

**CHINOOK REGIONAL LIBRARY
EXECUTIVE BOARD MEETING MINUTES**

DATE: Tuesday, 26 July 2022

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

TIME: 4:04 pm to 6:20 pm

ATTENDING:

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

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

2. **Adoption of agenda:**

MOTION 220701: by Sharon Uteck to approve the agenda as amended.

SECONDED by Doug Osmond. CARRIED.

3. **Approval of June 28, 2022 Minutes of the Executive Committee meeting:**

MOTION 220702: by Sharon Uteck to adopt the Minutes of June 28, 2022 with the format adjustment.

SECONDED by Patrick Simpson. CARRIED.

4. **Conflict of Interest:** none at time of asking

5. **Old Business:**

a. Financials

i. Latest value of our investment as of June 30, 2022 \$580,774.21 up from June 28, 2022 report to Board.

Action: Sharon Uteck and Kathryn Foley to follow up on paperwork and signatures.

Action: Continue original plan of selling Mutual Funds and buying GIC's.

ii. Plan for investments: to follow the June motions below as the paperwork is completed:

Motion 220603: by Patrick Simpson to remove 100% of the investments from the present RBC portfolio of bonds as of June 29, 2022 (or as soon as possible); bonds worth \$580,359.00 as of June 28, 2022.

SECONDED by Teresa Richards. CARRIED.

Motion 220604: by Teresa Richards to buy flexible 30-day GIC with 100% of the money on the same day sold (or as soon as possible); bonds worth \$580,359.00 as of June 28, 2022.

SECONDED by Sharon Uteck. CARRIED.

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

b. Policy Update

- i. Report by Dawn Silver
- ii. PLLO visit set for August 23-24
 1. Request by Mary-Anne McNeney to attend by Zoom in the morning
- iii. Policy Committee meeting set for Aug 15 at 4:00pm over Zoom

6. Committee Reports:

- a) Negotiating Committee – meeting set for September 19, 2022 at 2:00 pm. over Zoom.

Action: Inform staff of meeting September 19, 2022 at 2:00pm.

- b) Finance Committee see above
- c) Policy Committee see above
- d) Facility Report – see correspondence from Frontier Builders

MOTION 220703: by Teresa Richards to accept the reports as presented.

SECONDED by Doug Osmond. CARRIED.

7. Reports:

- a) Director's report, Kathryn Foley, written report including Rural Branch Manager. Attached.
- b) Swift Current Branch Manager's Report. With Director report as no local board meeting.
- c) City of Swift Current – See below.

Motion 220704: by Patrick Simpson to accept the reports as presented.

SECONDED by Teresa Richards. CARRIED

8. Budget and expenditures:

- a. Approval of June 2022 Financial Statements

Motion 220705: by Patrick Simpson to approve the June 2022 Financial Statements

SECONDED by Sharon Uteck. CARRIED

- b. Alison Hopkins, Provincial Librarian looking into financial impact of inflation especially in the area of sharing resources and transporting materials.

9. New Business

- a) Staffing update

- i. 3-month probation ending for both new managers
- ii. Gianne Amado joined our student team under shared funding of the Young Canada Works in Heritage Organizations for a 600-hour contract that will end before March 31 2023. As our Community Outreach Assistant, she will focus on updates to our website and social media, including starting a Twitter account, as well as filling in for other students where necessary Gia will take pictures of programs.
- iii. Executive Board acknowledgement of Provincial Literacy Award to Tekeyla Friday

Motion 220706: by Teresa Richards that the Board acknowledge the Professional Leadership in Literacy Award presented by Saskatchewan Lieutenant Governor Russ Mirasty to Tekeyla Friday.

SECONDED by Patrick Simpson. CARRIED.

- b. Planning changes to staffing
 - i. move to in camera
- c. City of Swift Current plan to move Swift Current Branch to a Municipal Library update
 - i. move to in camera

10. Correspondence

- a. Restructure the Village of Success into the RM of Riverside #168 as of July 15, 2022
- b. Letter to Town of Shaunavon
- c. Frontier Builders
- d. Palliser Regional Library Board Chair letter

11. In Camera: Dawn Silver left the meeting earlier.

Motion 220707 by Doug Osmond to go into In Camera

SECONDED by Patrick Simpson. CARRIED.

Motion 220708 by Patrick Simpson to arise from In Camera

SECONDED by Doug Osmond. CARRIED.

9. New Business arising from In Camera

Motion 220709 by Teresa Richards that Kathryn Foley to develop a fact sheet of what the City Swift Current receives from belonging in the Chinook Regional Library.

SECONDED by Sharon Uteck. CARRIED.

12. Date of next meetings:

- a) **Finance Meeting**, August 29th at 3:00pm over Zoom – Draft Budget 2023
- b) **Policy Meeting**, August 15th at 4:00 pm over Zoom
- c) **PLLO visit** afternoon of August 23 and morning of 24 also including Zoom link
- d) **Executive Meeting changed to Tuesday August 30, 2022 at 4:00 pm.** by Zoom or in person at HQ

13. Adjournment: MOTION 220710 by Teresa Richards to adjourn at 6:20 pm.

Charlene Orr Board Chair