval to accept the items of the Consent Agenda as distributed. Seconded by M. Logan. *Carried*

3) Items for Decision:

- a. Financial Statements (R. Hepher)
Revenues have been fairly predictable, whereas the Expenses have been harder to predict during the pandemic. Forecasting for approximately a \$30,000 surplus, but this amount is likely to drop as activities resume.

Motion: H. Woodruff moved that the 2021 Year to Date Financial Statements be received for information. T. Miyanaga seconded. *Carried*

b. Policy Review:

i. Services for the Print Impaired (W. Kalkan)

Minor changes were made to the policy.

Motion: W. Kalkan moved that the Board approve the revised Services for the Print Impaired policy. J. Harker seconded. *Carried.*

ii. Capital Assets (R. Hepher)

A change to how capital assets and cumulative amortization are presented on the Financial Statements, resulted in a more true-to-life picture of the overall value of assets.

Motion: M. Sandberg moved that the Board approve the revised Capital Assets policy. D. Barnes seconded. *Carried*

iii. Employee Benefits (R. Hepher)

Minor changes to contract employees' participation in disability insurance and pension, and an option for all staff to select a lifestyle spending account as a taxable benefit.

Motion: B. Simpson moved that the Board approve the revised Employee Benefits Package. L. Little seconded. *Carried*

iv. Hours of Work and Overtime (R. Hepher)

A small change of office hours to 8:30-4:30, when the office doors would normally be unlocked, and other minor wording changes.

Motion: D. Glavin moved that the Board approve the revised Hours of Work and Overtime policy. J. Harker seconded. *Carried*

4) Items for Information/Discussion:

a. Plan of Service Update (R. Hepher)

Chinook Arch is in the third year of its four-year plan of service, reporting on the first three years separately from the last year. Some highlights from the past year include: advocacy toolkit for the upcoming municipal elections, book lockers installed in Waterton Lakes National Park and on Piikani Nation (pending), partnerships with Alberta Lung Association, Alberta Blue Cross, and others, one-on-one meetings between library managers and Chinook Arch Collections Specialist, reduced wait times for downloadable audiobooks and ebooks, continued in-library services using online delivery and activity packs, increased internet speeds for many member libraries and upgrading equipment at all member libraries, providing a Zoom subscription to member libraries and boards during the pandemic, support to member library boards in recruitment and training of new library

managers, and downloadable templates for policy, job posting and other HR templates.

b. 2022 Preliminary Budget Discussion (R. Hepher)

The Chinook Arch Board deviated from its previously-approved levy schedule to offer its members a 5% reduction to the 2020 levy. Looking forward to 2022, the Board needs to decide how to proceed with the member levy for this final year of the budget cycle. There is also uncertainty about the changes to the municipal population figures.

c. Revised System Agreement (R. Hepher)

A change to the System Agreement was precipitated by the Government of Alberta's new approach to publishing population figures. The amended System Agreement was approved and subsequently sent to member councils for approval. We have been notified of several council approvals and are awaiting a response from the remaining councils to reach our approval threshold.

5) Other Business:

Alberta Library Trustees Association update (W. Kalkan)

A reduction in provincial funding has resulted in an organizational review. They have partnered with The Alberta Library Association to assist with some projects.

6) Next Meeting: System Board, Thursday, December 2, 2021

7) Adjournment

D. Barnes moved that the meeting adjourn. *Carried*

Attendance at Chinook Arch Library Board Meeting, August 5, 2021

<u>Jurisdiction</u>	<u>Board Member</u>
Arrowwood	Wendy Williams
Cardston	Dennis Barnes
Claresholm	Tony Hamlyn
Coaldale	Briane Simpson
Crowsnest Pass	Doreen Glavin
Glenwood	David Rolfson
Hill Spring	Suzanne French
Lethbridge (City)	Heather Woodruff
Lethbridge County	Tory Campbell
Lomond	Marie Logan
Magrath	DeVar Dahl (Chair)
Milk River	Margaret McCanna
Milo	Christopher Northcott
Nanton	Marie Schooten
Pincher Creek	Mark Barber
Pincher Creek M.D.	Quentin Stevick
Raymond	Joan Harker
Taber	Joe Strojwas
Taber MD	Tamara Miyanaga
Vulcan County	Doug Logan
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Wendy Kalkan

Regrets

<u>Jurisdiction</u>	<u>Board Member</u>
Barons	Ron Gorzitza
Fort Macleod	Jim Monteith
Picture Butte	Teresa Feist

Absent

<u>Jurisdiction</u>	<u>Board Member</u>
Barnwell	Jane Johnson
Cardston County	Tom Nish
Champion	Trevor Wagenvoort
Coalhurst	Heather Caldwell
Coutts	Marvin Bohne
Stavely	Brydon Saunders
Stirling	Rob Edwards

Vauxhall	Kim Cawley
Vulcan	Liz Hammond
Warner (Village)	Colette Glynn
Kainai Board of Education	Linda Weasel Head

Staff and Guests in Attendance

Robin Hepher
Pat Wauters
Carolyn Schinkel
Jordan DeSousa, Public Library Services Branch

Signature: _____