

**Chinook Arch Library Board
Regular Meeting
Thursday, April 7, 2022
6:00 pm**

Minutes (Hybrid in Person/Zoom meeting)

Attendance: List attached

Meeting called to order by V. Mensch at 6:00 PM

1) Approval of Agenda

Motion: M. Sandberg moved approval of the agenda as presented. Seconded by M. Rockenbach. **Carried**

2) Consent Agenda:

- a) Minutes of the December 2, 2021 Board Meeting
- b) Finance and Personnel Committee Report
- c) Marketing/Communications Committee Report
- d) Planning and Facilities Committee Report

Motion: M. Rockenbach moved to accept the items on the Consent Agenda as distributed. Seconded by D. Cox. **Carried**

3) Items for Decision

- a. 2022 Year-To-Date Financial Statements (J. Monteith)

J. Monteith presented the year-to-date financial statements to the board. He explained that the board's revenue is received at intervals through the year (January and July) but that expenditures are fairly consistent month-to-month. To date, Chinook Arch is on budget.

Motion: J. Monteith moved that the 2022 Financial Statements be received for information. M. Barber seconded. **Carried**

- b. 2021 Audited Financial Statements (J. Monteith)

J. Monteith explained that the 2021 Audited Financial Statements were presented at the Finance and Executive Committee meetings and thoroughly reviewed. J. Kappel from Insight Accounting delivered the Auditor's Report. She informed that there were no material misstatements, Chinook Arch was close to budget over all, and is reporting a surplus from operations of \$36,347 at year end.

Motion: D. Logan moved approval of the 2021 Audited Financial Statements. Seconded by A. Michaelis. **Carried**

- c. 2022 Capital/Project Budget (J. Monteith)
J. Monteith explained the Board’s reserve funds can be used for specific projects and purchases depending on the needs proposed by management. For 2022, the proposed projects include IT upgrades, programming collection refresh, and the purchase of a new delivery vehicle. The board discussed the possibility of procuring a vehicle through the City of Calgary’s municipalities program. D. Logan mentioned RMA also has a procurement program. R. Hepher will be investigating that as well.
Motion: J. Monteith moved that the 2022 Capital/Project Budget be approved. Seconded by D. Christensen. **Carried**
- d. Annual Reports to the Public Library Services Branch (W. Kalkan)
- i. Chinook Arch Library Board
 - ii. Sylvia Hirsche Memorial Library (Wrentham)
 - iii. Kainai Public Library
 - iv. Indigenous Services Grant Report
- R. Hepher explained the process of completing these required annual reports. Chinook Arch is seeing significant increases in the delivery of library services as compared to the beginning of the pandemic. Accomplishments include the installation of the Piikani book locker, the addition of the Town of Nobleford to the System, the Digital Literacy Education Program and the approval of the updated System Agreement.
Motion: W. Kalkan moved that the 2021 Indigenous Services Report, and the annual reports of the Chinook Arch Library Board, Kainai Public Library, and Sylvia Hirsche Memorial Library be approved. Seconded by M. Sandberg.
Carried
- e. 2019 – 2021 Plan of Service Report to the Public Library Services Branch (W. Kalkan)
R. Hepher explained the process of preparing the report and that despite the pandemic, Chinook Arch was able to make significant progress.
Motion: W. Kalkan moved that the 2019-2021 Report on the Chinook Arch Library Board Plan of Service be approved. Seconded by T. Feist. **Carried**
- f. Policy Review:
- i. Planning and Facilities Committee Timeline and Work Plan (W. Kalkan)
W. Kalkan explained the process of compiling each year’s committee work plan.
Motion: W. Kalkan moved that the Board approve the updated Planning and Facilities Committee timeline and Work Plan as presented. Seconded by M. Rockenbach. **Carried**
 - ii. Marketing/Communications Mandate (M. Logan)
M. Logan explained that with addition of the Town of Nobleford to the System, “System completion” can be removed from the mandate, as the System is now complete.

