



**Chinook Arch Library Board  
Annual Organizational Meeting  
Thursday, December 7, 2023**

**Meeting 6:00pm via Zoom**

**Minutes**

**Attendance:** List attached

**1) Approval of Agenda**

**Motion:** M. Sandberg moved approval of the agenda. M. Barber seconded.  
**Carried**

**2) Consent Agenda:**

- a) Minutes of the August 3, 2023 Board Meeting
- b) Finance and Personnel Committee Report
- c) Planning and Facilities Committee Report
- d) Marketing/Communications Committee Report

**Motion:** M. Rockenbach moved to accept the items on the Consent Agenda as distributed. D. Remfert seconded. **Carried**

**3) Items for Decision:**

a. Year-to-Date Financial Statements (J. Monteith)

As of November 10, 2023, Chinook Arch is forecasting a surplus of \$43,465.

**Motion:** J. Monteith moved that the 2023 Financial Statements be received for information. D. Remfert seconded. **Carried**

b. 2024 Salary Grid

Over the past couple of years, it has become evident that the existing salary grid is no longer adequate for the system's needs, in that it has not kept pace with the local and provincial job markets. This is particularly true of some of the more technical positions that are not supervisory in nature, but that require specialized knowledge of complex systems.

A survey of local and provincial salaries showed that Chinook Arch's salaries are significantly below average in certain areas. A proposed solution to this issue is an adjustment to the first four levels of the grid, and the creation of a 5th technical level for

Analysts/Specialists. These adjustments would bring Chinook Arch into alignment with the job market (at least of the higher end of the scale) and assist with recruitment and retention for these positions.

The proposed revised salary grid was presented to the Board. It will result in a slight increase to the overall salary budget. This increase has been incorporated into the Draft 2024 Operating Budget.

**Motion:** J. Monteith moved that the revised 2024 Salary Grid be approved by the Board. M. Rockenbach seconded. **Carried**

c. 2024 Revised Budget

2024 is the second year of our 2023-2026 budget cycle. The budget assumes no increase in the provincial operating grant. The draft 2024 operating budget shows a \$464 surplus at year-end.

**Motion:** J. Monteith moved that the 2023 Revised Budget be approved by the Board. M. Sandberg seconded. **Carried**

d. 2024 Capital/Project Budget

Two capital funding requests were made by staff. The first is for pop-up library kits to assist member libraries with their community outreach efforts. The second is for a Datacenter refresh, which includes the replacement of host servers and storage at Chinook Arch HQ. These devices are critical to many of the services provided over the network. The current devices are aging and are coming off support soon. The total expected cost of these projects is expected to be \$182,500, to be funded from the Board's internally restricted funds.

**Motion:** J. Monteith moved that the Draft 2024 Capital/Project Budget be approved by the Board. D. Christensen seconded.

**Carried**

e. Policy Review:

i. Employee Leave

This policy governs all types of employee leaves, including those mentioned in Alberta Employments Standards.

The following changes are suggested to this policy:

- Bereavement Leave: in keeping with Employment Standards, pregnancy loss is added as an eligible cause for bereavement leave.
- Maternity Leave: The words "up to" are deleted, as Employment Standards state that maternity leave is normally 16 weeks in length. In keeping with Employment Standards, guidance is added around pregnancy loss and eligibility for maternity leave.

- Short- and Long-Term Disability: language around Employment Insurance rebates is deleted, as Chinook Arch no longer has access to these rebates.

**Motion:** J. Monteith moved that the revised Employee Leave policy be approved by the Board. M. Sandberg seconded. **Carried**

ii. Working Remotely

This policy was developed during the pandemic, to provide a policy framework for staff working from home. Although the pandemic has subsided, some staff continue to work remotely on a part-time basis. Feedback from staff suggests that the ability to work remotely has been very helpful for many of our employees, likely resulting in reduced staff turnover during and immediately following the pandemic.

The policy is accompanied by an agreement that must be signed by any employee who wishes to work remotely.

The agreement is included in the meeting package.

Although the policy has been working well, one change is suggested. It is suggested that Chinook Arch only provide a computer or other device at the CEO's discretion. This is designed to safeguard the System's IT budget while allowing Chinook Arch the latitude to provide the employee with a device where it is justified (for example, if the employee requires specialized software or hardware to complete their tasks, or if an employer requires the employee to work remotely for some reason).

