**CHINOOK REGIONAL LIBRARY  
EXECUTIVE BOARD MEETING MINUTES - Ammended**

**DATE:** Monday, 1 March 2021

**LOCATION:** CRL Zoom on computer or phone

**TIME:** 11:02 am to 12:16 pm

**ATTENDING:**

|  |  |  |
| --- | --- | --- |
| By Zoom: |  | Phone: |
| Charlene Orr, Chair RM of Waverly, #44 |  | Neil Guenther, RM of Coulee, #136 |
| Ryan Switzer, City of Swift Current |  | In person |
| Ann Stewardson, City of Swift Current |  | Doug Osmond, Town of Herbert |
| Sharon Uteck, Vice Chair, City of Swift Current |  |  |
| Patrick Simpson, Member-At-Large |  | Regrets: |
| Kathryn Foley, Director, Chinook Regional Library |  | Teresa Richards, Village of Vanguard |

1. **Call to order** at 11:02 am by Charlene Orr, Chair.
2. **Adoption of agenda:**

**MOTION 2110: by Sharon Uteck to approve the agenda as amended**

SECONDED by Ann Stewardson. CARRIED.

1. **Adoption of January 25, 2021 Minutes of the Executive Committee meeting:**

**MOTION 2111: by Neil Guenther to adopt the Minutes of January 25, 2021 as amended.**

SECONDED by Doug Osmond. CARRIED.

1. **Conflict of Interest:** none
2. **Old Business:**
3. **STLA Representative vote:** adjusted in January Minutes
4. **1240 Chaplin St. W.** 
   1. N. Guenther reported on progress.
      1. Neil met Bobbi and discussed the assessment, see Bobbi’s recommendations.
      2. Need a person with signing authority to put the building up for sale
   2. K. Foley read the correspondence from Bobbi Tienkamp. Director has the authority to put the building up for sale.

**MOTION 2112: by Neil Guenther to accept the second option for Sale Commission.**

Package two: 5% on the 1st 100k/3% on the balance

**(1) LISTING PKG PLUS**

-MLS exposure and all real estate search engines

-Implements my marketing assistant, with a marketing plan including weekly paid marketing in different avenues such as retargeting, paid social media

-Reports to you every 4 weeks with our advertising as well as what we plan to do going forward and any recommendations we have.

-Staging package (aka vital staging to show what the space can be used for)

PLUS the entire RE/MAX team on our side

(2) LUXURY LISTING PKG:

-Everything from the first package and also adds:

-Higher marketing AD spend

\*\*\*higher buyers agent incentive

-3D virtual tour and statistics

SECONDED by Ann Stewardson. CARRIED.

**MOTION 2113: by Neil Guenther to list the facility at 1240 Chaplin St. W. for $285,000.00.**

SECONDED by Sharon Uteck. CARRIED.

1. **Committee Reports:**
2. Negotiating Committee - None
3. Finance Committee,
   1. R. Switzer and K. Foley reported on the Finance Committee meeting of February 26, 2021, minutes attached.
   2. Investments need more discussion at March 26, 2021 Finance Committee meeting
4. Advocacy Committee - None
5. SLTA – P. Simpson is acting as SLTA Rep. until Aprils Regional meeting
   1. Requests a discussion on the involvement of Chinook in the SLTA
   2. K. Foley passed on a draft of the Minister’s Brief from SLTA more information to come.

**Motion 2114: by Sharon Uteck to accept the reports as presented.**

SECONDED by Ryan Switzer.CARRIED

1. **Reports:**
2. Director’s report, Kathryn Foley, written report includes input from A. Booth. Attached.
3. Swift Current Branch Manager’s Report written with assistance from the staff. Attached.

**Motion 2115: by Patrick Simpson to accept the reports as presented.**

SECONDED by Doug Osmond.CARRIED

1. **Budget and expenditures:**
2. Review and Approval of January 2021 Financial Statements and the post Audit changes to December 2020.

**Motion 2116: by Sharon Uteck to approve the January 2021 Financial Statements and the post Audit changes to December 2020 Financial Statements.**

SECONDED by Doug Osmond.CARRIED

1. Audit: The 2020 year end audit was held January 19, 20, 22, 2021
   1. Motion to approve the audited financials and request approved financials finals from the auditors. To produce the Annual Report for disbursement to the municipalities.

**Motion 2117: by Neil Guenther approve the audited financials from the 2020-year end audit and request approved financials finals from the auditors.**

SECONDED by Sharon Uteck.CARRIED

* 1. Discussion re Net Income use
     + 1. Reserves – Tabled and moved to the March 29, 2021 meeting
          1. Investments
  2. Discussion of prorated refund to applicable municipalities of additional paid hours in 2020.

**Motion 2118: by Neil Guenther resolves to have a prorated refund made to applicable municipalities of additional paid hours not used during the layoffs in 2020.**

SECONDED by Doug Osmond.CARRIED

1. **New Business**
2. **Staffing** -To acquire an Intern through Young Canada Works Grant (85% paid by grant)

**Motion 2119: by Doug Osmond to hire an Intern to support the other Management team members.**

SECONDED by Neil Guenther.CARRIED.

1. **Code of Ethics**

**Motion 2120 by Patrick Simpson to add the ALA Code of Ethics to our Policy Manual along with Ethical Practices.**

SECONDED by Sharon Uteck. CARRIED.

1. **In Camera:**

**Motion 2121 by Ann Stewardson to go into In Camera**

SECONDED by Ryan Switzer. CARRIED.

**Motion 2122 by Ryan Switzer to arise from In Camera**

SECONDED by Ann Stewardson. CARRIED.

Information from In Camera session: Investigation is complete; we will move on with the results.

1. **Correspondence:** 
   1. Stark & Marsh Audit
   2. Saskatchewan Information and Library Services Consortium Financial Statements
   3. Bobbi Tienkamp

1. **Date of next meeting:** By Zoom **Monday March 29th, 2021** **at 11:00 am** 
   1. **Finance Committee meeting Friday March 26 at 11:00am on Zoom**
2. **Adjournment**: **MOTION 2123** by Ann Stewardson to adjourn at 12:37 pm.

**Charlene Orr, Board Chair thanked the Board.**

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