

**Chinook Arch Library Board Meeting
April 4, 2019**



**Dinner 5:30
Meeting 6:00pm**

Minutes

Attendance: List attached

- 1) DeVar Dahl welcomed the board members and called the meeting to order at 6:02 PM
- 2) Approval of the Agenda
Motion: Maryanne Sandberg moved approval of the agenda. Vic Mensch seconded. **CARRIED**
- 3) Consent Agenda:
 - a) Minutes of the December 13, 2018 Board Meeting
 - b) Finance and Personnel Committee Report
 - c) Planning and Facilities Committee Report
 - d) Marketing/Communications Committee Report**Motion:** Howard Paulsen moved to accept the items on the Consent Agenda as distributed. Wendy Kalkan seconded. **CARRIED**
- 4) Items for Decision:
 - a. 2018 Audited Financial Statements (N. Barnett, Burton and Co. Accounting).
Nicole Barnett presented the Independent Auditor's Report and finds the 2018 Audited Financial Statements to present fairly and that they are correct. Nicole gave further explanations on the following Statements:
Statement of Financial Position – the decrease in restricted cash balance is due to the renovation costs, deferred income was used for the renovations
Statement of Operations – fairly consistent from year to year
Motion: Quentin Stevick moved that the 2018 Audited Financial Statements be approved by the Board. Heather Woodruff seconded. **CARRIED**
 - b. 2019 Financial Statements – Review

Lloyd Kearl explained the loss of the ILL grant from PLSB, as well as staffing changes and staffing grants received. Lloyd approves of the 2019 Financial Statements.

Motion: Gordon Given moved that the 2019 Financial Statements be accepted for information. Maryanne Sandberg seconded.

CARRIED

c. 2019 Capital/Project Budget

Lloyd Kearl explained the various estimated costs, and proposed grant to offset the cost of vehicle purchases. Robin Hepher explained the VoIP phone system upgrade and the significant advantages of it for our system, and further explained the Book Locker automated system for Waterton ID.

Motion: Lloyd Kearl moved that the 2019 Capital/Project Budget be approved by the Board. Margaret McCanna seconded.

CARRIED

d. Policy Review:

- i. Finance and Personnel Committee Timeline/Work Plan (L. Kearl)

Motion: Lloyd Kearl moved that the Finance and Personnel Committee Timeline/Work Plan be approved by the Board. Vic Mensch seconded. **CARRIED**

- ii. Marketing Committee Timeline/Work Plan (M. Logan)
Marie Logan explained the reason for deleting the ALC theme from the Timeline.

Motion: Marie Logan moved that the revised Marketing/Communications Timeline and Work Plan be approved by the Board. Howard Paulsen seconded.

CARRIED

- iii. Planning and Facilities Timeline/Work Plan (K. Davies)

Motion: Kathy Davies moved that the Planning and Facilities Committee Timeline/Work Plan be approved by the Board. Tamara Miyanaga seconded. **CARRIED**

- iv. Belief Statement (K. Davies)

The policy has been renamed “Value Statement” instead of “Belief Statement” and the reference to the CFLA Statement on Intellectual Freedom has been updated.

Motion: Kathie Davies moved that the revised Belief Statement be approved and that it be retitled to “Value Statement”. Morgan Rockenbach seconded. **CARRIED**

- v. Committees and Committee Mandates (K. Davies)

Robin Hepher advised of the discussion on quorums at the PLSB Nodes meeting in regards to the Board’s standing

committees. It is recommended that the Executive Committee adopt a quorum that is a majority of members.

Motion: Kathy Davies moved that the revised Committees and Committee Mandates be approved by the Board.

Arlette Heck seconded. **CARRIED**

vi. Meeting Quorum (Board Meetings Policy)

Robin Hepher explained the recommendation to raise the quorum to 14 from 11.

Motion: Howard Paulsen moved that the revised Board Meetings Policy be approved by the Board. Liz Hammond seconded. **CARRIED**

e. Annual Reports (Chinook Arch, Kainai Public Library, Wrentham Library)

Robin Hepher explained the requirement to file annual reports for Kainai and Wrentham, as well as for Chinook Arch.

