

**CHINOOK REGIONAL LIBRARY
EXECUTIVE BOARD MEETING MINUTES**

DATE: Monday, 25 February 2019
LOCATION: Swift Current Library, Swift Current, SK
TIME: 10:00 am to 2:00 pm

ATTENDING:

Katherine Bristow, City of Swift Current
Kathryn Foley, Director, Chinook Regional Library [incoming]
Neil Guenther, RM of Coulee, #136
Jean McKendry, Director, Chinook Regional Library [outgoing]
Michael Morrow, Town of Maple Creek
Charlene Orr, RM of Waverly, #44
Doug Osmond, Town of Herbert
Patrick Simpson, Chair, Member at Large
Ron Toles, City of Swift Current [alternate for Bruce Deg]
Sharon Wallace, Village of Abbey

ABSENT:

Gail Beuhler, SLTA rep
Bruce Deg, Councillor, City of Swift Current
Tanya Selk, City of Swift Current

1. **Call to order** at 10:04 am by Patrick Simpson, Chair.
2. **Appointment of recording secretary:**
MOTION 116 by Michael Morrow that Jean McKendry be appointed recording secretary.
SECONDED by Doug Osmond. CARRIED.
3. **Adoption of agenda:**
MOTION 117 by Neil Guenther to approve the agenda with amendment to move in camera to before Old Business.
SECONDED by Sharon Wallace. CARRIED.
4. **Amendment of 28 January 2019 Minutes of the Executive Committee meeting Motion 111: change “effective 1 March 2019” to “effective 25 February 2019”.**
MOTION 118 by Neil Guenther.
SECONDED by Doug Osmond. CARRIED. Ron Toles abstained.

Adoption of 28 January 2019 Minutes of the Executive Committee meeting as amended:
MOTION 119 by Sharon Wallace.
SECONDED by Michael Morrow. CARRIED.
5. **Conflict of Interest:** none

10. a) MOTION 120 by Michael Morrow to go in camera.
SECONDED by Ron Toles. CARRIED.

10. a) i) MOTION 121 by Ron Toles to go out of in camera.
SECONDED by Doug Osmond. CARRIED.

6. Old Business:

a) Board Policy Revisions Review:

MOTION 122 by Michael Morrow to approve Leadership Policy # 13.
SECONDED by Charlene Orr. CARRIED.

MOTION 123 by Doug Osmond to approve Leadership Policy # 14.
SECONDED by Katherine Bristow. CARRIED.

MOTION 124 by Sheila Wallace to approve Leadership Policy # 15.
SECONDED by Neil Guenther. CARRIED.

MOTION 125 by Ron Toles to approve Leadership Policy # 16.
SECONDED by Doug Osmond. CARRIED.

Kathryn Foley joined the meeting at 11:30 am

MOTION 126 by Ron Toles to move item 11 a) Welcome to Kathryn Foley to correspond with her arrival at the meeting.

SECONDED by Neil Guenther. CARRIED.

b) Marijuana Policy: Impairment in the Workplace Policy.

MOTION 127 by Michael Morrow to table Impairment in the Workplace Policy to the next board meeting. SECONDED by Ron Toles. CARRIED.

c) Harassment Policy:

MOTION 128 by Doug Osmond to approve the Harassment Policy.

SECONDED by Charlene Orr. Carried.

7. Committee Reports:

a) Negotiating Committee, Michael Morrow, no reports.

Next meeting date changed to: **MONDAY, 8 APRIL 2019 at Chinook Headquarters.**

b) Finance Committee, no report.

Katherine Bristow volunteered to scrutinize financials at Headquarters.

c) Facility Committee, no report

d) Advocacy Committee, no report

e) SLTA Report, discussion of membership dues.

MOTION 129 by Charlene Orr to appoint Michael Morrow to be the SLTA rep for Chinook Regional Library at the next SLTA meeting.

f) Hiring Committee, Patrick Simpson, verbal report

8. Reports:

- a) Director's report, Jean McKendry, written report
- b) Swift Current Branch Manager's report, Andrea McCrimmon, written report

MOTION 130 by Sharon Wallace to accept the reports

SECONDED by Michael Morrow. CARRIED.

Katherine Bristow requested that Reports be sent out sooner.

9. Budget and expenditures:

- a) MOTION 131 by Michael Morrow to accept January 2019 financial statements.
SECONDED by Katherine Bristow. CARRIED.

10. New Business:**a) In Camera: moved up between items 5) and 6)**

- b) Change to signing authority: MOTION 132 by Ron Toles to change signing authority.
SECONDED by Doug Osmond. CARRIED.

Patrick Simpson, Chair; Tanya Selk, Vice-Chair; Katherine Bristow, Designate; Kathryn Foley, Director

- c) Letter from City of Swift Current stating SC branch Budget amount will be for 2019:
MOTION 133 by Sharon Wallace to ask City of Swift Current for a letter stating how much they will pay Chinook Regional Library in 2019. SECONDED by Michael Morrow. CARRIED.
Ron Toles abstained, and offered to look for said letter at City Hall.

11. Correspondence:

- a) Employment contract – Kathryn Foley
- b) [item removed from agenda; not correspondence]
- c) Stark & Marsh CPA LLP Letter 13 February 2019 Reporting Responsibilities and Audit Plan
- d) Stark & Marsh CPA LLP Letter of Independence dated 13 February 2019
- e) Government of Saskatchewan- PLLO dated 20 February 2019.
MOTION 134 by Doug Osmond to accept Correspondence.
SECONDED by Neil Guenther. CARRIED.

12. Date of next meeting: Monday, 1 April 2019, 10 am-2 pm at Swift Current Library.

13. Adjournment: MOTION 135 by Michael Morrow to adjourn at 1:30 pm.

Patrick Simpson, Board Chair