

Town of High River Library Board

Minutes

October 18, 2022

In attendance: Mary Zazelenchuk, Pat Shorrock, Natacha Gougeon, Jenny Jones, Jim Graham, Monique Durette, Lynne Thornton, Mai-Ann Sprung

Regrets: Laura Byers, Karen Orser, Holly Ottewell

1. **Call to Order** – Pat Shorrock called the meeting to order at 7:02
2. **Welcome to guest:** Sarah Gillie, Okotoks Public Library Director
3. **Approval of Agenda** – Natacha moved to accept the agenda
4. **Approval of the minutes** – Lynne moved the minutes of the September, 2022, meeting be approved as circulated. Seconded by Monique. Carried.
5. **Standing Committees**
 - 5.1. Finance and Planning Committee
 - Walked through the proposed preliminary budget and wage grid adjustments (bottom half was too low, recommending that we drop it and keep only the top half).
 - The finance and investment policies require review and updating this year
 - 5.2. Human Resources and Administration Committee
 - Conducted the Director’s overdue yearly performance review.
 - Intend to call a meeting to discuss and select older HR-related policies for review/update over the winter.
 - 5.3. Marigold Board Meeting Report – no meeting until November. A survey has been circulated to the Board, please submit ASAP.
6. **Ad hoc and External Report**
 - 6.1. Town of High River – Jenny Jones
 - Biggest concern has been the near constant odours emanating from the Rimrock feed lot west of town. Public meetings were held to bring together management from Cargill and Rimrock to hear citizens concerns. THR has no authority or ability to alleviate the issue except to encourage communication.
 - Council members (including Jenny) went on tours of both the Cargill plant and the Rimrock feed lot to learn more about their processes, proposed improvements, and limitations.
 - Upcoming Days of the Dead celebrations (October 31 – November 4) – funded through Community Vitality Fund
7. **Librarian’s Report - Formal report submitted and attached**
 - 7.1. Some grant payouts have been delayed due to personnel shortages. Payments should be coming soon.
 - 7.2. Friends of High River Library Book Sale is November 25-26 (setup on November 24th).
8. **Old Business** (none)
9. **New Business**
 - 9.1. Reviewed proposed wage grid changes. Recommendation to remove bottom levels of the wage grid and review every 1-2 years to adjust. Most employees are long-term, and the depth of the grid has become unnecessary.

- Monique moved to accept the recommended changes to the wage grid structure and the proposed wage increases, seconded by Natacha. **Carried.**
 - **New motion:**
 - Modify the relevant employee compensation policies to include a wage grid review every year to stay current with cost-of-living increases and to maintain some parity with other libraries.
 - Moved by Monique, seconded by Lynne. **Carried.**
- 9.2. Discussion of proposed budget (see attachments).
- **Motion** to accept proposed budget by Monique, seconded by Lynne. Carried.
 - Tangent discussion about accepting membership donations through Website and Library desk, creating a pool of available funds to support individuals and families who cannot afford memberships. Since the 2023 memberships will be no-fee, Board agreed to revisit the proposal in September/October next year.
- 9.3. Discussion of proposed change to the Expense Reimbursement policy to use the Canadian Government's kilometrage value over the Alberta provincial value, which has been difficult to find/reference.
- Moved by Jim to accept the proposed change, seconded by Mai-Ann. **Carried.**
10. Correspondence (none)
11. In camera session. Guest departed.
- **New Motion:** The High River Library Board elects to hire an external HR consultant to review and update relevant employment policies and practices, up to a limit of \$2000.00 CA.
 - Moved to accept the motion by Monique, seconded by Jim. **Carried.**
12. Monique moved to **adjourn meeting, 9:12pm.**