

**Chinook Arch Library Board
Regular Board Meeting
August 6, 2020, 6pm**



(via Zoom)

Minutes

1) Approval of Agenda

Motion: T. Feist moved approval of the agenda as presented. Seconded by B. Simpson. *Carried*

2) Consent Agenda:

Motion: M. Sandberg moved approval of the Consent Agenda as presented. Seconded by Q. Stevick. *Carried*

3) Items for Decision:

a. 2020 Financial Statements – Review

The current year-end forecast is for a \$34,437 operating surplus; this is due to COVID-19-related decreased expenses in the Shipping and Delivery, Training and Development, and Board Expenses lines. Other variances in the Local Contributions, Rural Municipal Services Fees, Grants, Materials and Collections, and Programs and Services lines are due to the formation of the Willow Creek MD Library Board.

B. Simpson asked if municipal system membership fees will be increasing, in light of provincial budget cuts in other areas. Chinook Arch is in year two of a four year budget cycle, which does include yearly increases to system membership fees, and was approved by member municipalities in 2019. The Finance and Personnel Committee will continue to monitor the financial situation faced by member municipalities moving forward and how this may impact system revenues.

Motion: L. Kearl moved that the 2020 Financial Statements be received for information. T. Wagenvoort seconded. *Carried*

b. Policy Review:

i. Employee Health and Safety

Under the direction of the Corporate Services Manager, Chinook Arch operates an Occupational Health and Safety Committee that meets regularly to identify, evaluate, and mitigate workplace hazards, and to proactively provide health and safety information to staff.

The only proposed change is to add the basics rights of employees as it relates to occupational health and safety in Alberta. This language is taken from the Government of Alberta OHS website.

Motion: M. Barber moved approval of the revised Employee Health and Safety policy. M. Logan seconded.

Carried

ii. Board Meetings

In light of the COVID-19 pandemic, it has become obvious that the Chinook Arch Library Board policy manual contains very little guidance on how it conduct business in the event of a major disaster or disruption. While the core policy has not changed, it is proposed that a clause be added to the Guidelines that allows for the Board to meet remotely. It is suggested that the wording remain fairly general so that staff, in consultation with the Executive Committee, have some latitude to choose the solution that best meets the Board's needs for that particular meeting.

The Board discussed the general term "extenuating circumstances" and how it could be interpreted or applied for reasons other than emergencies (financial, environmental, etc).

Some board members expressed the desire for remote attendance to always be an option for Chinook Arch Board and Committee meetings, for those who are unable to attend in person. R. Hephher suggested that additional technology would likely be required to facilitate meetings with both in-person and remote attendance; Chinook Arch IT will investigate technology options and bring them to the Planning and Facilities Committee. The Committee will revisit the policy at that time, should new technology dictate further revisions.

Motion: W. Kalkan moved approval of the revised Board Meetings policy. M. Logan seconded. *Carried*

iii. By-Laws

Only two changes are proposed at this time: add Article 2.1.2 to recognize that eligible residents can now apply for a borrowing card online, and change the FOIP Officer's job title from "Office Manager" to "Corporate Services Manager."

Motion: W. Kalkan moved approval of the revised By-Laws. M. Rockenbach seconded. *Carried*

4) Items for Discussion

a. COVID-19 Update

Stage 2 of the Government's relaunch plan started Friday, June 12, meaning that libraries were permitted to open to the public, with restrictions. The Public Library Services Branch has provided some documentation to help library board decide how and when to reopen. As of this writing, 17 member libraries are open to the public (with restrictions) or are planning to open soon. A further 11 libraries are offering curbside services. As libraries reopen, Chinook Arch is also ramping up its services, as follows:

Bibliographic Services

On May 14, select Bib Services staff were allowed back into the building on a part-time basis. Barriers were set up around the building to maintain separation between staff members. Staff are working staggered days or week on/week off to minimize staff interaction – especially in open areas. Returning staff were required to sign an attestation stating that they understand the requirements of returning to work, and the importance of maintaining hygienic practices, etc. To minimize the risk of infection, staff were assigned individual restrooms and common areas in the building (staff lounge, kitchen) were closed and marked "Off Limits." Staff must bring their own food, refreshments, etc. from home. Chinook Arch was able to source Personal Protective Equipment (PPE) that it has made available to staff. As volumes increase, staff hours in the building are being gradually increased as well.

Our library vendors, most of which had suspended shipments to us, have once again started sending material. A plan has been developed to ensure that materials entering Chinook Arch are quarantined for the period recommended by the Government of Alberta (72 hours).

