

**CHINOOK REGIONAL LIBRARY  
EXECUTIVE BOARD MEETING MINUTES**

**DATE:** Thursday, 27 January 2022

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

**TIME:** 4:00 pm to 5:35 pm

**ATTENDING:**

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

**1. Call to order** at 4:00 pm by Charlene Orr, Chair. Welcome to Larry Kielo Representative of City of Swift Current.

**2. Adoption of agenda: as amended**

**MOTION 220101: by Doug Osmond to approve the agenda.**

SECONDED by Ryan Switzer. CARRIED.

**3. Approval of December 21, 2021 Minutes of the Executive Committee meeting:**

**MOTION 220102: by Teresa Richards to adopt the Minutes of December 21, 2021.**

SECONDED by Ryan Switzer. CARRIED.

**4. Conflict of Interest: none**

**5. Old Business:**

a) Investment Policy Statement – December 21, 2021 Executive Minutes to be sent to RBC Securities for updates.

b) COVID – As changes take place it is wise to get the message out through all means possible

a. Director Weekly Memo to Staff

b. Press Release

c. Social Media

d. Other

**6. Committee Reports:**

a) Negotiating Committee – None

b) Finance Committee

a. See minutes from January 25, 2022

b. Next meeting 4 pm by zoom February 17<sup>th</sup> 2022.

c) Policy Committee

a. Verbal update from Teresa

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

- i. Corresponding with Julie Arie at Provincial Library and Literacy Office
- ii. Offered support for Strategic Planning and look at CRL Policies
- b. Next scheduled meeting to be set by Committee Chair Teresa Richards

d) SLTA – None

**Motion 220103: by Larry Kielo to accept the reports as presented.**

SECONDED by Teresa Richards. CARRIED

#### 7. 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. Taken from notes left by Donna Thiessen

**Motion 220104: by Larry Kielo to accept the reports as presented.**

SECONDED by Teresa Richards. CARRIED

#### 8. Budget and expenditures:

- a. Approval of December 2021 Financial Statements

**Motion 220105: by Teresa Richards to approve the October 2021 Financial Statements**

SECONDED by Brent Michelson. CARRIED.

#### 9. New Business

- a) Staffing update – Accommodating staffing shortages through use of Curbside Service and reduced hours where necessary.
- b) 50<sup>th</sup> Anniversary of CRL

**Motion 220106 by Patrick Simpson to provide up to \$5,000 for giveaways and running the celebration of the 50<sup>th</sup> Anniversary of CRL**

SECONDED by Brent Michelson. CARRIED.

#### 10. In Camera:

**Motion 220107 by Sharon Uteck to go into In Camera 4:55 pm**

SECONDED by Patrick Simpson. CARRIED.

**Motion 220108 by Brent Michelson to arise from In Camera 5:09 pm**

SECONDED by Sharon Uteck. CARRIED.

#### 11. New Business arising from in camera:

Director's priority is to acquire new management staff.

**Hiring Committee: Kathryn Foley, Charlene Orr, Sharon Uteck, Sherri Fahselt, Larry Kielo and possibly Ryan Switzer**

**Short list** to be made by January 31, 2022

**Interviews:** February 4, 2022 by Zoom

**12. Correspondence:**

- a. Government Of Saskatchewan Grant of \$7500.00 for services
- b. Reply by K. Foley to Allison Hopkins

**13. Date of next meetings:**

- a. **Finance Meeting, Thursday February 17<sup>th</sup>, 2022**
- b. Executive Meeting, **Tuesday February 22<sup>nd</sup>, 2022 at 4:00 pm.** by Zoom or in person

**14. Adjournment: MOTION 220109** by Teresa Richards to adjourn at 5:13 pm.

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**Charlene Orr Board Chair**