**Motion:** J. Monteith moved that the revised Working Remotely policy be approved by the Board. D. Logan seconded. **Carried**

iii. Petty Cash

This policy covers the management of petty cash at Chinook Arch. While there is rarely a call for petty cash, we do keep a small amount on hand. Petty cash is overseen by the Corporate Services Manager. It is suggested that the threshold be changed to \$50.

**Motion:** J. Monteith moved that the revised Petty Cash policy be approved by the Board. M. Rockenbach seconded. **Carried**

iv. Information Technology Services

This policy lays out the System's responsibility vis-à-vis the information technology that is used to support the member libraries and their operations. It also makes clear

which aspects of IT are the responsibility of the local library boards.

Some of the language around internet threat protection is updated to provide more detail about specific aspects of cybersecurity.

The link to the “Recommended Workstation Standards” document has also been updated to reflect its new location on the internal website that is accessible to library staff.

Language was also added to clarify that IT services, including cyber-security, will be done in accordance with industry standards and to the best of our ability.

**Motion:** D. Christensen moved that the revised Information Technology Services policy approved by the Board. M. Harris seconded. **Carried**

v. Library Outlets

This policy enables Chinook Arch to support public library services in areas that may not otherwise be able to operate a public library or form a library board (for example, an unincorporated community or First Nation). The policy lays out the terms under which an outlet may operate under the Chinook Arch umbrella. In essence, the Chinook Arch Library Board is responsible for governance aspects of the library outlet (reporting, policy approval, etc.), while a local society is responsible for offering front-line service to the community.

There are currently two outlets within Chinook Arch (both unfortunately closed at the moment, due to external circumstances): Wrentham (a hamlet within Warner County) and Kainai Public Library on Kainai Nation.

The intent of the Library Outlets policy is to support access to libraries in communities where barriers exist to forming a library board or offering library services. The language is updated to reflect that.

In addition, it may happen (as in the case of a First Nation) where the governing authority is not a municipality. As such, the word “municipality” is replaced with “authority.”

**Motion:** D. Christensen moved that the revised “Library Outlets” policy be approved by the Board. D. Remfert seconded. **Carried**

vi. Communication

This policy governs the System’s communications strategies and activities.

The last line is updated to reflect actual practice. Now that Chinook Arch employs a professional communications person, the Marketing/Communications Committee's role is in setting the overall direction and reviewing plans and reports relating to the System's communications.

**Motion:** M. Logan moved that the revised Communication policy be approved by the Board. M. Sandberg seconded.

**Carried**

**4) Items for Information/Discussion:**

- a. 2023-2026 Plan of Service Update  
R. Hepher presented an update on the 2023-2026 Plan of Service.
- b. Alberta Library Trustees Association Update  
D. Logan provided an update on the Alberta Library Trustees Association Update. They recently partnered with organizers of the Stronger Together conference to provide some professional development opportunities for public library trustees. The organization also has resources available on their website.
- c. City of Lethbridge Benefit-Cost Analysis  
R. Hepher has been working with representatives from the City of Lethbridge to create a benefit cost analysis to present to the City of Lethbridge. This is in response to a motion the City of Lethbridge made after voting against our most recent levy increase request. Further information will be shared as it is made available.
- d. Kainai Library Update  
Kainai Public Library has traditionally operated as a library outlet, with Chinook Arch as their official Board. The library, however, been closed since the Covid-19 pandemic began in 2020 due to a variety of factors including changes in their governing structure, funding, and location lease. Recently, their own local library Board was established and the library is looking to reopen once the Board has gained its footing

**5) Executive Committee Elections (M. Logan)**

As stated in the Board's [Organizational Meeting policy](#), the December meeting is the annual organizational meeting for Chinook Arch. It is at the organizational meeting that the Board elects a 9-10 member Executive Committee for the following year. The composition of the Executive Committee is governed by the [Executive Officers policy](#). The Executive Committee meets at least every three months, and is empowered to act on behalf of the Board between Board meetings. The following Executive Committee positions are up for election:

- Chair (2-year term)

- Treasurer (1-year term)
- Director-at-Large (1-year term, up to 6 positions)

The position of Vice Chair, currently held by Marie Logan (Village of Lomond), is not up for election this year. The Executive Officers policy states that the Lethbridge Public Library will have a representative on the Executive Committee. This is an *ex officio* position is held by Brendan Cummins (LPL – Resource Centre).

