

**CHINOOK REGIONAL LIBRARY  
EXECUTIVE BOARD MEETING MINUTES**

**DATE:** Tuesday, 14 May 2019  
**LOCATION:** Swift Current Branch, Swift Current, SK  
**TIME:** 10:00 am to 2:00 pm

**ATTENDING:**

Tanya Selk, Chair, City of Swift Current  
Bruce Deg, Councillor, City of Swift Current  
Kathryn Foley, Director, Chinook Regional Library  
Michael Morrow, Town of Maple Creek  
Charlene Orr, RM of Waverly, #44  
Doug Osmond, Town of Herbert

**ABSENT:**

Katherine Bristow, City of Swift Current  
Neil Guenther, RM of Coulee, #136  
Teresa Richards, Member-At-Large

1. **Call to order** at 10:10 am by Tanya Selk, Chair.
2. **Appointment of recording secretary:**  
MOTION 149 by Bruce Deg that Kathryn Foley be appointed recording secretary.  
SECONDED by Michael Morrow. CARRIED.
3. **Adoption of agenda:**  
MOTION 150 by Doug Osmond to approve the agenda.  
SECONDED by Bruce Deg. CARRIED.
4. **Adoption of 25 February 2019 Minutes of the Executive Committee meeting:**  
MOTION 151 by Michael Morrow.  
SECONDED by Charlene Orr. CARRIED.
5. **Conflict of Interest:** none
6. **Old Business:**
  - a) **Strategic Plan Overview**  
**ACTION** by Kathryn Foley to identify what is relevant and what needs updating.  
**ACTION** by Kathryn Foley email to everyone for feedback at next meeting
  - b) **Update on committee for disbursement of Dorothy Saunderson Bequest**  
**ACTION** by Kathryn Foley contact the family that gave the bequest; inform them a committee is being struck, held up due to changes from acquiring a new Director and new Board Executive; want to do the best thing for the people of Chinook Regional Library, while honouring the memory of Dorothy.

**Motion 152 by Michael Morrow that the Funds be placed in a Restricted Funds Reserve to be held until needed.**

SECONDED by Charlene Orr. CARRIED.

**7. Committee Reports:**

- a) Negotiating Committee, Michael Morrow, no report.  
Next meeting date delayed until after the meeting of the Finance committee.
- b) Finance Committee, no report.
- c) Facility Committee, oral report by Director
- d) Advocacy Committee, no report
- e) Hiring Committee, no report

**8. Reports:**

- a) Director's report, Kathryn Foley, written report
- b) Interim Assistant to the Director's report, Jean McKendry, written report
- c) Swift Current Branch Manager's report, Andrea McCrimmon, written report
- d) SLTA Report, Michael Morrow** made a verbal report and referred Trustees to his SLTA President's Message in the SLTA Newsletter 'The Trustee.'

**Motion 153: by Charlene Orr to accept the Committee reports.**

SECONDED by Doug Osmond. CARRIED

**9. Budget and expenditures:**

- a) **MOTION 154 by to Michael Morrow to refer March 2019 financial statements to the Financial Committee for review.**  
SECONDED by Bruce Deg. CARRIED.

**10. New Business:**

- a) **Motion 155: by Bruce Deg nominated Charlene Orr as Vice Chair.**  
SECONDED by Michael Morrow.  
**Motion 156: by Bruce Deg to close nominations.**  
SECONDED by Doug Osmond. CARRIED.  
**Vote on Motion 155: CARRIED.**
- b) **Motion 157: by Doug Osmond to change the signing authority to the following:**
  - a. Tanya Selk
  - b. Charlene Orr
  - c. Katherine Bristow
  - d. Kathryn FoleySECONDED by Michael Morrow. CARRIED.
- c) **Motion 158: by Bruce Deg to renew the 2019 Line of Credit.**  
SECONDED by Charlene Orr. CARRIED.
- d) Change of Bylaw 5.1.7 - The executive shall appoint any committees deemed necessary. The chairperson shall be an ex-officio member of all committees.

Change to say - "The executive shall appoint any committees deemed necessary. The chairperson *or vice chairperson* shall be an ex-officio member of all committees

**MOTION 159 by to Michael Morrow to send the recommendation for change to Bylaw 5.1.7 to the Fall Regional meeting**

SECONDED by Doug Osmond. CARRIED.

- e) **MOTION 160 by to Bruce Deg to be able to carry forward five vacation days per year with all remaining days to be paid out at end of fiscal year.**

SECONDED by Charlene Orr. CARRIED.

- f) Committees for the next year:

Negotiations/Evaluations: Michael Morrow, Katherine Bristow, Charlene Orr

Advocacy: Everyone

Doug Osmond taking information to the Southwest Municipal Government; Kathryn

Foley will write and print a report including the SLTA update

Finance: Bruce Deg, Tanya Selk, Teresa Richards, non-voting Kathryn Foley, Peg Olfert

Facility: Tanya Selk, Bruce Deg, Doug Osmond, Neil Guenther

The first committee meeting of each will establish terms of reference.

- g) **MOTION 161 by to Michael Morrow to grant the Swift current Branch request for year-round Sunday open hours.**

SECONDED by Doug Osmond. CARRIED.

#### 11. In Camera

- a) **MOTION 162** by Bruce Deg to go in camera.

SECONDED by Doug Osmond. CARRIED.

- b) **MOTION 163** by Bruce Deg to go out of in camera.

SECONDED by Doug Osmond. CARRIED.

#### 12. Correspondence:

- a) Innovation Credit Union - 2019 Line of Credit Renewal

- b) Letter from Swift Current Library Board and Manager – Change to Open Hours

**Motion 164: by Doug Osmond to accept the correspondence.**

SECONDED by Charlene Orr. Carried

**13. Date of next meeting:** Monday, 17 June 2019, 11 am-1 pm at Swift Current Library.

**14. Adjournment: MOTION 165 by Doug Osmond to adjourn at 12:33 pm.**

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Tanya Selk, Board Chair