

Minutes of the
Chinook Regional Library Executive Committee Meeting
held June 29, 2023
at Swift Current Branch Library
411 Herbert St E Swift Current, SK

Attendance:

In person: Rhonda Forster, Michelle Pouteaux, Larry Kielo, Brent Michelson, Ryan Switzer and Dustin Heatcoat
ZOOM: Patrick Simpson, Mary-Anne McNeney

1. **Call to Order** at 5:05 p.m. by Brent Michelson, Chair

2. **Nomination of Recording Secretary**
MOTION 23-06-24: Forster/Switzer
That Mary-Anne McNeney be appointed as the recording secretary for this meeting.
CARRIED

3. **Adoption of Agenda**
MOTION 23-06-25: Switzer/Kielo
That the agenda be adopted as amended.
CARRIED

4. **Executive Committee Minutes**
MOTION 23-06-26: Switzer/Heatcoat That the minutes of the executive committee meeting held June 8, 2023 be hereby approved as presented.
CARRIED

5. **Delegation**
MOTION 23-06-27: Pouteaux/Simpson
That the committee recognize Swift Current Branch Manager Connor Kurtz as a delegation.
CARRIED

6. **Financials**
MOTION 23-06-28: Pouteaux/Kielo
That the Office Manager bring to Executive a recommendation for investing surplus funds in the CRL's chequing account into a GIC or other savings accounts.
CARRIED

- MOTION 23-06-29: Pouteaux/Heatcoat
That the Executive Committee be presented a detailed summary of investments and clarification on the negative balance in the municipal accounts receivable at its next meeting.
CARRIED

7. OH&S Concerns in Central Office

MOTION 23-06-30 Forster/Kielo

That the quote from Wallace Construction be accepted for HQ renovations at the quoted price of \$3,707 and that the head of Shipping and Receiving coordinate construction.

CARRIED

MOTION 23-06-31 Heatcoat/Forster

That the head of Shipping and Receiving purchase a window air conditioner, or portable air conditioner, on behalf of the CRL for the shipping and receiving area at HQ at a cost up to \$700.

CARRIED

8. Move in Camera – Legal Advice

MOTION 23-06-32: Switzer/Kielo

That the committee move in camera.

CARRIED

Moved in camera at 5:43 p.m.

9. Move Out of in Camera

MOTION 23-06-33: Switzer/Pouteaux

That the committee move out of in camera.

Moved out of in camera at 5:54 p.m.

CARRIED

10. CRL Delivery and Technical Services Assistant Posting

After some discussion, the committee agreed that, rather than post the duties as a full-time staff position, the CRL contract with a courier service for a three-month trial period.

MOTION 23-06-34 Heatcoat/Switzer

That the CRL enter into a three-month contract with Point-to-Point Deliver for courier services within Swift Current at a rate of \$1,800 per month with the start date coordinated by the Swift Current Branch Manger.

CARRIED

11. Safe Use and Conduct Bylaw

MOTION 23-06-35 Simpson/Pouteaux

That the committee distribute the proposed Safe Use and Conduct bylaw to members of the Regional Board by email for approval, or to recommend changes, by July 31st.

12. CRL Representation at Provincial Meetings

MOTION 23-06-36 Forster/Switzer

That the Swift Current Branch Manager be requested to continue representing the CRL at Provincial Library Director meetings.

CARRIED

13. Move in Camera - Personnel

MOTION 23-06-37 Switzer/Kielo

That the committee move in camera.

CARRIED

The committee moved in camera at 6:34pm

14. Move Out of in Camera

MOTION 23-06-38 Switzer/Kielo

That the committee move out of in camera.

CARRIED

The committee moved out of in camera at 7:06pm

15. Communication with Regional Branch Manager

MOTION 23-06-39 Pouteaux/Heatcoat

That the chair draft a letter to the Regional Branch Manager, making clear the committee's expectations for her performance.

CARRIED

16. Part-time Cataloguer Position

MOTION 23-06-40 Kielo/Switzer

That the CRL discontinue the recently-created part-time cataloguer position, effective July 14, 2023.

CARRIED

17. Funding for Shipping and Receiving

MOTION 23-06-41 Kielo/Pouteaux

That the committee approve funding of \$200 to clear space for pending construction work.

CARRIED

18. Corporate Van

MOTION 23-06-42 Heatcoat/Forster

That the Rural Branch Manager be tasked with selling the second van, the blue GMC Savana, deplating the vehicle, and getting a recommendation for insurance in the meantime.

CARRIED

19. Correspondence

MOTION 23-06-43 Heatcoat/Forster

That the CRL release draft meeting minutes, and indicate them as draft minutes, to regional members upon their request. With a disclaimer that the draft minutes are intended for regional board members until approved by the regional board.

Simpson requested a recorded vote.

In Favour - Heatcoat, Pouteaux, Forster, Switzer, McNeney, Michelson

Opposed - Simpson, Kielo

CARRIED

20. Move in Camera - Personnel

MOTION 23-06-44 Switzer/Kielo

That the committee move in camera.

CARRIED

The committee moved in camera at 8:13pm

21. Move Out of n Camera

MOTION 23-06-45 Switzer/Pouteaux

That the committee move out of in camera.

CARRIED

The committee moved out of in camera at 8:17pm

22. Next Meeting Date

Thursday, July 20th, 2023 at 5:00 - Swift Current Branch Library

23. Adjourn

MOTION 23-06-46: McNeney/Switzer

That this meeting be hereby adjourned at 8:19 p.m.

B.E. Michelson

Committee Chair – Brent Michelson

R. Forster

Signature of Attending Committee Member

Rhonda Forster

Printed Name of Attending Committee Member

August 14, 2023

Date of Signature