



**Chinook Arch Library Board Meeting**  
**April 6<sup>th</sup>, 2017**  
**5:30 Dinner | 6:00 pm Meeting**

## **Minutes**

Attendance: List attached

H. Paulsen called the meeting to order.  
Those present introduced themselves.

1) Approval of Agenda

**Motion:** T. Feist moved approval of the agenda. G. Given seconded. **CARRIED**

2) Items for Consent Agenda

**Motion:** L. Ross-Giroux moved to accept the items on the Consent Agenda. V. Mensch seconded. **CARRIED**

3) Items for Decision

a) 2016 Year End Financial Statements/Variance Analysis

The Board opted to review the 2016 Audited Financial Statements, which contained the same information as the 2016 Year End Financial Statements and Variance Analysis.

b) 2016 Audited Financial Statements

The Board reviewed the 2016 Audited Financial Statements.

**Motion:** Z. Harrison moved that the 2016 Audited Financial Statements be approved by the Board. H. Caldwell seconded. **CARRIED**

c) 2017 Capital Budget

The Capital/Project Budget is a tool that authorizes Chinook Arch staff to acquire bigger-ticket items that are not part of our ongoing operating expenses. If the project or capital asset cannot be funded by our operating equity (surplus) at year-end, funds may be drawn from one of the internally restricted reserves that the Board maintains. The proposed 2017 Capital/Project Budget was reviewed by the Board. Total proposed expenditures in 2017 would be \$144,000; with \$99,000 allocated for Network Backbone/SAN (Storage Area Network) upgrade, \$15,000 for BiblioFines Online Payment Setup, and \$30,000 for replacing one of our delivery vans.

There would also be \$80,000 approved for the development of a Mobile Services project (contingent on fundraising).

**Motion:** B. Michel moved that the 2017 Capital/Project Budget be approved by the Board. G. Berkner seconded. **CARRIED**

**Motion:** H. Caldwell moved approval of capital spending for building renovations in anticipation of funding received from the province for such a project. B. Elfring seconded. **CARRIED**

d) Salary Grid Review

At the November 2016 Finance and Personnel meeting, the Committee recommended a 2% increase to each step of levels 1-4 on the grid, and a 1% cost of living increase to levels 5-9. While this does close the gap somewhat, it does not help in fixing the structural problems in the grid and was thus brought back to Finance & Personnel from the Executive Committee for further review. Upon further review, the Committee is now recommending changing the increment for levels 1-4 to 4.25% (up from 4%). This change would help to fix the grid, and is cost-neutral when compared to the 2% increase to each grid step on levels 1-4 of the grid as proposed by the Committee in November of 2016.

**Motion:** V. Mensch moved that the revised salary grid, entailing a change to a 4.25% increment for Levels 1-4, plus a 1% cost of living increment for Levels 5-9, be approved by to the Board. S. Smidt seconded. **CARRIED**

e) Policy Reviews

i) Cheque Signing

The Cheque Signing Policy has historically specified the “Assistant Director” or “Associate Director” as the second staff member authorized to sign cheques. There is at the moment no such position at Chinook Arch, but a second person is still required to sign cheques in the absence of the CEO. To avoid having to reopen this policy every time there’s a reorganization, it is suggested the CEO be allowed to designate a member of the Senior Management Team as the secondary staff signatory. Cheques would still require one Board signatory as well.

**Motion:** L. Ross-Giroux moved that the revised Cheque Signing policy be approved by the Board. K. Davies seconded. **CARRIED**

ii) Signing Authority

**Motion:** E. Hemmaway moved that Lisa Weekes, Public Services Manager, be granted cheque signing privileges as designated by the CEO under the revised Cheque Signing Policy. D. Logan seconded. **CARRIED**

iii) Annual Vacation

To improve equity among all staff, the allotment for new non-managerial employees was raised from 10 days during the first two years to 15 days. Wording was added to exclude the CEO from the policy as annual vacation for the CEO is negotiated directly with the Board.

**Motion:** M. Logan moved that the revised Annual Vacation policy be approved by the Board. V. Mensch seconded. **CARRIED**

- f) Annual Report Approval
  - i) Chinook Arch Annual Report

The Chinook Arch Library Board must submit an annual report to the Public Library Services Branch. An Annual Report Highlights document was also distributed to provide a summary of major achievements of 2016.

