

**CHINOOK REGIONAL LIBRARY
EXECUTIVE BOARD MEETING MINUTES**

DATE: Tuesday, 23 November 2021

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

TIME: 4:01 pm to 5:25 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
Ann Stewardson, City of Swift Current	Doug Osmond, Town of Herbert
Mary-Anne McNeney, R.M. of Piapot, #110	Sharon Uteck, Vice Chair, City of Swift Current
Ryan Switzer, City of Swift Current	Regrets:
Brent Michelson, Town of Shaunavon	

1. **Call to order** at 4:01 pm by Charlene Orr, Chair.

Welcome to Mary-Anne McNeney, who gave a short introduction to her background and interest in libraries.

2. **Adoption of agenda:**

MOTION 2193: by Sharon Uteck to approve the agenda as amended.

SECONDED by Teresa Richards. CARRIED.

3. **Approval of October 26, 2021 Minutes of the Executive Committee meeting:**

MOTION 2194: by Teresa Richards to adopt the Minutes of October 26, 2021.

SECONDED by Patrick Simpson. CARRIED.

4. **Conflict of Interest:** none

5. **Old Business:**

- a) Investment Policy Statement - moved to December meeting as information not available to Director at this time

Motion 2195: by Ann Stewardson to carry over to the November meeting the Investment Policy statement.

SECONDED by Ryan Switzer. CARRIED

6. **Committee Reports:**

- a) Negotiating Committee – see minutes from Nov. 9, 2021
- Set next meeting date for Negotiation Committee as September 2022 in the first half of the month.
 - Add to Policy: Negotiations to take place each year starting in early September; to reach an agreement by the November Executive Meeting.
 - Recognize staff, who have reached milestones of 5, 10, 15, and at increases of five years, at the 50 Year celebration in 2022; and yearly at the fall staff workshop day going forward.

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

- d. Following the Library Act: the library director of a regional library is secretary to the regional library board and to all committees of the board; and shall be present at all meetings of the board and its committees, except those meetings or portions of meetings that deal with matters pertaining to his or her salary and performance evaluation. {c.P-39.2 34(1)} The Director therefore will remain on the negotiation committee.

Motion 2196: by Teresa Richards that Chinook Regional Library Staff are required to use a minimum of two weeks of vacation time in one-week blocks; the balance of the days are full days taken at staff discretion, in consultation with their supervisor or the director. To be started from November 23, 2021.

SECONDED by Sharon Uteck. CARRIED.

Motion 2197: by Sharon Uteck that the increase across the board be 1% for 2022 for all Chinook Regional Library Staff.

SECONDED by Brent Michelson. CARRIED.

Change of wording with the addition of “beginning in 2022” to the end of each motion.

Motion 2171: by Brent Michelson to recognize September 30th as Truth and Reconciliation Day as a Statutory Day for all Staff, **beginning in 2022.**

SECONDED by Ryan Switzer. CARRIED

Motion 2172: by Teresa Richards, to send to the Policy Committee to put into CRL Policies the recommendation to Recognize September 30th as Truth and Reconciliation Day as a Statutory Day for all Staff, **beginning in 2022.**

SECONDED by Sharon Uteck. CARRIED

- b) Finance Committee – see minutes from Nov. 17, 2021
 - a. Set Date to meet monthly before Executive Board meetings as the 3rd Thursday of each month, beginning on December 16, 2021
- c) Policy Committee – see minutes from Nov. 10, 2021
 - a. Next scheduled meeting Dec. 1, 2021 at 2pm on Zoom
- d) SLTA – Report by Patrick Simpson that they will not be meeting until early 2022.

Motion 2198: by Doug Osmond 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 2199: by Sharon Uteck. to accept the reports as presented.

SECONDED by Teresa Richards. CARRIED

8. Budget and expenditures:

- a) Approval of October 2021 Financial Statements

Motion 21100: by Doug Osmond to approve the October 2021 Financial Statements

SECONDED by Teresa Richards. CARRIED.

9. New Business

- a. Covid health update and discussion of consequences for not following the mandate. The attached letter from Shaunavon under correspondence was part of the discussion. All concerns and issues possible were considered.

Motion 21101: by Doug Osmond that all staff unwilling to declare a status of fully vaccinated against COVID19, and unwilling to take weekly rapid tests with a negative result will be placed on unpaid leave as of January 1, 2022.

SECONDED by Teresa Richards. CARRIED.

Additional note: Patrick Simpson and Brent Michelson required the record show they were opposed.

b. Staffing update

- a. Two Casuals starting in December at Swift Current
- b. Director will post the Branch Manager position for Swift Current by end of November, with closing set for January 5, 2022.
- i. Present and incoming Swift Current Board Chairs to be invited to interviews.
- c. 50th Anniversary of Chinook Regional Library to be celebrated in June of 2022. Anyone wishing to join the celebration committee please contact Kathryn. Teresa declared an interest.

10. In Camera: None

11. Correspondence:

- a. Letter from Shaunavon Library Board – Nov. 18, 2021
- b. `

12. Date of next meeting: Tuesday December 21, 2021 at 4:00 pm. by Zoom

13. Adjournment: MOTION 21102 by Teresa Richards to adjourn at 5:25 pm.

Charlene Orr Board Chair