

**Chinook Arch Library Board Meeting**  
**August 2<sup>nd</sup>, 2018**  
**5:30 pm Dinner | 6:00 pm Meeting**



**Meeting**

Attendance: List attached

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

1) Approval of Agenda

**Motion:** M. Rockenbach moved approval of the agenda. W. Kalkan seconded. **CARRIED**

2) Items for Consent Agenda

**Motion:** M. Sandberg moved to accept the Consent Agenda as presented. M. Logan seconded.  
**CARRIED**

3) Items for Decision

a) Financial Statements

The Board reviewed the Financial Statements

**Motion:** D. Logan moved to receive the Financial Statements for Information. H. Caldwell seconded. **CARRIED**

b) 2019 – 2022 Draft Plan of Service

R. Hepher presented the draft 2019 – 2022 Plan of Service. Like all Alberta public libraries, Chinook Arch is required to develop and submit a Plan of Service to the Public Library Services Branch. The Plan of Service is informed by a needs assessment process. Chinook Arch spent the much of the last year gathering information from stakeholders, and put together a list of service priorities for the 2019 – 2022 Plan of Service, which was presented to the Board. The consultation process revealed a broad range of needs across the System, which were grouped into six broad categories, or themes:

- Marketing and Advocacy
- Collection Development
- Programming
- Technology
- Administrative Support (Board development and Human Resources)
- System Completion

A common thread that runs through all themes is that our member libraries would like to do a lot more for their communities, but are hampered by limited resources: many of them simply do not have the time, money, expertise, and/or space to offer the kinds of services that they envision. The Value Proposition Canvas has shown us that, in order to remain a relevant and valuable service to our members, Chinook Arch will need to reposition itself as a much more responsive and highly-involved partner in the delivery of library services.

**Motion:** M. Sandberg moved that the 2019 – 2022 Plan of Service be approved. T. Miyanaga seconded. **CARRIED**

c) 2019 – 2022 Draft Budget

In accordance with the “Management of System Funds” policy, Chinook Arch staff draft a multi-year budget that is reviewed first by the Finance Committee, and then by Executive, for referral to the Board for approval. If the proposed budget is approved, a memorandum outlining the proposed System levy is sent to all member councils. Councils are asked to pass a motion on the budget, and to send a copy of the motion to Chinook Arch. In order for a change in System levy to take effect, 2/3 of councils representing 2/3 of the population must approve the proposed levy schedule.

The draft budget is designed to place adequate resources where required to meet the demands of the draft 2019-2022 Plan of Service while sticking as closely as possible to the Finance & Personnel Committee’s recommendation that any levy increases be kept to roughly 2% if possible.

**Motion:** Q. Stevick moved that the proposed 2019 – 2022 Budget be approved. G. Gordon seconded. **CARRIED**

d) Policy Review

i) Borrowing Policy

Reference to the Alberta Municipal Finance Corporation was removed, as that organization is defunct and has been replaced by the Alberta Capital Finance Authority. However, Chinook Arch would not be eligible to borrow funds from the Alberta Capital Finance Authority. As stated in the Libraries Act, the only way to borrow capital funds would be via debenture through a municipality.

**Motion:** M. Rockenbach moved that the Board approve the revised Borrowing Policy. D. Glavin seconded. **CARRIED**

ii) Capital Assets

This policy governs how capital assets are acquired, amortized, and disposed of. Wording was added to specify which accounting standards are used to determine how capital assets are amortized.

**Motion:** A. Heck moved that the Board approve the revised Capital Assets policy. L. Kearl seconded. **CARRIED**

iii) Rules of Order

Chinook Arch has always used the Standard Code of Parliamentary Procedure for its parliamentary authority. The most recent edition has seen a change of authorship. The policy has been updated to reflect this.

**Motion:** H. Paulsen moved that the Board approve revised Rules of Order policy. M. Barber seconded. **CARRIED**

iv) Direct Loans

This policy is required under the Libraries Regulation, even though it doesn’t necessarily make sense in the context of a library system. It outlines the terms under which Chinook Arch will make available its collections. In keeping with recent practice, the term “Headquarters” is removed, and replaced with “Chinook Arch” or “the System” where appropriate. Redundant wording was removed. Unnecessarily specific detail was removed from the guidelines.

**Motion:** H. Paulsen moved that the Board approve revised Direct Loans policy. M. Barber seconded. **CARRIED**

4) Items for Information

a) Building Project Update

The construction contract was awarded to Ward Brothers Construction. Construction is slated to begin August 13 and end in February 2019. Construction will be completed in three phases to ensure that Chinook Arch is able to remain in operation throughout construction.

b) Chinook Arch Rebranding

The Chinook Arch Marketing and Communications Committee is working with Three Legged Dog to undergo a rebranding. Three Legged Dog presented 6 preliminary concepts. The Marketing Committee is working with the designer to fine tune the concepts which will be brought to the Board at a later meeting.

c) Chair's Report

D. Dahl encouraged board members to advocate on behalf of Chinook Arch within their respective communities, but also cautioned against burn out.

5) Other Business

H. Caldwell inquired about Chinook Arch's representative to the Alberta Library Trustees Association representative. It is currently Vic Mensch, with Doug Logan as alternate.

6) Next **System Board** meeting: Thursday, December 6<sup>th</sup>, 2018, 6:00 PM (Dinner at 5:30). Location will likely be at the Old Man River Regional Services Commission head office.

7) Adjourn

**Motion:** D. Barnes moved that the meeting adjourn.

**Signature:** \_\_\_\_\_

## Attendance at Chinook Arch Library Board Meeting, August 2<sup>nd</sup>, 2018

Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Coalhurst	Heather Caldwell
Crowsnest Pass	Doreen Glavin
Glenwood	David Rolfson
Granum	Arlette Heck
Lethbridge County	Tory Campbell
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
Raymond	Joan Harker
Stavely	Howard Paulsen
Stirling	Rob Edwards
Taber	Carly Firth
Taber M.D.	Tamara Miyanaga
Vauxhall	Kim Cawley
Vulcan	Liz Hammond
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
<b>Regrets</b>	
Barons	Ron Gorzitza
Coaldale	Briane Simpson
Claresholm	Kathy Davies
Ministerial Appointment	Vic Mensch
<b>Absent</b>	
Arrowwood	Janet Cockwill
Barnwell	Jane Johnson
Champion	Trevor Wagenvoort
Coutts	Tom Butler
Fort MacLeod	Jim Monteith
Hill Spring	Sue French
Lethbridge City	Brittany Dow
Milo	Christopher Northcott