



Chinook Arch Library Board Meeting
April 5th, 2018
5:30 pm Dinner | 6:00 pm Meeting

Minutes

Attendance: List attached

D. Dahl called the meeting to order.
Those present introduced themselves.

1) Approval of Agenda

Motion: M. Sandberg moved approval of the agenda. H. Caldwell seconded.
CARRIED

2) Items for Consent Agenda

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

3) Items for Decision

a) 2017 Audited Financial Statements

L. Kearl presented the 2017 audited financial statements. Nicole Barnett of Burton & Co. was on hand to answer questions. H. Caldwell enquired about technology projects and reserves. R. Hepher explained that all the projects were pre-approved by the Board, and that in fact the technology project in 2017 was funded primarily from the operating surplus, with only a small amount coming from reserves. D. Barnes enquired about the benefit libraries receive from purchasing materials through Chinook Arch. R. Hepher explained that Chinook Arch is able to receive bulk order discounts of around 40% and Chinook Arch also handles the cataloguing and processing of materials, freeing up time for library managers to attend to more pertinent operational tasks.

Motion: L. Kearl moved that the 2017 Audited Financial Statements be approved by the Board. H. Paulsen seconded. **CARRIED**

b) 2018 Budget Actual Review

The Committee reviewed the 2018 Budget Actual. R. Edwards enquired about the variance between 2017 and 2018 budgeted amount for Salaries and Benefits. R. Hepher explained that 2017 was an anomalous year as some staff were on

leave. H. Caldwell asked whether or not the grant money set aside for the building project had an expiry. R. Hepher noted the expiry was the end of 2019 but the Building Project is well under way, so it should not be a concern.

Motion: L. Kearl moved that the 2018 Budget Actual be received for information. D. Logan seconded. **CARRIED**

c) 2018 Capital Budget Review

In order to keep the Chinook Arch facility and services up to date and in good repair, it is necessary to periodically replace or upgrade vehicles and equipment. Such projects are often identified as being funded by reserves, though in reality over the past several years, the operating equity at the end of the year was sufficient to fund the projects that were undertaken, so reserves have not needed to be drawn upon.

There are no building repairs or upgrades this year, due to the building renovation project, which is funded via a provincial grant. Likewise, delivery vehicles do not need to be replaced this year as a new van just went into rotation. Requested upgrades are therefore all technology-related, and involve upgrades and configuration changes that allow Chinook Arch to take advantage of changes to software licensing models, and to accommodate the additional load on servers and storage that will result from integrating Lethbridge Public Library's services into Chinook Arch's environment. Three technology projects were identified: Server upgrades (\$69,000), Storage upgrade – Lenovo network-attached storage 24Tb (\$34,000), and Server Room Sensor Suite (\$2,200) for a total of \$105,200. It was proposed that these projects be funded by the Technology Reserve. At year-end 2017, there was \$304,487 in the Technology Reserve.

Motion: L. Kearl moved that the proposed Capital/Project Budget be approved by the Board. V. Mensch seconded. **CARRIED**

d) Annual Report Approval

i) Chinook Arch Annual Report

Chinook Arch must submit an annual report to the Public Library Services Branch. The Board reviewed the completed report.

ii) Kainai & Wrentham

The Chinook Arch Library Board is the Board of record for Kainai and Wrentham libraries. As such, Chinook Arch must submit their annual reports to the Public Library Services Branch. The Board reviewed the completed reports.

Motion: M. Sandberg moved that the Chinook Arch, Kainai & Wrentham Annual Reports be approved by the Board. M. Logan seconded. **CARRIED**

4) Items for Discussion

a) 2019-2022 Plan of Service & Budget Update

Chinook Arch spent the latter part of 2017 gathering information from stakeholders, and has put together a list of service priorities for the 2019 -2022 Plan of Service. The specific needs of the smallest libraries, medium-sized libraries, and Lethbridge Public Library were considered separately as the draft plan was developed.

The needs assessment revealed a broad range of needs across the System, including:

- Marketing and Advocacy
- Collection Development
- Programming
- Technology
- Governance
- Human Resources
- Library Facilities

A common thread that runs through all seven themes is that member libraries would like to do a lot more for their communities, but are hampered by limited resources. In order to remain a relevant and valuable service to members, Chinook Arch will need to reposition itself as a much more responsive and highly-involved partner in the delivery of library services. The Finance and Personnel Committee discussed budget pressures identified during the early stages of budget preparation. The Committee recommended that annual member levy increases be kept as low as possible, without compromising services to members. It was felt that annual increases in the 2% - 2.5% range might be acceptable to member municipalities. Staff will use this information to proceed with budget development. The final draft 2019 – 2022 Budget will be reviewed by the Finance and Personnel Committee in June 2018. R. Edwards, Q. Stevick, and D. Barnes echoed concerns about asking for too much of a levy increase.

5) Chair's Report

D. Dahl noted his attendance at the 9th Annual Southern Alberta Library Conference. He congratulated the READ Award winners and emphasized the value of books and libraries in their communities.

6) Management Report

R. Hepher presented a brief update on the Building Project. A Request for Prequalifying is currently open. Design revisions are ongoing to ensure costs are kept down. Once complete, the design will go through a second round of consulting. Development permits will be applied for shortly. Construction tender is expected to go out mid to late May, with construction expected to begin early to mid June. The estimated construction timeline is 6 months.

Chinook Arch also currently has several open grant applications to enhance services to member libraries.

R. Hepher will also be continuing to visit member councils throughout the spring.

7) Other Business

No other business.

8) Next System Board meeting

Thursday, August 2nd, 2018. Dinner at 5:30 PM, meeting to follow at 6:00 PM. The location for this meeting will be held at the Oldman River Regional Services Commission building in light of the anticipated Building Project construction.

9) Adjourn

Motion: R. Gorzitza moved that the meeting adjourn.

Signature: _____

Attendance at Chinook Arch Library Board Meeting, April 5, 2018

Barons	Ron Gorzitza
Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Coaldale	Briane Simpson
Coalhurst	Heather Caldwell
Fort MacLeod	Jim Monteith
Granum	Arlette Heck
Hill Spring	Sue French
Lomond	Marie Logan
Magrath	DeVar Dahl
Milk River	Margaret McCanna
Nanton	Gordon Given
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek MD	Quentin Stevick
Stavelly	Howard Paulsen
Stirling	Rob Edwards
Taber	Carly Firth
Taber M.D.	Tamara Miyanaga
Vauxhall	Kim Cawley
Vulcan County	Doug Logan
Warner	Colette Glynn
County of Warner	Morgan Rockenbach
Willow Creek MD	Maryanne Sandberg
Kainai Board of Education	Linda Weasel Head
LPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Mensch
Regrets	
Claresholm	Kathy Davies
Crowsnest Pass	Doreen Glavin
Glenwood	David Rolfson
Lethbridge County	Tory Campbell
Raymond	Joan Harker
Vulcan	Liz Hammond
Absent	
Arrowwood	Janet Cockwill
Barnwell	Jane Johnson
Champion	Trevor Wagenvoort
Coutts	Tom Butler
Lethbridge City	Gail Berkner
Milo	Christopher Northcott