

**Chinook Arch Library Board
Regular Meeting
April 2, 2020**

Minutes*

***Note that, due to social distancing guidelines during the COVID-19 pandemic, no in-person meeting was held for the April 2, 2020 Board meeting. Instead, trustees were sent the meeting package in advance and asked to place their vote online, where they could also ask questions and suggest amendments to the motion. 31 members cast votes online (however, three of these did not identify themselves). A list of trustees who voted online is appended to these minutes.**

In addition, an online question/answer session was held using Zoom during the date/time of the originally-scheduled meeting. Ten trustees and 2 staff attended this meeting.

- 1) Approval of Agenda**
Motion: M. Sandberg moved approval of the agenda as presented.
Seconded by S. Baker. *Carried*
- 2) Consent Agenda:**
Motion: T. Miyanaga moved approval of the Consent Agenda as presented.
Seconded by D. Barnes. *Carried*
- 3) Items for Decision:**
 - a. 2020 Financial Statements – Review
As it is relatively early in the year, the 2020 year end forecasts are more or less in line with budgeted amounts; the one exception being adjustments made to reflect the fact that, due to COVID-19, attendance at conferences for the board and staff will be greatly reduced in 2020. Therefore, there is currently a fairly significant surplus being forecast for the end of the year. The Statement of Financial Position shows Chinook Arch in a strong position in terms of cash and assets. There are still about \$118,000 in leftover funds from the renovation project. It is expected that these funds will be moved into reserve once the final building report is submitted and approved by the Public Library Services Branch.

Motion: C. Northcott moved that the 2020 Financial Statements be received for information. L. Mayne seconded. *Carried*

b. Audited Financial Statements – Approval

Chinook Arch has received a clean opinion from its auditors, Insight LLP. The 2019 Audited Financial Statements show a \$14,775 deficit from operations in 2019, though end-of-year transfers from reserves to fund technology projects and member library book purchasing during the year ultimately resulted in a surplus of \$55,567, which was moved into the Operating Reserve, per instructions from the Finance/Personnel Committee.

Motion: M. Barber moved approval of the 2019 Audited Financial Statements. Seconded by S. Baker. *Carried*

c. Policy Review:

- i. Finance and Personnel Committee Timeline and Work Plan
 - ii. Planning and Facilities Committee Timeline and Work Plan
 - iii. Marketing/Communications Timeline and Work Plan
- Each Standing Committee of the Board has an Timeline and Work Plan that guides their activities over the course of the year. By policy, these are reviewed and approved by the Board annually.

Motion: M. Sandberg moved approval of the Timeline and Work Plan for the Board's three Standing Committees. W. Kalkan Seconded. *Carried*

d. Annual Reports – Approval

- i. Chinook Arch Library Board
- ii. Wrentham Library
- iii. Kainai Public Library
- iv. Indigenous Services Grant Report

The Public Library Services Branch of Alberta Municipal Affairs requires that every library board submit an annual report, using a form that that they provide. The Chinook Arch Library Board is also the board of record for the outlet libraries at Kainai and Wrentham, so it also approves those reports. In addition, because Chinook Arch receives funds to extend services to residents of Piikani, there is a report that is required there as well. M.

Rockenbach mentioned that the library in Wrentham has changed its name to the Sylvia Hirsche Memorial Library. Staff will investigate if the name can be changed on the annual survey form.

Motion: D. Barnes moved that the Annual Reports for the Chinook Arch Library Board, Wrentham Library, Kainai Library, and the Indigenous Services Grant Report be approved. Seconded by T.

4) Items for Information

a. Chinook Arch – COVID-19 Response

As a result of an order from Alberta's Chief Medical Officer of Health, all public recreational facilities have been closed in an attempt to slow the spread of the virus that causes COVID-19, effective March 17, 2020. Public libraries were included in this order. Chinook Arch is operating with reduced hours and most staff working from home. The Chinook Arch IT team was able to ensure that staff have remote access to files and other information necessary to doing their jobs.

- The priority of management has been to ensure the health and safety of Chinook Arch staff members and their families.
- Even though Chinook Arch is still operational, there has been a reduction in service. These services are suspended until further notice, but probably at least until the end of April:
 - a. In-library programming (Digital Literacy Exchange Program, Seniors and Intergenerational Program)
 - b. Library Managers' meetings and other committee meetings
 - c. On-site consulting visits and training, including IT support
 - d. Interlibrary loans (suspended province-wide)
 - e. Cataloguing and processing of new library materials
 - f. Delivery
 - g. Staff and board attendance at conferences and off-site training.
 - h. Chinook Arch Board and Committee meetings have been moved online
- Ongoing Services
 - a. Support of library staff and patrons accessing online services
 - b. On-call IT support
 - c. Ordering of new materials
 - d. Administration and accounts payable, etc.
 - e. Reports and statistics, as needed
 - f. Summer Reading Program planning (in collaboration with other libraries in Alberta)
 - g. Impact on Digital Services
 - h. Like many libraries across Alberta, Chinook Arch is experiencing a significant uptick in the number of items being downloaded/streamed. OverDrive, one of our best-used online services, saw daily checkouts increase from approx. 400 at the start of the month to between 700 and

800 after the libraries were closed. Likewise, TumbleBooks (online ebooks for children) saw views increase from 358 in January to over 700 in March.

- i. In January, Chinook Arch (with the support of Lethbridge Public Library) made it possible to register for a library card online. Weekly registrations have increased from an average of 25 to 167 in the week of March 15 – 21. Online registration allows patrons immediate access to the System's digital resources (OverDrive, hoopla, etc.). Approximately 66% of registrants are Lethbridge patrons, while 33% are from around the region.
 - Given the increased demand, staff may consider redirecting professional development funds to online materials to help reduce wait times for items.

5) Other Business

There was no other business.

6) Next Meeting: August 6, 2020

7) Adjournment

W. Kalkan moved adjournment. D. Logan seconded. *Carried*

Attendees (Trustees who cast votes online and/or attended the Zoom session)

Sandra Baker (Pincher Creek MD)
Mark Barber (Town of Pincher Creek)
Dennis Barnes (Town of Cardston)
DeVar Dahl (Town of Magrath)
Teresa Feist (Town of Picture Butte)
Carly Firth (Town of Taber)
Doreen Glavin (Municipality of Crowsnest Pass)
Tony Hamlyn (Town of Claresholm)
Liz Hammond (Town of Vulcan)
Joan Harker (Town of Raymond)
Jane Johnson (Village of Barnwell)
JoAnne Juce (Village of Carmangay)
Wendy Kalkan (LPL Resource Centre)
Lloyd Kearl (Cardston County)
Lesley Little (ID#4 Waterton)
Doug Logan (Vulcan County)
Marie Logan (Village of Lomond)
Lise Mayne (Town of Nanton)
Margaret McCanna (Town of Milk River)
Vic Mensch (Ministerial Appointment)
Tamara Miyanaga (MD Taber)
Jim Monteith (Town of Fort Macleod)
Christopher Northcott (Village of Milo)
Morgan Rockenbach (Warner County)
Maryanne Sandberg (MD Willow Creek)
Briane Simpson (Town of Coaldale)
Linda Weasel Head (Kainai Board of Education)
Wendy Williams (Village of Arrowwood)
Heather Woodruff (City of Lethbridge)

Staff:

Robin Hepher, CEO
Lisa Weekes, Manager of Partnerships and Community Development