Motion: Morgan Rockenbach moved that the Chinook Arch, Kainai Public Library, and Wrentham Library Annual Reports be approved by the Board. Kathy Davies seconded. **CARRIED**

f. Ministerial Appointment

Robin Hepher explained there is a provision in the Library Act for the minister to appoint a representative to library boards and the history of this with Chinook Arch. This provision is usually used when a System board is very small, or requires some specific expertise. Neither of these conditions currently apply to the Chinook Arch board.

Motion: Quentin Stevick moved that the Chinook Arch Library Board not pursue the reappointment of a Ministerial Appointee after the expiry of the current Appointee's term in April 2021
David Rolfson seconded. **CARRIED**

g. Board Room Dedication

Robin explained Donna Dietrich's commitment to the inception of Chinook Arch and her role as the founding Chair of the Chinook Arch Library Board. The Executive Committee recommends dedicating the board room in her honour.

Motion: Mark Barber moved that the Board dedicate, subject to the Dietrich family's approval, the new board room to Donna Dietrich, in recognition of her commitment to the Chinook Arch Regional Library System. Seconded by Heather Woodruff.

CARRIED

5) Items for Discussion:

i. Board/Staff Function

Robin Hepher explained the Marketing/Communications Committee's desire for the Board and Staff to interact at a

joint function and asked for the Board's input. Much discussion determined that perhaps this year the Grand Opening would suffice.

ii. Friends of Chinook Arch Casino (M. Logan)

Marie Logan asked for volunteers for the upcoming casino for the Friends of Chinook Arch Library Society and handed out the volunteer forms. Casino dates are August 5 and 6, 2019.

iii. Building Project Update (verbal)

Robin Hepher advised the renovation is getting close to completion. The final deficiencies walk through is to be done in May, project is potentially under budget at this time, and there will hopefully be a return of funds to our reserve funds.

6) Chair's Report (verbal) (D. Dahl)

DeVar Dahl expressed his joy of working with the board and shared a lovely poem

7) Other Business -

Lloyd Kearl suggested a change of date to the next Board Meeting.

Motion: Howard Paulsen motioned to keep the same date, Quentin seconded. **CARRIED**

8) Next System Board Meeting: Thursday, August 1, 2019

9) Adjournment

Motion: Vic Mensch moved that the meeting be adjourned.

Attendance at Chinook Arch Library Board Meeting, April 4, 2019

Jurisdiction

Arrowwood
Barnwell
Barons
Cardston
Cardston County
Carmangay
Claresholm
Coaldale
Fort Macleod
Glenwood
Granum
Lethbridge (City)
Lethbridge County
Lomond
Magrath
Milk River
Nanton
Picture Butte
Pincher Creek
Pincher Creek M.D.
Stavely
Taber M.D.
Vulcan
Warner County
Willow Creek M.D.
LPL Resource Centre
Ministerial Appointment

Attendees

Wendy Williams
Jane Johnson
Ron Gorzitza
Dennis Barnes
Lloyd Kearn
Joanne Juce
Kathy Davies
Briane Simpson
Jim Monteith
David Rolfson
Arlette Heck
Heather Woodruff
Tory Campbell
Marie Logan
DeVar Dahl
Margaret McCanna
Gordon Given
Teresa Feist
Mark Baber
Quentin Stevick
Howard Paulsen
Tamara Miyanaga
Liz Hammond
Morgan Rockenbach
Maryanne Sandberg
Wendy Kalkan
Vic Mensch

Jurisdiction

Coalhurst
Crowsnest Pass
Taber
Vauxhall
ID of Waterton

Regrets

Heather Caldwell
Doreen Glavin
Carly Firth
Kim Cawley
Lesley Little

Jurisdiction

Champion
Coutts
Hill Spring
Milo
Raymond
Stirling
Vulcan County
Warner (Village)
Kainai Board of Education

Absent

Trevor Wagenvoort
Marvin Bohne
Suzanne French
Christopher Northcott
Joan Harker
Rob Edwards
Doug Logan
Colette Glynn
Linda Weasel Head