

**CHINOOK REGIONAL LIBRARY  
EXECUTIVE BOARD MEETING MINUTES**

**DATE:** Monday, 20 January 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  
Bruce Deg, Councillor, City of Swift Current  
Kathryn Foley, Director, Chinook Regional Library  
Doug Osmond, Town of Herbert  
Teresa Richards, Member-At-Large  
Neil Guenther, RM of Coulee, #136  
Ann Stewardson, Councillor, City of Swift Current

**ABSENT:**

**Welcome to Ann Stewardson**

1. **Call to order** at 9:03 am by Charlene Orr, Acting Chair.
2. **Appointment of recording secretary:**  
MOTION 2001 by Bruce Deg that Kathryn Foley be appointed recording secretary.  
SECONDED by Ann Stewardson. CARRIED.
3. **Adoption of agenda:**  
MOTION 2002 by Doug Osmond to approve the agenda.  
SECONDED by Sharon Uteck. CARRIED.
4. **Adoption of 25 November 2019 Minutes of the Executive Committee meeting:**  
**Corrections made to add Sharon as Alternate Vice Chair**  
MOTION 2003 by Bruce Deg.  
SECONDED by Teresa Richards. CARRIED.
5. **Conflict of Interest:** none
6. **Old Business:**
  - a) **Building Inspection:** Air Quality – 1240 Chaplin St Building was found to be at acceptable levels. This will be useful when we wish to dispose of the building.
  - b) **Strategic Plan Overview**  
Moved to February meeting at November 25 meeting
  - c) **Update on committee for disbursement of Dorothy Saunderson Bequest**  
Notes attached from the November meeting.  
The next meeting is at 11 am January 20 2020.

**7. Committee Reports:**

- a) Negotiating Committee, Director reported a presentation for 2020 raises for the Management Team. To be discussed in camera. Committee goal is to have all negotiations done early spring and begin negotiations for 2021 in the fall of 2020.
- b) Finance Committee, Meeting held January 14, 2020 to review finances of November 2019 and December 2019 numbers prior to end of year audit changes.
- c) Facility Committee, Meeting held Nov. 25, 2019 re buying 110 11<sup>th</sup> Ave property.
- d) Advocacy Committee, Posters of February Fine Forgiveness Month
- e) SLTA Report – Director reported to Nancy an overview of the past six months, copy to M. Morrow who wished us all well in 2020.  
Bruce Deg has a suggestion for SLTA representative to start in April.

**Motion 2004: by Sharon Uteck to accept the Committee reports.**

SECONDED by Doug Osmond. 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 2005: by Sharon Uteck to accept the Committee reports.**

SECONDED by Doug Osmond. CARRIED

**9. Budget and expenditures:**

- a) Review and Approval of November and December financial Statements

**Motion 2006 by to Bruce Deg to accept the November and December financial Statements as recommended by the Finance Committee.**

SECONDED by Ann Stewardson. CARRIED.

**10. New Business:**

- a. Purchase of 110 11<sup>th</sup> Ave. N.W.

**Motion 2007 by Bruce Deg that the Executive Board ratified the email vote to purchase the property.**

SECONDED by Doug Osmond. CARRIED

- b. Facility: Renovations and usage

Discussion of timetable for renovations and correspondence on usage from Max Noble.

**11. In Camera**

**MOTION 2008** by Ann Stewardson to go in camera.

SECONDED by Bruce Deg. CARRIED.

**MOTION 2009** by Ann Stewardson to go out of in camera.

SECONDED by Doug Osmond. CARRIED.

**12. Budget and expenditures: Resumption following discussion of Management raises for 2020**

**MOTION 2008** by Bruce Deg that the Board agreed to recognize educational advancement for Peg Olfert, in the amount of \$2,000.00, be added permanently to her salary prior to the increase of Management Team Wages for 2020, as recommended by the Director.

SECONDED by Ann Stewardson. CARRIED.

**MOTION 2009** by Bruce Deg that the Board agreed to increase Management Team (Peg Olfert, Ashley Booth, Andrea McCrimmon) Wages for 2020 by 2.5%, as recommended by the Director.

SECONDED by Ann Stewardson. CARRIED.

**MOTION 2010** by Bruce Deg that the Board agreed to increase the Director's salary by the same 2.5%

SECONDED by Teresa Richards. CARRIED.

**13. Correspondence:**

a) Squareone Mould Air Spore Analysis for 1240 Chaplin St. property

b) Proposal from Max Noble for use of new Headquarters' space

**Motion 2011:** by Neil Guenther to accept the correspondence as read by Kathryn.

SECONDED by Doug Osmond. Carried

**14. Date of next meeting:** <sup>Tuesday</sup> Monday, 18 February 2020, 9:00 am-10:30 am at 1240 Chaplin St. W.

**15. Adjournment:** **MOTION 2012** by Doug Osmond to adjourn at 10:38 pm

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Charlene Orr, Acting Board Chair