

**Chinook Arch Library Board Meeting
August 1, 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 6:00
- 2) Approval of the Agenda
Motion: Morgan Rockenbach moved approval of the agenda. Quentin Stevick seconded.
CARRIED
- 3) Consent Agenda:
 - a) Minutes of the April 4, 2019 Board Meeting
 - b) Finance and Personnel Committee Report
 - c) Planning and Facilities Committee Report
 - d) Marketing/Communications Committee Report**Motion:** Maryanne Sandberg moved to accept the items on the Consent Agenda as distributed, with the Minutes of the April 4, 2019 Board Meeting as corrected. Wendy Kalkan seconded. **CARRIED**
- 4) Items for Decision:
 - a. Financial Statements – Review
Robin Hepher explained the Statement of Operations. There was a loss of the ILL Contract grant which created a \$160,000 decrease in revenue; however, costs associated with the contract were also eliminated, so net loss of revenue was absorbed into the ongoing budget. There was also a gain in revenue from other grants received.
Robin Hepher explained the Statement of Financial Position. There is a variance from past years due to the Building Grant and the spending of those funds.
Motion: Heather Caldwell moved that the Financial Statements be accepted for information. Howard Paulsen seconded. **CARRIED**
 - b. Policy Review:
 - i. Cheque Signing -

Proposed changes to the Cheque Signing policy to include procedures for electronic payments. Chinook Arch is increasing using electronic payments, as they are faster and more secure.

- ii. Continuing Education: Board -
Proposed changes to remove the background statement and the removal of the reference to the Netspeed Conference (which is now defunct) from the policy.
- iii. Personal Use of Equipment -
Proposed change to add “reasonable” to the policy to discourage excessive use of equipment and to allow for some discretion in implementing the policy.
- iv. Personnel Files -
Proposed updates include the title of the manager of the personnel files, specifying files are to be kept in a locked cabinet, and some minor wording changes.
- v. Personnel Policy -
The policy was updated to reflect the addition of new personnel policies and the deletion of a previously rescinded policy.
- vi. Organizational Meeting -
The proposed updates include the title of the Committees and Committee Mandates policy and a few non-material wording changes.
- vii. Executive Officers -
The proposed changes of “Secretary-Treasurer” position to “Treasurer” better reflects the duties associated with the role; also, the “Meetings” section of the policy is updated to reflect the wording in the Libraries Act.

Motion: Teresa Feist moved that all revised policies be approved as presented.
Brianna Simpson seconded. **CARRIED**

5) Items for Discussion:

- a. 2019 – 2022 Plan of Service Update -
Robin Hopher discussed Programming Support and the services provided by the DLEP and SIPD due to received grants.
- b. Waterton Book Locker Update -
The book locker project is proceeding slowly, with the development of an agreement being the first step. A site has been identified and is being renovated in preparation for the installation of the locker.

6) Items for Information

- a. Building Project Update (verbal) -
Staff updated the Board on some deficiencies still to be worked out and thanked the Board for their support and encouragement during the renovation. The building project is materially complete; crews are working on correcting deficiencies. Work on the parking lot will be completed in June or July. It is expected that there will be about \$144,000 in surplus funds from the project, and it is hoped that these funds will be

added to the Building Reserve, which was depleted somewhat prior to the start of the project to address water intrusion issues.

b. Online Registration -

Chinook Arch staff have been investigating a means to allow patrons to register for a borrowing card online. Lethbridge Public Library is very interested in this service and has indicated its willingness to pay for half of the cost. The required investment was approved by the Executive Committee, but per the *Purchasing Supplies and Services Policy*, the decision is duly reported to the Board.

7) Other Business

a. Update on Casino -

Marie Logan is still requiring more volunteers for the upcoming Casino as back up and appreciates all who have volunteered.

b. Nominations -

Board members interested in serving on the Executive Committee are reminded to speak with any of the chairs of the standing committees in regards to the upcoming election at the December board meeting.

8) Next System Board Meeting: Thursday, December 5, 2019

9) Adjournment

Motion: Quentin Stevick moved that the meeting be adjourned.

Signature: _____

Attendance at Chinook Arch Library Board Meeting, August 1, 2019

<u>Jurisdiction</u>	<u>Attendees</u>
Arrowwood	Wendy Williams
Barons	Ron Gorzitza
Cardston	Dennis Barnes
Carmangay	Joanne Juce
Claresholm	Kathy Davies
Coaldale	Briane Simpson
Coalhurst	Heather Caldwell
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Heather Woodruff
Lethbridge County	Tory Campbell
Lomond	Marie Logan
Magrath	DeVar Dahl
Milk River	Margaret McCanna
Milo	Christopher Northcott
Nanton	Gordon Given
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek M.D.	Quentin Stevick
Raymond	Joan Harker
Stavelly	Howard Paulsen
Taber	Carly Firth
Taber M.D.	Brian Brewin
Vauxhall	Kim Cawley
Vulcan	Liz Hammond
Vulcan County	Doug Logan
Warner County	Morgan Rockenbach
Willow Creek M.D.	Maryanne Sandberg
Kainai Board of Education	Linda Weasel Head
LPL Resource Centre	Wendy Kalkan
<u>Jurisdiction</u>	<u>Regrets</u>
Cardston County	Lloyd Kearn
Glenwood	David Rolfson
ID of Waterton	Lesley Little
Ministerial Appointment	Vic Mensch
<u>Jurisdiction</u>	<u>Absent</u>
Barnwell	Jane Johnson

Champion
Coutts
Granum
Stirling
Warner (Village)

Trevor Wagenvoort
Marvin Bohne
Vacant
Rob Edwards
Colette Glynn