

**SLS Board Meeting –SLS Headquarters**  
**MINUTES – APPROVED**  
**Wednesday, January 15<sup>th</sup>, 2020**



**Present:**

**Trustees:** Dwight Kilpatrick (Chair) Kelly Christman (Vice-Chair) Craig Widmer (Treasurer)  
Terrie Matz Joel Goodnough Kevin Jones  
Deborah Reid-Mickler Phil Turnbull

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

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**1. CALL TO ORDER**

Dwight Kilpatrick called the meeting to order at 1:00 p.m. **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 Kevin Jones that the SLS Board excuse absent Board members Yoko Fujimoto and Michelle McKenzie due to prior commitments.

**CARRIED**

**1.3 APPROVAL OF AGENDA**

Moved by Joel Goodnough that the SLS Board approve the January 15, 2020 Agenda with the following amendments: No CEO Report

**CARRIED**

**1.4 APPROVAL OF MINUTES**

Moved by Kelly Christman that the SLS Board approve the November 20, 2019 SLS Board Meeting Minutes.

**CARRIED**

**2. FINANCIAL STATEMENTS**

Moved by Craig Widmer that the SLS Board approve the Financial Statements as presented. **CARRIED**

**3. ACTION ITEMS**

**3.1** Moved by Terrie Matz that the SLS board approve as reviewed Policy B.02: Board Governance.

*Mission Statement*

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

**CARRIED**

3.2 Moved by Kevin Jones that the SLS board approve as reviewed Policy B.03: Board of Trustees. **CARRIED**

3.3 Moved by Phil Turnbull that the SLS Board approve as reviewed Policy B.04: Code of Ethics. **CARRIED**

3.4 Moved by Phil Turnbull that the SLS Board approve as reviewed Policy B.12: Board Expenses. **CARRIED**

3.5 Moved by Terrie Matz that the SLS Board approve as reviewed Policy B.12A: Travel Expense Claim.  
**CARRIED**

3.6 Moved by Joel Goodnough that the SLS Board approve as reviewed Policy C.23: Travel Allowance.  
**CARRIED**

3.7 Moved by Kelly Christman that the SLS Board approve as reviewed Policy C.23A: Travel Authority and  
Advance Voucher. **CARRIED**

3.8 Moved by Deborah Reid-Mickler that the SLS Board approve as reviewed Policy F.01: Backup of Financial  
Data. **CARRIED**

3.9 Moved by Kevin Jones that the SLS Board approve as reviewed Policy F.02: Capital Equipment. **CARRIED**

3.10 Moved by Joel Goodnough that the SLS Board approve as reviewed Policy F.03: Capital Expenditures.  
**CARRIED**

3.11 Moved by Terrie Matz that the SLS Board approve as reviewed Policy F.04: Cheque Review and Signing.  
**CARRIED**

3.12 Moved by Deborah Reid-Mickler that the SLS Board approve as reviewed Policy G.07: Acquisitions  
Member Libraries and Additional Resources. **CARRIED**

3.13 Moved by Craig Widmer that the SLS Board approve spending up to \$5,000.00 from reserves for  
BiblioCloudRecords Product. **CARRIED**

#### **4. INFORMATION ITEMS**

Moved by Kelly Christman that the SLS Board receive the following items for information. **CARRIED**

4.1. Manager, Systems & Technical Services report – Chris Field.

4.2. Client Services Librarian report – Samantha West.

4.3. Solar Panel Energy Production Information Reports.

4.4. Library Manager’s Meeting Minutes- November 18, 2019.

4.5. Municipal Budget Approval Letters.

4.6. ALTA looking for a new director and alternate from our region, Area 6. Does not need to be a member of  
the regional library board.

#### Mission Statement

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

5. Moved by Kelly Christman that the SLS Board meeting move from an open meeting to in-camera at 1:31p.m.  
CEO and Executive Assistant left the meeting.

Moved by Joel Goodnough that the SLS Board meeting move from in-camera to an open meeting at 1:53pm.

**6. ADJOURNEMENT**

Moved by Phil Turnbull that the meeting be adjourned at 1:54p.m.

**CARRIED**

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Board Chair

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Executive Assistant