CHINOOK REGIONAL LIBRARY
EXECUTIVE BOARD MEETING MINUTES

DATE: Tuesday, 21 December 2021
LOCATION: CRL Zoom on computer or in-person at headquarters
TIME: 4:04 pm to 6:07 pm
ATTENDING:

By Zoom:	At headquarters:
Charlene Orr, Chair RM of Waverly, #44	Kathryn Foley, Director, Chinook Regional Library
Patrick Simpson, Member-At-Large	Teresa Richards, Village of Vanguard
Ryan Switzer, City of Swift Current	Sharon Uteck, Vice Chair, City of Swift Current
Brent Michelson, Town of Shaunavon	Regrets:
Regrets:	Doug Osmond, Town of Herbert
Ann Stewardson, City of Swift Current	Mary-Anne McNeney, R.M. of Piapot, #110

1. **Call to order** at 4:04 pm by Charlene Orr, Chair.

2. **Adoption of agenda: as amended**
   MOTION 21103: by Ryan Switzer to approve the agenda as amended.
   SECONDED by Sharon Uteck. CARRIED.

3. **Approval of November 23, 2021 Minutes of the Executive Committee meeting:**
   MOTION 21104: by Sharon Uteck to adopt the Minutes of November 23, 2021.
   SECONDED by Teresa Richards. CARRIED.

4. **Conflict of Interest:** none

5. **Old Business:**
   a) Investment Policy Statement –
   Motion 21105: by Teresa Richards to remove Peg Olfert from the Investment Policy Portfolio.
   SECONDED by Sharon Uteck. CARRIED

   Motion 21106: by Teresa Richards to add the Vice Chair, Sharon Uteck to the Investment Policy Portfolio.
   SECONDED by Brent Michelson. CARRIED

   Motion 21107: by Ryan Switzer that the director follow up with RBC for changes to the Signing Officers for the Investment Policy Portfolio.
   SECONDED by Sharon Uteck. CARRIED

   Motion 21108: by Teresa Richards those signatures required are for Chair or Vice Chair of the Executive Board and the Chinook Regional Library Director for the Investment Policy Portfolio.
   SECONDED by Sharon Uteck. CARRIED

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6. **Committee Reports:**
    a) Negotiating Committee – None

    b) Finance Committee
        a. See minutes from Dec. 20, 2021
        b. Next meeting 4 pm by zoom January 25th 2022, changed due to audit.

    c) Policy Committee – see minutes from Dec. 16, 2021
        a. Update from Teresa
        b. Next scheduled meeting to be set by Committee Chair Teresa Richards

    d) SLTA – None

        Motion 21109: by Patrick Simpson to accept the reports as presented.
        SECONDED by Sharon Uteck. CARRIED

7. **Reports:**
    a) Director's report, Kathryn Foley, written report includes input from A. Booth. Attached.
    b) Swift Current Branch Manager's Report. Attached.
        Motion 21110: by Sharon Uteck. to accept the reports as presented.
        SECONDED by Brent Michelson. CARRIED

8. **Budget and expenditures:**
    a) Approval of November 2021 Financial Statements
        Motion 21111: by Teresa Richards to approve the October 2021 Financial Statements
        SECONDED by Sharon Uteck. CARRIED.

9. **New Business**
    Staffing update – moved to in camera

10. **In Camera:**
    Motion 21112 by Patrick Simpson to go into In Camera
    SECONDED by Ryan Switzer. CARRIED.
    Motion 21113 by Ryan Switzer to arise from In Camera
    SECONDED by Sharon Uteck. CARRIED.

11. **New Business arising from in camera:**
    Banked Time and Vacation Time:

    Motion 21114: by Teresa Richards that Kathryn Foley and Peg Olfert be paid out their banked time and vacation time down to 250 hours owing at the end of 2021 as per the recorded time owed on time sheets.
    SECONDED by Patrick Simpson. CARRIED.

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      Action: Kathryn Foley will take 2- or 3-days vacation per month to use the remaining time and will report to the board. Report to include what tasks are not completed due to reduced hours available.

12. **Correspondence:**
        a. Letter from Hodgeville Library Branch Librarian – Dec. 7, 2021
        b. Email from P. Olfert – Dec. 16, 2021
    Action: Kathryn will write a letter to Missy Priebe from the director and the board.

13. **Date of next meeting: Tuesday January 27, 2022 at 4:00 pm**. by Zoom

14. **Adjournment**: **MOTION 21115** by Teresa Richards to adjourn at 6:07 pm.

_____**Charlene Orr Board Chair**

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