

**CHINOOK REGIONAL LIBRARY
EXECUTIVE BOARD MEETING MINUTES**

DATE: Tuesday, 28 June 2022

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

TIME: 4:03 pm to 6:17 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
Teresa Richards, Village of Vanguard	Kathryn Foley, Director, Chinook Regional Library
Brent Michelson, Town of Shaunavon	
Ryan Switzer, City of Swift Current	Sent Regrets:
Guest:	Mary-Anne McNeney, R.M. of Piapot, #110
Dawn Silver	Larry Kielo, City of Swift Current

1. **Call to order** at 4:03 pm by Charlene Orr, Chair.

2. **Adoption of agenda:**

MOTION 220601: by Sharon Uteck to approve the agenda as amended.

SECONDED by Patrick Simpson. CARRIED.

3. **Approval of May 31, 2022 Minutes of the Executive Committee meeting:**

MOTION 220602: by Brent Michelson to adopt the Minutes of May 31, 2022.

SECONDED by Teresa Richards. CARRIED.

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

5. **Old Business:**

a. Financials

i. Latest value of our investment as of June 26, 2022 \$580,359 down from May 31 \$587,316.59

ii. Plan for investments

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.

b. Policy Update

i. Essential areas as per ranking exercise

ii. Library Policies and Priority Ranking Exercise: see attached

iii. Policy Committee timelines:

Action: set a meeting prior to the PLLO visit

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

- iv. Interest in an introductory, mid, and end of project visit from the PLLO team:

Action: Invite PLLO team for late July or early August.

6. Committee Reports:

- a) Negotiating Committee

Action: Meeting to be September 19, 2022 at 2:00pm over Zoom.

- b) Finance Committee see below motion

- c) Policy Committee

- a. See above

- b. July 6, 2022 is next meeting between Dawn and Catherine Howett, minutes to be shared.

- d) Facility Report – see correspondence from Frontier Builders

MOTION 220605: by Patrick Simpson to accept the reports as presented.

SECONDED by Ryan Switzer. CARRIED.

7. Reports:

- a) Director's report, Kathryn Foley, written report including Rural Branch Manager. Attached.

- b) Swift Current Branch Manager's Report. Attached.

- c) City of Swift Current – See below.

Motion 220606: by Sharon Uteck to accept the reports as presented.

SECONDED by Ryan Switzer. CARRIED

8. Budget and expenditures:

- a. Approval of May 2022 Financial Statements

Motion 220607: by Doug Osmond to approve the May 2022 Financial Statements

SECONDED by Teresa Richards. CARRIED.

9. New Business

- a) Staffing update

- a. Judy Mauer retirement was an enjoyable occasion. Several retired colleagues attended the event in the park to welcome her to the ranks of the retired.

- b. Staff at Headquarters are adjusting to different task expectations.

Swift Current now has the capacity to return to increased operational hours; with the Branch Manager working a Tuesday through Saturday schedule. An additional five hours per week will come into affect starting July 4, 2022; as had been requested by the Director. This will cover the needed hours lost during disruptions caused by the pandemic and not having a Branch Manager.

- b) City of Swift Current Update

Ryan Switzer reported that the June 27, 2022 Council meeting had followed the request of the 2021 Swift Current Library Board to investigate the possibility of the Swift Current Public Library becoming a Municipal Library.

At that meeting the council passed three motions:

THAT Council directs Administration to begin the process to depart from the Chinook Regional Library System, such that the Swift Current Public Library becomes a Municipal Library under the direction of the City of Swift Current.

THAT in accordance with Section 4 of *The Public Libraries Act, 1996* Council approves the proposal of a boundary change for the “new” Municipal Library to be the same as the existing boundaries encompassing Swift Current’s City Limits.

THAT public notice be given of Council’s intention for a public hearing to be held at a future date in this regard.

- 10. In Camera:** Dawn Silver and Ryan Switzer left the meeting. Councillor Switzer would have been in direct conflict due to his position as City representative.

Motion 220608 by Patrick Simpson to go into In Camera

SECONDED by Brent Mickelson. CARRIED.

Motion 220609 by Teresa Richards to arise from In Camera

SECONDED by Doug Osmond. CARRIED.

9. New Business arising from In Camera

Motion 220610 by Patrick Simpson to acknowledge that Swift Current Council has made a resolution to establish a Municipal Library

SECONDED by Teresa Richards. CARRIED.

Motion 220611 by Sharon Uteck for the Director to communicate to the Media that the Executive Board of the CRL are focused on communicating the many positive aspects of Swift Current Branch Library remaining a branch within the Regional system.

SECONDED by Teresa Richards. CARRIED.

11. Correspondence:

- a. MEPP – PEBA transitioning to non-profit corporation – no real changes to policy

12. Date of next meetings:

- a) **Finance Meeting**, not set
- b) **Policy Meeting**, to be arranged before PLLO visit
- c) **Executive Meeting, Tuesday July 26, 2022 at 4:00 pm.** by Zoom or in person at HQ

- 13. Adjournment: MOTION 220612** by Sharon Uteck to adjourn at 6:17 pm.

Charlene Orr Board Chair