

**CHINOOK REGIONAL LIBRARY
EXECUTIVE BOARD MEETING MINUTES**

DATE: Tuesday, 22 February 2022

LOCATION: CRL Zoom on computer or in-person at headquarters

TIME: 4:05 pm to 5:09 pm

ATTENDING:

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

1. **Call to order** at 4:04 pm by Charlene Orr, Chair.
2. **Adoption of agenda: as amended**
MOTION 220202: by Ryan Switzer. to approve the agenda.
 SECONDED by Larry Kielo. CARRIED.
3. **Approval of January 27, 2022 Minutes of the Executive Committee meeting:**
MOTION 220203: by Brent Michelson to adopt the Minutes of January 27, 2021.
 SECONDED by Patrick Simpson. CARRIED.
4. **Approval of February 14, 2022 Minutes of the Extraordinary Executive Committee meeting:**
MOTION 220204: by Sharon Uteck to adopt the Minutes of February 14, 2022.
 SECONDED by Patrick Simpson. CARRIED.
5. **Conflict of Interest:** none
6. **Old Business:**
 - a) Investment Policy Statement
 - a. Will be updated for March Meeting
 - b. Send out January RBC Security Statement
 - b) COVID – Discussion re removal of Health Protocols and the resulting changes to staffing
Motion 220205: by Brent Michelson to honour the signed contracts of the temporary hire ending April 30th, 2022.
 SECONDED by Patrick Simpson. CARRIED
7. **Committee Reports:**
 - a) Negotiating Committee – None
 - b) Finance Committee
 - a. Financials were unavailable until Feb. 22, 2022 therefore the committee did not meet.
 - b. Next meeting 4 pm by Zoom March 17th 2022.

Our Mission: The Chinook Regional Library is dedicated to providing inclusive and welcoming services that strengthen and sustain lifelong learning in our communities.

- c) Policy Committee
 - a. Verbal update by Kathryn
 - i. Kathryn read the questions posed by Julie in the document she sent
 - ii. Kathryn will send out the draft CRL- Policy Review Project Proposal sent by Julie Arie at PLLO
 - b. Next scheduled meeting to be set by Committee Chair Teresa Richards
- d) SLTA – verbal from Patrick Simpson
 - a. Wapiti has withdrawn from SLTA
 - b. SLTA discussed their future and agreed to continue for the next year.

Motion 220206: by Sharon Uteck to accept the reports as presented.

SECONDED by Patrick Simpson. CARRIED

8. Reports:

- a) Director’s report, Kathryn Foley, written report including Rural Branch Manager and Children’s Programmer input. Attached.
- b) Swift Current Branch Manager’s Report. Written by K. Foley

Motion 220207: by Larry Kiolo to accept the reports as presented.

SECONDED by Sharon Uteck. CARRIED

9. Budget and expenditures:

- a. Approval of January 2022 Financial Statements

Motion 220208: by Sharon Uteck to approve the January 2022 Financial Statements

SECONDED by Doug Osmond. CARRIED.

10. New Business

- a) Staffing update – see director’s report
 - a. **Hiring Committee: Kathryn Foley**, Charlene Orr, Sharon Uteck, Sherri Fahselt, Larry Kiolo and possibly Ryan Switzer
 - b. **Short list** to be made by March 15, 2022
 - c. **Interviews:** A.S.A.P. by Zoom
- b) 50th Anniversary of CRL – see director’s report

11. In Camera: N/A

12. Correspondence:

- a. Email from Branch Manager from Maple Creek
- b. Email to BM at MC
- c. Letter to Town of Maple Creek in response to request for more information on Budget 2022
- d. Stark & Marsh Letter of Engagement

- e. Stark & Marsh Letter of Independence
- f. CRL Policy Review Project Proposal – PLLO Feb 2022

13. Date of next meetings:

- a. **Extraordinary Executive Meeting to pass the audited 2021 financials will be held A.S.A.P.**
- b. **Finance Meeting, Thursday March 17th, 2022**
- c. **Executive Meeting, Tuesday March 22nd, 2022 at 4:00 pm.** by Zoom or in person at HQ

14. Adjournment: MOTION 220209 by Patrick Simpson to adjourn at 5:09 pm.
SECONDED by Larry Kielo. CARRIED.

Charlene Orr Board Chair