Delivery Services

On May 27, limited delivery van services began. Considerable work has gone into rejigging the delivery service in consideration of the health and safety concerns of the drivers. Restarting delivery ensured that the patrons of those libraries have access to their home library's holdings, and that any new items will be promptly available to patrons. On June 15, holds were turned on for all libraries that are either opening or offering curbside service, marking the re-launch of resource sharing within the Chinook Arch region.

Programming

Staff have moved quickly to adapt to the new reality, and thanks to their nimbleness and innovation, Chinook Arch was able to maintain its grant funding by shifting both the focus of the programs and the delivery method. Thus, both the Seniors and Intergenerational Program and Digital Literary Exchange Program will proceed. The program delivery team is in the process of re-configuring those program to make them available online. They have also created “activity packs” that libraries can offer to patrons that have limited access to the internet and/or limited technology skills.

In moving forward with the re-launch of our services, the following factors remain critical:

- The health and safety of Chinook Arch and member library staff
 - Identification and mitigation of potential hazards
 - Availability of personal protecting equipment (PPE)
 - Open communication and responsiveness to identified concerns
 - Prioritizing alternative work arrangements to minimize personal interaction at the Chinook Arch facility
- The capacity of member libraries to receive Chinook Arch services
- Communication with members and other stakeholders
- A nimble approach to implementing services
- Continuous evaluation and re-evaluation of our re-launch strategy based on scientific evidence, government guidelines, and the overall progress of the COVID-19 pandemic.
- Discussion with the Public Library Services Branch and other Alberta libraries on best practices.

b. Building Update

The building project is completed, and the final report accounting for the grant expenditures will be sent to the Government of Alberta shortly.

5) Other Business

R. Hepher reported that Chinook Arch hired a Summer Reading Program coordinator, Sheridan Mustard, who has developed programming materials and online content for children and adults. The adult program especially has

been very popular. The position was subsidized by a grant from Canada Summer Jobs.

The book locker that was to be installed in Waterton this spring was delayed by COVID-19; manufacturing and shipping were both postponed, but the locker is expected to arrive and be installed in the Visitor Services Centre this fall.

The Government of Alberta elected to have public libraries act as mask distribution centres, as part of the province's COVID-19 response. Chinook Arch received over 16,000 masks for our member libraries, but they were not assembled into packages, so Chinook Arch staff have been working to prepare the packages and send them to libraries via delivery. Some member libraries have contacted Chinook Arch to say they are not interested in acting as a mask distribution centre, so the allotment of masks for those libraries will be split among remaining participating libraries.

6) Next Meeting: Thursday, December 3, 2020

7) Adjournment

D. Dahl declared the meeting adjourned. *Carried*

Signature: _____

Attendees

Mark Barber (Town of Pincher Creek)
Dennis Barnes (Town of Cardston)
Tory Campbell (Lethbridge County)
DeVar Dahl, Chair (Town of Magrath)
Rob Edwards (Village of Stirling)
Teresa Feist (Town of Picture Butte)
Carly Firth (Town of Taber)
Doreen Glavin (Municipality of Crowsnest Pass)
Tony Hamlyn (Town of Claresholm)
Wendy Kalkan (LPL Resource Centre)
Lloyd Kearl, Treasurer (Cardston County)
Doug Logan (Vulcan County)
Marie Logan, Vice Chair (Village of Lomond)
Lise Mayne (Town of Nanton)
Margaret McCanna (Town of Milk River)
Tamara Miyanaga (Taber MD)
Morgan Rockenbach (Warner County)
Maryanne Sandberg (Willow Creek MD)
Briane Simpson (Town of Coaldale)
Quentin Stevick (Pincher Creek MD)
Trevor Wagenvoort (Village of Champion)

Regrets

Ron Gorzitza (Village of Barons)
Liz Hammond (Town of Vulcan)
Lesley Little (ID #4 Waterton)
Jim Montieth (Town of Fort Macleod)
David Rolfson (Village of Glenwood)
Heather Woodruff (City of Lethbridge)

Absent

Marvin Boehne (Village of Coutts)
Kim Cawley (Town of Vauxhall)
Heather Caldwell (Town of Coalhurst)
Suzanne French (Village of Hill Spring)
Colette Glynn (Village of Warner)
Joan Harker (Town of Raymond)
Jane Johnson (Village of Barnwell)
JoAnne Juce (Village of Carmangay)
Vic Mensch (Ministerial Appointment)
Christopher Northcott (Village of Milo)
Brydon Saunders (Town of Stavely)
Linda Weasel Head (Kainai Board of Education)

Wendy Williams (Village of Arrowwood)

Staff:

Robin Hepher, CEO

Jane Edmundson, Member Support Librarian