



Chinook Arch Library Board Meeting
December 7th, 2017
5:30 pm Dinner | 6:00 pm Meeting

Minutes

Attendance: List attached

H. Paulsen called the meeting to order.

Those present introduced themselves. R. Hephper offered a brief orientation to Chinook Arch and the structure of library services in Alberta.

1) Approval of Agenda

Motion: K. Davies moved approval of the agenda as corrected. M. Sandberg 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.

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

b) Policy Reviews

i) Board Meetings

Outdated reference to the means of notification for calling special meetings was removed.

Motion: D. Dahl moved that the revised Board Meetings policy be accepted. J. Johnson seconded. **CARRIED**

ii) By-Laws

Throughout the needs assessment process, there have been some discussions about the connotations of the term “headquarters”; namely that it can imply hierarchy when Chinook Arch’s vision is one of support and collaboration. The term is therefore removed from the by-laws.

References to “Associate Director” were also removed as that position does not currently exist. Procedures for Acquiring a Membership Card were updated to remove specific reference to municipality since the Kainai Board of Education is a member, but not a municipality. Those procedures were also updated to include reference to the ME libraries program. Loan of Materials was updated to include reference to the fact that Chinook Arch may sometimes develop special collections (such as the Book Club Kits, professional collection, etc). In keeping with current staffing responsibilities, the Office Manager was designated the FOIP officer for Chinook Arch.

Motion: D. Dahl moved that the revised By-Laws be accepted. D. Logan seconded. **CARRIED**

iii) Annual Vacation

The policy was amended to allow for vacation installments to be taken in one-half days as required by new provincial legislation.

Motion: L. Kearl moved that the revised Annual Vacation policy be accepted. W. Kalkan seconded. **CARRIED**

iv) Employee Health and Safety

Background was removed, with some of the language being moved into the policy statement.

Motion: L. Kearl moved that the revised Employee Health and Safety policy be accepted. Q. Stevick seconded. **CARRIED**

v) Employee Leave

The policy was updated to be in line with new provincial legislation. New leave types were added.

Motion: L. Kearl moved that the revised Employee Leave policy be accepted. D. Barnes seconded. **CARRIED**

vi) Hours of Work and Overtime

The policy was updated to be in line with new provincial legislation.

Employees now have 6 months in which to use banked overtime, instead of 3 months under previous legislation.

B. Simpson enquired about whether the usage time frame for banked time in lieu ought to be changed to 6 months instead of 3 as well. R. Hephher noted that the banked time in lieu is clause is voluntary and therefore not affected by the incoming legislation.

Motion: L. Kearl moved that the revised Hours of Work and Overtime policy be accepted. K. Davies seconded. **CARRIED**

vii) Committees and Committee Mandates

The existing policy on Committee membership states that former board members and trustees of member library boards may be appointed to

Chinook Arch Library Board's standing committees. It has come to the attention of the Executive Committee that this provision is unconventional and may be a risk to the Chinook Arch Library Board. The policy was amended to allow former board members and interested member library trustees to sit on the Marketing/Communications Committee, as the M/C Committee does not deal with sensitive or confidential information.

Motion: D. Dahl moved that the revised Committee and Committee Mandate policy be accepted. D. Logan seconded. **CARRIED**

c) 2018 Revised Budget

The Board reviewed the 2018 Revised Budget. Line 27 Salaries and Benefits would be increased from 2017 to allow for the development a one year contract marketing position. K. Davies inquired about the budgeted drop in Line 25 Programs and Services. R. Hephher explained it was due to the renegotiation of Resources Sharing Agreement, which resulted in a lower overall cost.

Motion: L. Kearl moved approval of the 2018 Revised Budget. K. Davies seconded. **Carried**

d) Salary Grid Review

Chinook Arch uses a salary grid to provide structure and predictability to staff and the employer alike. Staff are placed on the grid according to the demands of the position, and, provided their on-the-job performance is deemed satisfactory, have the ability to move up a step on the grid, in recognition of the experience gained, and their ongoing commitment to the organization. Once the top level is reached, the staff member does not earn further increments. The Chinook Arch salary grid has nine levels, from entry-level clerical positions to the Associate Director position.

In 2017, the Board approved a 1% Cost of Living Allowance (COLA), in addition to slight correction to the grid, to close the increment gap between clerical/technical staff and management staff. This was slightly below the 1.3% to 1.4% average increase experienced by Alberta workers across all sectors.

The Committee was presented with comparative information. The proposed 2018 Salary Grid included a 2% Cost of Living Allowance for all staff. In addition, it included an additional change to the step increment for Levels 1-4. This would bring the step increment to 4.5% from 4.25%. The step increment for grid Levels 5-9 is 5%. The proposed grid is affordable and has been budgeted into the 2018 Budget. Q. Stevick enquired about staff turnover. R. Hephher noted it was low.

