

Minutes of the
Chinook Regional Library Executive Committee Meeting
held May 18, 2023
at Chinook Regional Library Headquarters
110 11th Ave NW, Swift Current, SK

Attendance:

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

1. **Call to order** at 4:00 p.m. by Brent Michelson, Chair

2. **Nomination of Recording Secretary**
MOTION 23-05-15: Switzer/Forster
That Mary-Anne McNeney be appointed as the recording secretary for this meeting.
CARRIED

3. **Adoption of Agenda**
MOTION 23-05-16: McNeney/Switzer
That the agenda be adopted as amended.
CARRIED

4. **Executive Committee Minutes**
MOTION 23-05-17: McNeney/Switzer
That the minutes of the executive committee meeting held May 11, 2023 be hereby approved as amended.
CARRIED

5. **Move in Camera**
MOTION 23-05-18 Forster/McNeney
That the committee move in camera.
CARRIED

Moved in camera at 4:13 p.m.

6. **Move Out of in Camera**
MOTION 23-05-19: Heatcoat/Forster
That the committee move out of in camera.
CARRIED

Moved out of in camera at 4:28 p.m.

7. **Zoom Links for Executive Meetings**
Discussion and general agreement that the executive committee should extend an invitation to the public to attend our meetings as an observer. Further discussion needed re: logistics of issuing invitation (to whom, by what means, how frequently, etc.).

DEM

8. Appointment of Vice Chair

MOTION 23-05-20: McNeney/Heatcoat

That Larry Kielo be appointed vice chair of the executive committee.

CARRIED

9. Signing Authorities

MOTION 23-05-21: Switzer/Pouteaux

That Business Manager Susan Penner, Chair Brent Michelson, Vice Chair Larry Kielo and Committee Member Rhonda Forster be exclusive signing authorities for the Chinook Regional Library.

CARRIED

10. Financials

MOTION 23-05-22: Pouteaux/Heatcoat

That the executive committee be provided with monthly payables, including corporate credit card statements, at their regular monthly meetings.

CARRIED

11. Protection of employees' personal privacy

MOTION 23-05-23: Simpson/McNeney

That physical copies of financial records provided to the executive committee be handled with care, and that copies provided to committee members be destroyed after reading.

CARRIED

12. Hiring Sub-committee for new Executive Director

MOTION 23-05-24: Pouteaux/McNeney

That the CRL executive committee strike a hiring sub-committee consisting of Chair Brent Michelson and members Ryan Switzer and Patrick Simpson.

CARRIED

13. Compensation for executive committee members attending meetings

Michelson noted that there is a provision to pay mileage and a stipend of \$35 for attending meetings. Simpson pointed out that the stipend amount has been unchanged since the 1990s. Forster advised that members have to submit claims for compensation and then receive a cheque in the mail. The committee agreed to explore whether electronic deposits are possible.

14. WorkSafe Bylaw – safety procedures for employees working alone

MOTION 23-05-25: Simpson/Pouteaux

That a draft WorkSafe Bylaw be distributed to the CRL executive for discussion and consideration at the next meeting.

DEM

15. Communication to staff

MOTION 23-05-26: Heatcoat/Pouteaux

That the CRL executive direct the Swift Current and regional branch managers to talk with their staff and address concerns, including unfounded rumours of pending rural library closures; and that they bring any outstanding issues to the executive committee.

16. Move in Camera

MOTION 23-05-27: McNeney/Simpson

That the committee move in camera.

CARRIED

Moved in camera at 5:21 p.m.

17. Move Out of in Camera

MOTION 23-05-28: Switzer/Pouteaux

That the committee move out of in camera.

Moved out of in camera at 5:49 p.m.

CARRIED

18. Staff concerns re: working conditions in headquarters building

MOTION 23-05-29: Simpson/Forster

That the committee direct staff at headquarters to investigate installing a wall and door in the loading area, with an option for air conditioning; and that the boardroom be made available as staff space in the interim.

19. Documents for executive meetings

MOTION 23-05-30: Pouteaux/Forster

That documents for discussion at CRL executive meetings be submitted no later than 24 hours prior to the meeting; and that, in urgent cases, documents submitted after the cutoff time be addressed only by unanimous consent.

CARRIED

20. Correspondence

MOTION 23-05-31: Simpson/Pouteaux

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

CARRIED

21. Next Meeting Date

Thursday, June 8th, 2023 at 5:00 - CRL Headquarters

DEM

22. Adjourn

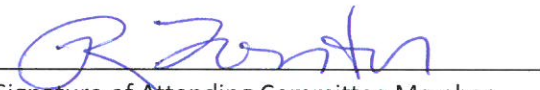
MOTION 23-05-32: McNeney/Forster

That this meeting be hereby adjourned at 6:02 p.m.

CARRIED



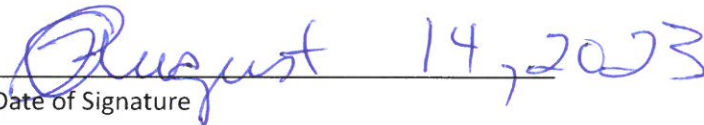
Committee Chair – Brent Michelson



Signature of Attending Committee Member



Printed Name of Attending Committee Member



Date of Signature