



**Chinook Arch Library Board
Annual Organizational Meeting
December 5, 2019**

Dinner 5:15 | Meeting 6:00pm

Minutes

Attendance: List attached

Pre-meeting mini-orientation

Introduction to the Chinook Arch Library System with some history and background information

1) Approval of Agenda

Motion: Quentin Stevick moved approval of the agenda. Howard Paulsen seconded. **CARRIED**

2) Consent Agenda:

- a) Minutes of the August 1, 2019 Board Meeting
- b) Finance and Personnel Committee Report
- c) Planning and Facilities Committee Report
- d) Marketing/Communications Committee Report
- e) Executive Committee Report

Motion: Theresa Feist moved to accept the items on the Consent Agenda as distributed. Vic Mensch seconded. **CARRIED**

3) Items for Decision:

a. Financial Statements – Review

Balance sheet was explained. Final disbursement of provincial funding was just received and not yet entered.

Statement of Operations is showing a surplus for 2019 actual to date, and is projected for year-end as well.

Motion: Heather Caldwell moved that the Financial Statements be accepted for information. Briane Simpson seconded. **CARRIED**

b. Policy Review:

i. Annual Vacation

Authorization of vacation has been revised to allow department managers, as well as the CEO to do so.

Motion: Margaret McKenna moved that the board approve the revised Annual Vacation policy. Wendy Kalkan seconded. **CARRIED**

ii. Memberships

The categories of professional and paraprofessional have been removed from the policy, to provide the same opportunity for all employees.

Motion: Marie Logan moved that the board approve the revised Memberships policy. Vic Mensch seconded.

CARRIED

iii. Grievance Procedures

It was recommended that the step involving the Chair of the Finance and Personnel Committee be eliminated, and that grievances that persist after the decision of the CEO be referred directly to the Executive Committee for final decision.

Motion: Doug Logan moved that the board approve the revised Grievance Procedures policy. Morgan Rockenbach seconded. **CARRIED**

c. Resource Sharing Agreement

The proposed revisions are to use the correct legal name of City of Lethbridge Library Board and update to the correct title of the Resource Sharing Committee.

Motion: Wendy Kalkan moved that the revised Resource Sharing Agreement be approved by the Board, and that the proposed amendments be forwarded to the City of Lethbridge Library Board for approval. Howard Paulsen seconded. **CARRIED**

d. Revised 2020 Budget

Proposed revisions to the 2020 Budget include: programming grants received, end to the ILL Resource Sharing Contract Grant, and withdrawal from the RISE network.

Motion: Lloyd Kearl moved that the Board approve the 2020 Revised Budget. Mark Barber seconded. **CARRIED**

e. 2020 Capital/Project Budget

Proposed projects include: training room laptops, delivery van and a telephone notification server.

Motion: Lloyd Kearl moved that the Board approve the 2020 Capital/Project Budget. Ron Gorzitza seconded. **CARRIED**

f. 2020 Salary Grid

Recommended there be an adjustment to the top step of the salary scale, to help long-serving staff keep up with the cost of living.

Motion: Lloyd Kearl moved that the Board approve the revised salary grid. Morgan Rockenbach seconded. **CARRIED**

4) Items for Information

- a. Chair's Report
Shakespeare's Sonnet 29 was read substituting 'library' for 'thee'.
D. Dahl advised to be cautious of government funding and to try to protect what we have.
- b. Alberta Library Trustees Association (ALTA) Report
V. Mensch spoke to the concerns of government funding and how it affects their budgets. ALTA has a new website, the handbook is being revised and scheduled to be released in April 2020.
- c. Building Project Update
The building is complete with a few minor deficiencies left.
Remaining funds will be placed in the building reserve.
- d. Waterton Book Locker Project
Signed quote has been submitted to the vendor, Book Locker should be arriving in early summer.

5) Elections

December's Board meeting is the annual Organizational Meeting. Positions that are open for election at this year's Organizational Meeting include Chair, Treasurer, and six Officers-At-Large. Ex officio member of the Executive Committee is Wendy Kalkan (LPL Resource Centre Appointee). Per Chinook Arch policy, the Chairs of the Chinook Arch Standing committees are designated as the Nominating Committee for the annual elections. Nominations received thus far include:

- Directors-at-Large - Doug Logan, Vic Mensch, Christopher Northcott, Quentin Stevick and Tony Hamlyn
- Chair – DeVar Dahl
- Treasurer – Lloyd Kearl

Further nominations for Director-at-Large were thrice called from the floor. No further nominations were received. Marie Logan declared nominations cease. **Motion:** Heather Caldwell moved to declare that **Doug Logan, Vic Mensch, Christopher Northcott, Quentin Stevick and Tony Hamlyn be accepted as Directors-at-Large**. Heather Woodruff seconded. **CARRIED.**

Further nominations for were thrice called from the floor for the positions of Chair and Treasurer. No further nominations were received. Marie Logan declared nominations cease. As there were no further nominations, **DeVar Dahl was acclaimed as Chair and Lloyd Kearl was acclaimed as Treasurer.**

Robin Hepher thanked the outgoing Executive Committee for their investment in time and efforts in 2019.

6) Other Business – no other business

7) Next System Board meeting: Thursday, April 2, 2020. Dinner at 5:30 PM, meeting to follow at 6:00 PM, at Chinook Arch

8) Adjournment

Motion: Vic Mensch moved that the meeting be adjourned.

Signature: _____

Attendance at Chinook Arch Library Board Meeting, December 5, 2019

Jurisdiction

Arrowwood
Barons
Cardston County
Carmangay
Claresholm
Coaldale
Coalhurst
Fort Macleod
Glenwood
Hill Spring
Lethbridge (City)
Lethbridge County
Lomond
Magrath
Milk River
Nanton
Picture Butte
Pincher Creek
Pincher Creek M.D.
Raymond
Stavelly
Stirling
Taber
Vauxhall
Vulcan
Vulcan County
Warner (Village)
Warner County
LPL Resource Centre
Ministerial Appointment

Attendees

Wendy Williams
Ron Gorzitza
Lloyd Kearl
Joanne Juce
Tony Hamlyn
Briane Simpson
Heather Caldwell
Jim Monteith
David Rolfson
Suzanne French
Heather Woodruff
Tory Campbell
Marie Logan
DeVar Dahl
Margaret McCanna
Marie Schooten
Teresa Feist
Mark Barber
Quentin Stevick
Joan Harker
Howard Paulsen
Rob Edwards
Carly Firth
Kim Cawley
Liz Hammond
Doug Logan
Colette Glynn
Morgan Rockenbach
Wendy Kalkan
Vic Mensch

Jurisdiction

Barnwell
Cardston
Crowsnest Pass
Milo
Taber M.D.
ID of Waterton
Willow Creek M.D.

Regrets

Jane Johnson
Dennis Barnes
Doreen Glavin
Christopher Northcott
Jennifer Crowson
Lesley Little
Maryanne Sandberg

Jurisdiction

Champion
Coutts
Granum
Kainai Board of Education

Absent

Trevor Wagenvoort
Marvin Bohne
Vacant
Linda Weasel Head