Motion: L. Kearl moved that the proposed revised salary grid, entailing a change of 0.25% to the increment for Levels 1-4, plus a 2% increase to the grid, be approved. G. Given seconded. **CARRIED**

e) Appointment of the Auditor

At its December meeting, the Chinook Arch Library Board typically appoints an auditor for the current fiscal year. Fiscal Year 2016 was the final year of our

multi-year agreement with Newman Solutions Inc., so during the summer, Chinook Arch staff prepared a Request for Proposals (RFP) that was distributed to several local accounting firms.

Three firms submitted proposals. After reviewing the proposals, staff interviewed the preferred candidate and checked with the references provided. As a result of this process, an agreement was signed with Burton and Co. Accounting of Lethbridge. The agreement will provide stable pricing for our audit for several years. Burton and Co.'s proposed fee is consistent with our audit fees over the past 5 years.

Motion: M. Logan moved Burton and Co. Chartered Accountants as auditors for the 2017 Fiscal Year. J. Harker seconded. **CARRIED**

4) Chair's Report

H. Paulsen presented a report highlighting recent events and developments including an update from the PLSB Nodes and Chairs meeting. Many stakeholders around the province are experiencing financial strain, in particular with sustaining the popular digital streaming service hoopla. B. Kennedy enquired about corporate sponsorships to maintain the service. Thus far, that avenue has not been explored. R. Hephher presented H. Paulsen with a gift acknowledging his years of service as Chair.

5) Elections

December's Board meeting is the annual Organizational Meeting. Per Chinook Arch policy, the Chairs of the Chinook Arch Standing committees are designated as the Nominating Committee for the annual elections. Nominations received thus far include:

- Chair – DeVar Dahl
- Treasurer – Lloyd Kearl
- Officers at Large – Gordon Given, Doug Logan, Vic Mensch, Quentin Stevick, Wendy Kalkan, Christopher Northcott

Vice Chair is currently held by Marie Logan and is not up for election this year. As Past-Chair, Howard Paulsen will remain an Officer at Large on the Executive Committee.

Elections for Chair were held. Further nominations for Chair were thrice called from the floor. No further nominations were made. H. Paulsen declared nominations cease. **D. Dahl was acclaimed as Chair.**

Elections for Treasurer were held. Further nominations for Treasurer were thrice called from the floor. No further nominations were made. H. Paulsen declared nominations cease and **L. Kearl was acclaimed Treasurer.**

Elections for Officers at Large were held. Further nominations for Officers at Large were called from the floor.

Nomination: M. Sandberg nominated K. Davies for Officer at Large. Further nominations were called twice. H. Paulsen declared nominations cease. Each candidate was given the floor to briefly speak to their qualifications and interest in the Executive Committee. Ballots were cast for Officers at Large. M. Logan, D. Dahl, and L. Kearl counted the ballots. G. Given, D. Logan, Q. Stevick, W. Kalkan, C. Northcott, and K. Davies were voted in as Officers at Large.

Motion: G. Given moved that the ballots be destroyed. M. Logan seconded. **Carried.**

- 6) Other Business
No other business.
- 7) Next System Board meeting
Thursday, April 5th, 2018. Dinner at 5:30 PM, meeting to follow at 6:00 PM. The location for this meeting may change to the ORRSC offices depending on the progress of the building project.
- 8) Adjourn
Motion: W. Kalkan moved that the meeting adjourn.

Signature: _____

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

Barnwell
Barons
Cardston
Cardston County
Carmangay
Claresholm
Coaldale
Coalhurst
Granum
Lethbridge County
Lomond
Magrath
Milk River
Milo
Nanton
Picture Butte
Pincher Creek
Pincher Creek MD
Raymond
Stavelly
Stirling
Vauxhall
Vulcan
Vulcan County
County of Warner
Willow Creek MD
LPL Resource Centre

Regrets

Crowsnest Pass
Taber M.D.
Warner
Ministerial Appointment

Absent

Arrowwood
Champion
Coutts
Fort MacLeod
Glenwood
Hill Spring
Lethbridge City
Taber
Kainai Board of Education

Jane Johnson
Ron Gorzitza
Dennis Barnes
Lloyd Kearn
JoAnne Juce
Kathy Davies
Briane Simpson
Heather Caldwell
Bernie Kennedy
Tory Campbell
Doug Logan
DeVar Dahl
Margaret McCanna
Christopher Northcott
Gordon Given
Teresa Feist
Mark Barber
Quentin Stevick
Joan Harker
Howard Paulsen
Rob Edwards
Kim Cawley
Liz Hammond
Marie Logan
Morgan Rockenbach
Maryanne Sandberg
Wendy Kalkan

Doreen Glavin
Tamara Miyanaga
Colette Glynn
Vic Mensch

Janet Cockwill
Trevor Wagenvoort
Tom Butler
Michael Dyck
Barb Michel
Jim Rowley
Gail Berkner
Carly Firth
Linda Weasel Head