**Motion:** S. Smidt moved that the Chinook Arch Annual Report be approved by the Board. G. Given seconded. **CARRIED**
  - ii) Kainai & Wrentham Annual Reports

Chinook Arch is the Board of Record for Kainai and Wrentham libraries. As such, Chinook Arch must submit their annual report to the Public Library Services Branch. HQ Staff have completed the reports for review.

**Motion:** L. Weasel Head moved that the Kainai & Wrentham Annual Reports be approved by the Board. K. Davies seconded. **CARRIED**
  
- g) Staff Development Day 2017

The Board reviewed a proposal from the Senior Management Team seeking permission to close the HQ facility for one day so that all staff can participate in an organization-wide development activity. On-call emergency support services would be provided. The costs for the event would be covered by the existing professional development budget. G. Berkner suggested that Staff Development Days should be an annual occurrence.

**Motion:** T. Feist moved that the HQ facility close for one day annually to allow for a day-long staff development event. G. Berkner seconded. **CARRIED**
- h) Audit Request for Proposals 2017

Chinook Arch is required to provide annual audited financial statements to the Government of Alberta. 2017 marks the end of a four-year agreement with McNiven Newman LLP (now Newman Solutions). In order to ensure transparency, and to verify that we are not paying more than the market rate, a Request for Proposals was developed to be distributed to local accounting firms. The Committee reviewed the RFP. Once the Request for Proposal (RFP) for audit services for the 2017 – 2020 fiscal years is published, submissions will be reviewed by the Executive Committee.

**Motion:** L. Ross-Giroux moved that the Audit Request for Proposals 2017 be issued. Q. Stevick seconded. **CARRIED**

#### 4) Items for Discussion

- a) Looking Ahead: Timeline 2017-2018 (presentation)

The Chinook Arch Library board is heading into a very busy of period of planning and projects. For the start of 2019, a new 4-year budget and a new 4-year Plan of Service must be in place. To meet that deadline, work must begin this summer. In addition, Chinook Arch has been identified as recipient of capital improvement dollars in the 2017-2018 Provincial Capital Budget, so we will likely be undergoing renovations during this same period.

5) Other Business

6) Next System Board meeting

Thursday, August 3<sup>rd</sup>, 2017. Dinner at 5:30 PM, meeting to follow at 6:00 PM.

7) Adjourn

**Motion:** S. Smidt moved that the meeting adjourn.

**Signature:** \_\_\_\_\_

## Attendance at Chinook Arch Library Board Meeting, April 7<sup>th</sup>, 2017

Barons	Ron Gorzitza
Cardston	David Edmonds
Cardston County	Lloyd Kearn
Carmangay	Sheila Smidt
Claresholm	Kathy Davies
Coalhurst	Heather Caldwell
Crowsnest Pass	Doreen Glavin
Fort MacLeod	Michael Dyck
Glenwood	Barb Michel
Granum	Zoriah Harrison
Lethbridge City	Gail Berkner
Lomond	Doug Logan
Nanton	Gordon Given
Picture Butte	Teresa Feist
Pincher Creek MD	Quentin Stevick
Raymond	Dustin Ralph
Stavelly	Howard Paulsen
Taber	Laura Ross-Giroux
Taber M.D.	Ben Elfring
Vulcan	Liz Hammond
Vulcan County	Marie Logan
Warner	Colette Glynn
County of Warner	Philip Jensen
Willow Creek MD	Earl Hemmaway
Kainai Board of Education	Linda Weasel Head
LPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Mensch
<b>Regrets</b>	
Barnwell	Marg McCulloch
Magrath	DeVar Dahl
Milk River	Donald Cody
Milo	Christopher Northcott
<b>Absent</b>	
Arrowwood	Janet Cockwill
Champion	Trevor Wagenvoort
Coaldale	Roger Hohm
Coutts	Tom Butler
Hill Spring	Jim Rowley
Lethbridge County	John Willms
Pincher Creek	Lorne Jackson
Stirling	Jonathan Bikman
Vauxhall	Christie Sorensen