

SLS Board Meeting –Virtual Skype Meeting
MINUTES – APPROVED
Wednesday, April 15th, 2020



Present:

Trustees: Kelly Christman (Vice-Chair) Craig Widmer (Treasurer) Joel Goodnough
Kevin Jones Deborah Reid-Mickler Michelle McKenzie
Yoko Fujimoto Terrie Matz

Staff: Kim Carlson (Executive Assistant) Petra Mauerhoff (CEO)

1. CALL TO ORDER

Kelly Christman called the meeting to order at 1:00 p.m and the Shortgrass Library System mission statement was read out loud. **CARRIED**

1.1 ACKNOWLEDGEMENT OF TERRITORY

Acknowledgement of Traditional Territory - Shortgrass Library System honors and acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuut'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also honor and acknowledge that we are on the homelands of the Metis Nation within Region III.

1.2 EXCUSE ABSENT BOARD MEMBERS

Moved by Deborah Reid-Mickler that the SLS Board excuse absent Board members Dwight Kilpatrick and Phil Turnbull due to prior commitments. **CARRIED**

1.3 APPROVAL OF AGENDA

Moved by Kevin Jones that the SLS Board approve the April 15, 2020 Agenda as amended. **CARRIED**

1.4 APPROVAL OF MINUTES

Moved by Craig Widmer that the SLS Board approve the February 19, 2020 SLS Board Meeting Minutes. **CARRIED**

2. Review of the 2019 Draft Audited Financial Statements as presented by JMH&Co. [Discussion]

Jillian Koch joined the meeting at 1:13 p.m and presented the audited financial statements for the 2019 fiscal year.

Moved by Deborah Reid-Mickler that the SLS Board meeting move from an open meeting to in-camera at 1:28 p.m. **CARRIED**

CEO and Executive Assistant left the meeting.

Moved by Yoko Fujimoto that the SLS Board move from in-camera to an open Board meeting at 1:36 p.m. **CARRIED**

CEO and Executive Assistant entered the meeting.

Jillian Koch left the meeting at 1:36 p.m.

Moved by Michelle McKenzie and seconded by Terrie Matz that the SLS Board approve the 2019 Audited Financial Statements as presented by JMH&Co.

CARRIED

3. FINANCIAL STATEMENTS

Moved by Terrie Matz that the SLS Board approve the Financial Statements as presented.

CARRIED

4. ACTION ITEMS

4.1 Moved by Michelle McKenzie that the SLS board table Policy C.21: Sick Leave until the next meeting.

CARRIED

4.1A Moved by Joel Goodnough that the SLS board approve as reviewed Policy F.05: Credit Cards and Cardlock Gas Cards.

CARRIED

4.2 Moved by Craig Widmer that the SLS board approve as reviewed Policy F.06: Fiscal Year.

CARRIED

4.3 Moved by Terrie Matz that the SLS board approve as amended Policy F.07: General Purchasing of Equipment Supplies and Services.

CARRIED

4.4 Moved by Terrie Matz that the SLS Board approve as reviewed Policy F.09: Petty Cash.

CARRIED

4.5 Moved by Kevin Jones that the SLS Board approve as amended Policy F.10: Technology Software Equipment Support.

CARRIED

4.6 Moved by Yoko Fujimoto that the SLS Board approve as amended Policy F.10A: Appendix A.

CARRIED

4.7 Moved by Deborah Reid- Mickler that the SLS Board approve as reviewed Policy F.12: Nonresident Membership Fee.

CARRIED

4.8 Moved by Michelle McKenzie that the SLS Board approve to move any amount exceeding the \$50,000 Litigation reserve to a Vehicle Reserve GIC upon Litigation Reserve GIC expiry- July 3 2020.

CARRIED

5. INFORMATION ITEMS

Moved by Terrie Matz that the SLS Board receive the following items for information.

CARRIED

5.1 CEO report (March & April)- Petra Mauerhoff

5.2 Manager, Systems & Technical Services report (March & April) – Chris Field.

5.3 Client Services Librarian report(March & April) – Samantha West.

5.4 Solar Panel Energy Production Information Reports.

6. ADJOURNMENT

Moved by Deborah Reid-Mickler that the meeting be adjourned at 2:10 p.m.

CARRIED

Board Chair

Executive Assistant

Mission Statement

Shortgrass Library System provides quality library support services to member municipalities and partners.