

**CHINOOK REGIONAL LIBRARY
EXECUTIVE BOARD MEETING MINUTES**

DATE: Monday, 18 February 2020

LOCATION: CRL HQ, Swift Current, SK

TIME: 9:03 am to 10:38 am

ATTENDING:

Charlene Orr, Acting Chair RM of Waverly, #44

Sharon Uteck, Alternate Vice Chair, City of Swift Current

Kathryn Foley, Director, Chinook Regional Library

Doug Osmond, Town of Herbert

Neil Guenther, RM of Coulee, #136

Ann Stewardson, Rep. Swift Current Library Board

Welcome to Ron Toles who attended to represent the City of Swift Current

ABSENT:

Teresa Richards, Member-At-Large

Bruce Deg, Councillor, City of Swift Current

1. **Call to order** at 9:08 am by Charlene Orr, Acting Chair.

2. **Appointment of recording secretary:**

MOTION 2013 by Doug Osmond that Kathryn Foley be appointed recording secretary.

SECONDED by Neil Guenther. CARRIED.

3. **Adoption of agenda:**

MOTION 2014 by Ann Stewardson to approve the agenda.

SECONDED by Sharon Uteck. CARRIED.

4. **Adoption of January 20, 2019 Minutes of the Executive Committee meeting, with amendments:
Corrections made to correct 'Ann Stewardson, Rep. Swift Current Library Board'**

MOTION 2015 by Sharon Uteck.

SECONDED by Doug Osmond. CARRIED.

5. **Conflict of Interest:** none

6. **Old Business:**

a) **Facility at 110 11th Ave. N. W.**

MOTION 2016 by Ann Stewardson that Kathryn Foley be authorized to accept the best quote by a construction company.

SECONDED by Doug Osmond. CARRIED.

b) **Strategic Plan Overview**

MOTION 2017 by Ron Toles to adopt the Strategic Plan 2020-2023 working copy as discussed.

SECONDED by Ann Stewardson. CARRIED.

c) Update on committee for disbursement of Dorothy Saunderson Bequest

Minutes attached from the January meeting.

The next meeting is at 11 am February 18, 2020.

7. Committee Reports:

- a) Negotiating Committee – Date set for February 24 or
- b) Finance Committee, No meeting
- c) Facility Committee, No meeting
- d) Advocacy Committee,
- e) SLTA Report – Director reported on SLA (Saskatchewan Library Association)

Motion 2018: by Ann Stewardson to accept the Committee reports.

SECONDED by Sharon Uteck. CARRIED

8. Reports:

- a) Director's report, Kathryn Foley, written report includes input from Ashley Booth
- b) Swift Current Branch Manager's report, Andrea McCrimmon, written report

Motion 2019: by Neil Guenther to accept the Committee reports.

SECONDED by Sharon Uteck. CARRIED

9. Budget and expenditures:

- a) Review and Approval of January 2020. Tabled until after 2019 Audit Financials.

10. New Business:

- a. Renovation to facility at 110 11th Ave. N.W. completed under Old Business
- b. New Telephone System to be decided by email vote

11. Correspondence:

- a) City of Swift Current Assessment Notices (3 pages)

Motion 2020: by Ron Toles to have Kathryn write a letter of thanks to the City of Swift Current for the tax-exempt status of the 110 11th Avenue property while maintaining the 1240 Chaplin St. W status.

SECONDED by Neil Guenther. Carried

- b) Stark & Marsh – 3 letters Dated January 27, 2020:
 - Letter regarding audit responsibilities
 - Letter of independence
 - Terms of Engagement

Motion 2021: by Doug Osmond to accept the correspondence as read by Kathryn.

SECONDED by Sharon Uteck. Carried

12. Date of next meeting: Monday, 16 March 2020, 9:00 am-10:30 am at 1240 Chaplin St. W.

13. **Adjournment: MOTION 2022** by Doug Osmond to adjourn at 10:31 am.

SHARON UTECK, ACTING CHAIR
FOR. MARCH 16, 2021

Charlene Orr, Acting Board Chair

Sharon Uteck