



Chinook Arch Library Board Meeting
August 3rd, 2017
5:30 pm Dinner | 6:00 pm Meeting

Minutes

Attendance: List attached

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

1) Approval of Agenda

Small wording and date adjustment on Agenda Item 3a to read “Minutes of the April 3rd, 2017 Chinook Arch Board Meeting”

Motion: K. Davies moved approval of the agenda as corrected. D. Logan seconded.
CARRIED

2) Items for Consent Agenda

Motion: Q. Stevick moved to accept the items on the Consent Agenda. G. Given seconded. **CARRIED**

3) Items for Decision

a) Financial Statements

The Board reviewed the Financial Statements. The significant increase in our current cash balance can be attributed to the funding for our Building Project which has recently been deposited.

Motion: P. Jensen moved that the Financial Statements be accepted for information. C. Northcott seconded. **CARRIED**

b) Policy Reviews

i) Hours of Work and Overtime

Minor wording changes were made to improve clarity. References to “Associate Director” were removed as that position no longer exists within the organization.

Motion: Q. Stevick moved that the revised Hours of Work and Overtime policy be accepted. M. Logan seconded. **CARRIED**

ii) Working Alone

Minor wording changes were made to improve clarity.

Motion: G. Berkner moved that the revised Working Alone policy be accepted. T. Feist seconded. **CARRIED**

iii) Workplace Violence & Harassment

Language was added to address situations where the supervisor is the one harassing the employee. Protected Grounds under the harassment section were updated to match the Alberta Human Rights Act.

Motion: B. Elfring moved that the revised Workplace Violence & Harassment policy be accepted. L. Ross-Giroux seconded. **CARRIED**

iv) Materials Selection and Acquisition

Minor Wording changes were made to improve clarity.

Motion: T. Feist moved that the revised Materials Selection and Acquisition policy be accepted. D. Cody seconded. **CARRIED**

v) Information Technology Services

Minor wording and punctuation changes were made to improve clarity. "Purchasing services for computer hardware, software, and peripherals" was added to the list of services as that is a large part of current IT services. It was suggested that "Cloud Storage" to Networked Services.

Motion: B. Michel moved that the revised Information Technology Services policy be approved as amended. B. Elfring seconded. **CARRIED**

4) Chair's Report

H. Paulsen presented a report highlighting recent events and developments including Chinook Arch's 25th Anniversary event, progress on the Building Project, ID of Waterton is poised to join Chinook Arch, and the potential dissolution of The Alberta Library.

5) Management Report

A brief report was presented to the Board highlighting the following:

- Barnwell School library integration
- Employee recognition for 25 years of service for Yanet Grajeda, Gill Watkinson, and Rhonda Shearer
- Update on the Summer Reading Program
- Indigenous Materials Travelling Collection
- New Library Websites

6) Building Committee Update/Motion

The Building Committee is an ad hoc committee that was developed by the Board to oversee the initial functional program for the Building Project. The Building Committee is now seeking re-delegation to undergo the full building project

Motion: W. Kalkan moved to delegate the Building Committee to oversee the Building Project on behalf of the Board. K. Davies seconded. **CARRIED**

7) Nominations Committee

December is the Chinook Arch Board organizational meeting where a new Executive Committee will be elected. Interested parties are encouraged to contact a member of the Nominations Committee (Marie Logan, Lloyd Kearl, and DeVar Dahl).

8) Other Business

9) Next System Board meeting

Thursday, December 7th, 2017. Dinner at 5:30 PM, meeting to follow at 6:00 PM.

The location for this meeting may change to Lethbridge Public Library depending on the progress of the Building Project.

10) Adjourn

Motion: K. Davies moved that the meeting adjourn.

Signature: _____

Attendance at Chinook Arch Library Board Meeting, April 7th, 2017

Barnwell	Jane Johnson
Claresholm	Kathy Davies
Fort MacLeod	Michael Dyck
Glenwood	Barb Michel
Lethbridge City	Gail Berkner
Lethbridge County	John Willms
Lomond	Doug Logan
Milk River	Donald Cody
Milo	Christopher Northcott
Nanton	Gordon Given
Picture Butte	Teresa Feist
Pincher Creek MD	Quentin Stevick
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
LPL Resource Centre	Wendy Kalkan

Regrets

Barons	Ron Gorzitza
Carmangay	Sheila Smidt
Crowsnest Pass	Doreen Glavin
Granum	Zoriah Harrison
Raymond	Dustin Ralph
Stirling	Jonathan Bikman
Willow Creek MD	Earl Hemmaway
Ministerial Appointment	Vic Mensch

Absent

Arrowwood	Janet Cockwill
Cardston	David Edmonds
Cardston County	Lloyd Kearl
Champion	Trevor Wagenvoort
Coaldale	Roger Hohm
Coalhurst	Heather Caldwell
Coutts	Tom Butler
Hill Spring	Jim Rowley
Magrath	DeVar Dahl
Pincher Creek	Lorne Jackson
Vauxhall	Christie Sorensen
Kainai Board of Education	Linda Weasel Head

