

Minutes of the
Chinook Regional Library Executive Committee Meeting
held June 8, 2023
at Swift Current Branch Library
411 Herbert St E Swift Current, SK

Attendance:

In person: Rhonda Forster, Michelle Pouteaux, Larry Kielo, Brent Michelson
ZOOM: Patrick Simpson, plus members of the public attending as observers
Regrets (excused): Mary-Anne McNeney, Doug Osmond, Ryan Switzer and Dustin Heatcoat

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

2. **Nomination of Recording Secretary**
MOTION 23-06-01: Pouteaux/Forster
That Larry Kielo be appointed as the recording secretary for this meeting.
CARRIED

3. **Adoption of Agenda**
MOTION 23-06-02: Kielo/Pouteaux
That the agenda be adopted as amended.
CARRIED

4. **Executive Committee Minutes**
MOTION 23-06-03: Forster/Pouteaux
That the minutes of the executive committee meeting held May 18, 2023 be hereby approved as presented.
CARRIED

5. **Recognize Delegation**
MOTION 23-06-04 Pouteaux/Simpson
That the committee recognize Office Manager Susan Penner as a delegation.
CARRIED

The Executive Committee would like to express their sincere gratitude to Office Manager Susan Penner and staff who have worked tirelessly and with expertise to rectify mistakes to payroll in early 2023.

6. **Recommendation on Construction Quotes**
MOTION 23-06-05: Pouteaux/Simpson
That Committee Member Forster coordinate with Rural Branch Manager to present recommendations for craft work at headquarters.
CARRIED

7. **Occupational Health and Safety Meeting Minutes**

DEM

MOTION 23-06-06: Kielo/Forster

That the Executive Committee be regularly presented the meeting minutes from Occupational Health and Safety in the Chinook Regional Library.

CARRIED

8. Move in Camera - Legal Advice

MOTION 23-06-07: Kielo/Pouteaux

That the committee move in camera.

CARRIED

Moved in camera at 6:03 p.m.

9. Move Out of in Camera

MOTION 23-06-08: Kielo/Simpson

That the committee move out of in camera.

Moved out of in camera at 6:32 p.m.

CARRIED

10. Lawyer Letter

MOTION 23-06-09: Pouteaux/Rhonda

That the Executive Committee approves the MLT Aitkins letter as presented.

CARRIED

The hiring committee presented a verbal report.

11. Director Job Posting

MOTION 23-06-10: Pouteaux/Forster

That the Executive Committee accepts the hiring committee's recommendation of the Director's job posting, as amended. The Executive Committee directs the Swift Current Branch Manager to post the job opening at their earliest convenience.

CARRIED

The Executive Committee reviews the Swift Current Manager's report, the Rural Branch Manager's Report, the Chair's report, and the Children Coordinator's report.

12. Accept and File Reports

MOTION 23-06-11: Forster/Kielo

That all reports be received and filed.

CARRIED

13. Summer Programming

MOTION 23-06-12: Forster/Kielo

That the Executive Committee approves funding request for the Regional Summer Program, in the amount of \$375.

DEM

CARRIED

14. Access to Chinook Regional Library Email

MOTION 23-06-13: Pouteaux/Forster

That the Executive Committee grants access to the former Executive Director's Chinook Regional Library email account to the Board Chair and the Vice Chair, until a new Director, or interim Director, is hired.

CARRIED

MOTION 23-06-14: Kielo/Pouteaux

That the Executive Committee directs the Rural Branch Manager, Office Manager, and Swift Current Branch Manager to make requests to the Board Chair for specific items in the former Director's email account.

CARRIED

MOTION 23-06-15: Forster/Pouteaux

That the Board Chair and Vice Chair may receive and act on the requests for access to the former Director's email account pending the information and the request be shared with the Executive Committee.

CARRIED

15. Regional Summer Student

MOTION 23-06-16: Kielo/Simpson

That the request to hire one regional summer student be approved.

CARRIED

16. Information Technology Equipment Purchase

MOTION 23-06-17: Kielo/Pouteaux

That the information technology equipment purchase be tabled until the next scheduled meeting.

CARRIED

17. Shipping and Receiving Delivery

MOTION 23-06-18: Forster/Pouteaux

That Vice Chair Kielo contacts the Rural Branch Manager regarding shipping and receiving for delivery driver vacation schedule and for recommendations.

CARRIED

18. Move in Camera

MOTION 23-06-19: Kielo/Forster

DEM

That the Executive Committee request the Swift Current Branch Manager attend the June 13th Provincial Directors' meeting in Regina and present information to the Executive Committee.
The Chinook Regional Library shall compensate for meals, mileage, and accommodations.

CARRIED

19. Negotiating Committee

MOTION 23-06-20: Kielo/Forster

That Committee Member Heatcoat be appointed to the negotiating committee.

CARRIED

20. Correspondence

MOTION 23-06-21: Simpson/Pouteaux

That the correspondence informing the meeting and noted on the agenda be filed.

CARRIED

21. Financials and Payables

MOTION 23-06-22: Pouteaux/Kielo

That the payables be approved as presented.

CARRIED

22. Next Meeting Date

Thursday, June 29th, 2023 at 5:00 - Swift Current Branch Library

23. Adjourn

MOTION 23-06-23: Forster/Kielo

That this meeting be hereby adjourned at 7:52 p.m.

CARRIED

DEM

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