

SLS Board Meeting – SLS Headquarters
MINUTES – APPROVED
Wednesday, March 20, 2019



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|--|---------------------------|-----------------------------------|----------------|
| Present: | | | |
| Dwight Kilpatrick (Chair) | Kelly Christman (Trustee) | Joel Goodnough (Trustee) | |
| Deborah Reid-Mickler (Trustee) | Terrie Matz (Trustee) | Yoko Fujimoto (Trustee) | |
| Kevin Jones (Trustee) | Petra Mauerhoff (CEO) | Stacey Pahl (Executive Assistant) | |
| <u>Agenda Item</u> | | | <u>Page(s)</u> |
| 1. Dwight Kilpatrick called the meeting to order at 12:56p.m. | | CARRIED | |
| 1.1. 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 Métis Nation within Region III. | | | |
| 1.2. Moved by Kelly Christman that the SLS Board excuse absent Board members Craig Widmer, Ernest Mudie, Stacey Barrows and Phil Turnbull due to prior commitments. | | CARRIED | |
| 1.3. Moved by Deborah Reid-Mickler that the SLS Board approve the March 20, 2019 Agenda as presented. | | CARRIED | 1 |
| 1.4. Moved by Terrie Matz that the SLS Board approve the February 26, 2019 SLS Board Meeting Minutes with the following amendment: - update Kris Samraj (Trustee) to Kris Samraj (Alternate for Medicine Hat) under attendees present | | CARRIED | 2 |
| 2. Jillian Koch and Nicole Joynt, entered the meeting at 1:02 p.m. | | | |
| Moved by Kelly Christman that the SLS Board meeting move from an open meeting to in-camera at 1:19 p.m. | | CARRIED | |
| CEO and Executive Assistant left Boardroom. | | | |
| Moved by Kelly Christman that the SLS Board move from in-camera to an open Board meeting at 1:23 p.m. | | CARRIED | |
| CEO and Executive Assistant entered Boardroom. | | | |
| Jillian Koch and Nicole Joynt left the meeting at 1:27 p.m. | | | |
| Moved by Joel Goodnough that the SLS Board approve the 2018 Audited Financial Statements as presented by JMH&Co. | | CARRIED | 3-21 |
| 3. Moved by Kevin Jones that the SLS Board approve the Financial Statements as presented. | | CARRIED | 22-25 |
| 4. Action Items | | | |
| 4.1. Approved by Kelly Christman that the SLS Board approve the 2019 amended operating budget. | | CARRIED | 32-34 |
| 4.2. Moved by Deborah Reid-Mickler that the SLS Board approve the unspent operating funds expenditure as follows: \$52,729 on Overdrive eBooks for 2019 (in addition to what the libraries are already contributing), and \$25,000 on delivery / courier bags as presented. | | CARRIED | 26-31 |
| 4.3. Moved by Kevin Jones that the SLS Board approve the technology reserve funds expenditure (Shortgrass office computer replacement, ESXI Ram increase, NAS replacement, and network switches) as presented. | | CARRIED | 35-36 |
| 4.4. Moved by Terrie Matz that the SLS Board approve the vehicle reserve funds expenditure of spending up to \$41,775 + GST (to match CIP grant received from provincial government) to purchase new vehicles. | | CARRIED | |
| 4.5. Moved by Yoko Fujimoto that the SLS Board table the entrance door modifications expenditure of up to \$27,000 + GST from capital reserve funds to the April board meeting. Petra will follow up with FWBA Architects regarding this expense. | | CARRIED | |
| 4.6. Moved by Deborah Reid-Mickler that the SLS Board approve Policy C.10: Holidays as amended. | | CARRIED | 37 |
| 4.7. Moved by Kelly Christman that the SLS Board approve Policy C.28: Code of Conduct as amended. | | CARRIED | 38-41 |

Mission Statement

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

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| 5. Moved by Deborah Reid-Mickler that the SLS Board receive the following items for information. | CARRIED | |
| Action: CEO will arrange for a Community Foundation representative to speak at a future Board meeting. As well, the June 19, 2019 Board meeting will commence at 9:30 a.m. rather than the usual 1:00 p.m. | | |
| 5.1. Board report – Dwight Kilpatrick | | |
| 5.2. CEO report – Petra Mauerhoff | | 42-43 |
| 5.3. Manager, Systems & Technical Services report – Chris Field | | 44 |
| 5.4. Client Services Librarian report – Samantha West | | 45 |
| 5.5. ALTA Representative Update – Ernest Mudie | | |
| 5.6. Solar panel energy production information reports | | 46-50 |
| 5.7. CIP grant approval letter | | 51-52 |
| 5.8. 2019 Budget approval letters from County of Forty Mile. Awaiting on letters from Village of Duchess and Village of Rosemary | | 53 |
| 6. Moved by Joel Goodnough that the meeting be adjourned at 2:35p.m. Next Board Meeting – April 17, 2019 12:30 p.m. luncheon Shortgrass Library System HQ, Skype Locations as requested | CARRIED | |

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