Each year, a nominating committee comprised of the chairs of the three standing committees receives nominations from trustees interested in serving on the Executive Committee. Nominations may also be made from the floor. The following trustees have agreed to let their names stand for election to the Executive Committee:

**Chair:**

- Vic Mensch (Ministerial Appointee)

**Treasurer:**

- Jim Monteith (Town of Fort Macleod)

**Directors-at-Large:**

- Mark Barber (Town of Pincher Creek)
- Darryl Christensen (Town of Magrath)
- Doreen Glavin (Municipality of Crowsnest Pass)
- Doug Logan (Vulcan County)
- Lyndsay Montina (Town of Coalhurst)

The Executive Committee may consist of 9-10 members. There are currently 6 nominees, one position not up for election, and one *ex officio* position to be filled later by the Lethbridge Public Library Board. One to two additional nominees are required to meet the requirements of the Libraries Regulation. More than two additional nominations for the position of Director-at-Large will result in an election by secret ballot. Additional nominations for the positions of Chair or Treasurer will result in an election by secret ballot.

Further nominations were called from the floor for the positions of Chair. No further nominations were received. **Motion:** J. Monteith moved that nominations cease. M. Sandberg seconded. As there were no further nominations, **Vic Mensch was acclaimed as Chair.**

Further nominations were called from the floor for the positions of Treasurer. No further nominations were received. **Motion:** M. Sandberg moved that nominations cease. M. Logan seconded. As there were no further nominations, **J. Monteith was acclaimed as Treasurer.**

Further nominations for Directors-at-Large were called from the floor.

No further nominations were received. V. Mensch declared nominations cease. **Doug Logan, Doreen Glavin, Mark Barber, Darryl Christensen and Lyndsay Montana were acclaimed as Directors-at-Large.**

Trustees were encouraged to join one or more of the standing committees. These advisory committees are the first to review policy changes, projects, and other proposals. They meet 3-4 times per year. The standing committees are:

- Finance and Personnel
- Planning and Facilities
- Marketing/Communications

It was noted that Vic Mensch's term as Ministerial Appointment is set to expire in March of 2024.

**Motion:** M. Sandberg moves to request that V. Mensch's Ministerial Appointment be renewed. D. Christensen seconded. **Carried**

**6) Departing Board Member Recognition**

Departing Board Members were recognized.

**7) Other Business**

M. Logan noted that the Friends of the Chinook Society had a Casino in August which raised roughly \$36,000.

**8) Next Meeting**

Thursday, April 4, 2024 at 6:00pm

**9) Adjournment**

**Motion:** R. Gorzitza moved that the meeting adjourn. **Carried**

## Attendance at Chinook Arch Library Board Meeting, December 7, 2023

<b><u>Jurisdiction</u></b>	<b><u>Board Member</u></b>
Barnwell	Jane Johnson
Barons	Ron Gorzitza
Cardston County	Tom Nish
Coalhurst	Lyndsay Montina
Crowsnest Pass	Doreen Glavin
Coutts	Stephen A. Pain
Fort Macleod	Jim Monteith (Treasurer)
Hill Spring	Suzanne French
Lethbridge (City)	Robin Harper
Lethbridge County	Tory Campbell
Lomond	Marie Logan (Vice Chair)
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Nobleford	Melissa Jensen
Picture Butte	Crystal Neels
Pincher Creek	Mark Barber
Nanton	Amanda Bustard
Raymond	Kelly Jensen
Taber	Daniel Remfert
Taber MD	Merrill Harris
Vauxhall	Marilyn Forchuk
Vulcan	Debra Wyatt
Vulcan County	Doug Logan
Warner (Village)	Derek Baron
Warner County	Morgan Rockenbach
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Brendan Cummins
Ministerial Appointment	Vic Mensch (Chair)

### Regrets

<b><u>Jurisdiction</u></b>	<b><u>Board Member</u></b>
Arrowwood	Corry Walk
Coaldale	Jordan Sailer
Milo	Christopher Northcott
Pincher Creek M.D.	Dave Cox
Stavelly	Chelsey Hurt
Stirling	Gary Bikman

**Absent**

**Jurisdiction**

Cardston  
Carmangay  
Champion  
Claresholm  
Glenwood  
ID of Waterton

**Board Member**

Marsha Jensen  
Sarah Mitchel (Goodwin-Anderson)  
Terry Penney  
Kelsey Hipkin  
Linda Allred  
Lesley Little

**Staff in Attendance**

Robin Hepher  
Yanet Grajeda  
Kerby Elfring

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Signature