Motion: M. Logan moved that the Board approve the Marketing/Communications Mandate as presented. Seconded by M. Sandberg.
Carried

- iii. Marketing/Communication Committee Timeline and Work Plan (M. Logan)
Motion: M. Logan moved that the Board approve the Marketing/Communication Committee Timeline and Work Plan as presented. Seconded by W. Kalkan.
Carried
- iv. Finance and Personnel Committee Timeline and Work Plan (J. Monteith)
Motion: J. Monteith moved that the Board approve the Finance and Personnel Committee Timeline and Work Plan as presented. Seconded by M. Barber.
Carried
- v. Annual Vacation (J. Monteith)
The Board reviewed the revised Annual Vacation Policy. R. Hepher explained the low risk of paying out all of the vacation funds to departing staff members as this would only be an issue if all staff were to end their employment at the same time.
Motion: J. Monteith moved that the Board approve the revised Annual Vacation policy as presented. Seconded by D. Cox. **Carried**

4) Items for Discussion/Information:

- a. Planning and Facilities Committee – Volunteers Needed
V. Mensch explained the need for a few more volunteers and the extra knowledge that comes as a benefit from participating. Meetings are only 3-4 times per year. The Plan of Service and upcoming Budget will be discussed.
- b. Satisfaction Survey Results – Summary
R. Hepher explained the results of the survey. The libraries are generally very appreciative of Chinook Arch and its services, and as such the feedback was very favourable. Satisfaction surveys will be sent out on an annual basis.
Motion: D. Logan moved to receive the Satisfaction Survey Results for information. Seconded by M. Logan. **Carried**
- c. Needs Assessment Update
R. Hepher explained the process and groups involved in the Needs Assessment. He also expressed the desire to know the needs of each Chinook Arch member community. A brief online survey will be sent to board members after the meeting.
- d. Alberta Public Library Funding – Overview
R. Hepher presented the latest library funding data from the Public Library Services Branch.

- e. Southern Alberta Library Conference/30th Anniversary Banquet
R. Hepher explained this is a 1-day Conference with an evening banquet to celebrate Chinook Arch's 30th Anniversary. The event will occur on April 29, 2022. Registrations are online.
- f. 2022 READ Awards – Update
M. Logan commented on the touching submissions from several libraries. T. Feist concurred.

5) Other Business – W. Kalkan explained the Alberta Library's Trustees Association and the many resources and professional learning opportunities available. Membership is required to access ALTA's resources.

- T. Feist enquired for new Board members about the Board Basics Workshop offered by the Public Library Services Branch. R. Hepher mentioned these have not been taking place during the pandemic, but perhaps they will resume soon. He will check into this further.

4) Next Meeting – Thursday, August 4, 2022

5) Adjournment – **Motion:** R. Gorzitza moved adjournment.

Attendance at Chinook Arch Library Board Meeting, April 7, 2022

<u>Jurisdiction</u>	<u>Board Member</u>
Barons	Ron Gorzitza
Cardston	Marsha Jensen
Cardston County	Tom Nish
Champion	Terry Penney
Claresholm	Tony Hamlyn
Coalhurst	Lyndsay Montana
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Robin Harper
Lethbridge County	Tory Campbell
Lomond	Marie Logan
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Milo	Christopher Northcott
Nanton	Lise Mayne

Nobleford	Melissa Jensen
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek M.D.	Dave Cox
Raymond	Kelly Jensen
Taber MD	Tamara Miyanaga
Vulcan County	Doug Logan
Warner (Village)	Don Toovey
Warner County	Morgan Rockenbach
Willow Creek M.D.	Maryanne Sandberg
ID of Waterton	Lesley Little
LPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Mensch (Chair)

Regrets

<u>Jurisdiction</u>	<u>Board Member</u>
Coaldale	Jordan Sailer
Stirling	Gary Bikman
Taber	Monica McLean
Vauxhall	Shelley Deleeuw

Absent

<u>Jurisdiction</u>	<u>Board Member</u>
Arrowwood	Wendy Williams
Barnwell	Deb Hansen
Glenwood	Linda Allred
Stavely	Brydon Saunders
Vulcan	Liz Hammond
Kainai Board of Education	Linda Weasel Head

Staff and Guests in Attendance

Robin Hepher
 Lisa Weekes
 Yanet Grajeda
 Carolyn Schinkel
 Joanna Kappel – Insight LLP CPA

Signature