



## Wapiti Regional Library

### ANNUAL GENERAL MEETING

Saturday, April 27, 2024, 1:00 p.m.  
Messiah Lutheran Church, Prince Albert

#### Present:

##### City of Humboldt

A. Klitch

Executive Committee

M. Fleischhacker

##### City of Melfort

A. Phillips

Executive Committee; Board Chair

K. Duncan

##### Town of Nipawin

J. Boughen

Executive Committee; Board Vice-chair

##### Town of Tisdale

M. Baker

##### Towns

J. Gaudet

Town of Wakaw

L. Gudjonson

Town of Porcupine Plain

K. Hoare

Town of Shellbrook

Executive Committee

L. Magnusson

Town of Duck Lake

T. Medernach

Town of Cudworth

P. Seaman

Town of Choiceland

##### Villages

E. Breese

Resort Village of Wakaw Lake

C. Compagna

Village of Debden

M. Emro

Village of Valparaiso

R. Henderson

Village of Christopher Lake

D. Hunter

Village of Candle Lake

M. Lozinski

Village of Archerwill

J. Paul

Village of St. Louis

V. Priestley

Village of Leask

W. Steen

Village of Weldon

### **Rural Municipalities**

|              |                         |                     |
|--------------|-------------------------|---------------------|
| M. Lavoie    | RM of Buckland #491     | Executive Committee |
| C. Lockhart  | RM of Canwood #494      |                     |
| M. Leigh     | RM of Pleasantdale #398 |                     |
| E. Brons     | RM of Paddockwood #520  |                     |
| P. Roslinski | RM of Fish Creek #402   |                     |
| P. Seaman    | RM of Torch River #488  |                     |
| A. Campbell  | RM of Star City #428    |                     |
| D. Nosbush   | RM of Three Lakes #400  |                     |
| M. Colborn   | RM of Moose Range #486  |                     |
| A. Dahlsjo   | RM of Kinistino #459    |                     |
| V. Denis     | RM of St. Louis #431    |                     |
| S. Fredsberg | RM of Bjorkdale #426    |                     |
| C. Skaug     | RM of Shellbrook #493   |                     |
| D. Wiebe     | RM of Willow Creek #458 |                     |
| D. Vincent   | RM of St. Louis #431    |                     |
| C. Gossen    | RM of Leask #464        |                     |

**Staff:** T. Murphy, Regional Director/CEO  
B. Lawreniuk, Finance Manager  
L. Baker, Community Services Librarian  
J. Denholm, Administrative Assistant & Recording Secretary

### **Attendance:**

|  |    |
|--|----|
| Humboldt/Melfort/Nipawin/Tisdale Representatives | 6  |
| Towns Representatives                            | 6  |
| Village Representatives                          | 9  |
| Rural Municipality Representatives               | 16 |
|  |    |
| Total Attending                                  | 37 |
| Staff members                                    | 4  |

**Call to Order:** Board Chair A. Phillips called the meeting to order at 1pm.

**Announcements:** Board Chair A. Phillips: Wapiti Regional Library and Branch Libraries are situated within the Territories of Treaties 5 and 6, and the homeland of the Metis Nation. We pay our respects to the indigenous peoples and affirm our relationship with one another. Chair welcomed and introduced Wapiti Regional Board members, reviewed meeting and voting guidelines, and then confirmed attendance. Chair explained how nominations and voting will be conducted.

Chair announced significant 2023 branch library anniversaries: Bjorkdale and Mistatim Public Libraries celebrated 60 years. Blaine Lake and Porcupine Plain Public Libraries celebrated 50 years. Branches that will celebrate decade milestones in 2024: Star City

Public Library will celebrate 80 years. Arborfield, Christopher Lake, and Leoville Public Library will celebrate 60 years. Prairie River Public Library will celebrate 50 years.

**Introduction:** Chair introduced the Executive Committee members and Regional Office staff. Farewell and appreciation expressed to S. Fujimagari (Village of Paddockwood) for her two year service on the Executive Committee.

**Agenda:** Chair presented the agenda.

**MSC - that the agenda be accepted as presented.**

**Minutes:** Chair presented the minutes of the April 22, 2023 AGM Meeting.

Amendment to the 2023 AGM minutes: RM of Fish Creek's RM number corrected.

**MSC - that the 2023 AGM minutes be amended and adopted as presented.**

**Board Meeting Quorum:**

Chair A. Phillips indicated that four days after the RSVP due date for the 2023 Semi-Annual Meeting, Wapiti had only received 17 RSVPs (out of a Board membership of 99). 17 meeting attendees could not be seen as reasonable quorum for the meeting, resulting in the meeting being cancelled. Chair introduced a Quorum Rule to the Wapiti Regional Library bylaws that a minimum of 25% of the Wapiti Regional Library Board must RSVP by the RSVP deadline before a Board meeting will be held.

**MSC - to accept the Quorum Rule of 25% attendance and to have this rule added to the Wapiti Regional Library Bylaws.**

**Board Meeting Format(s):**

Chair-led discussion of Semi-Annual Meeting formats, ie. in-person, Zoom, etc., and logistics, ie. November road conditions and other factors. Several suggestions made, not all of which could work logistically or within Wapiti's limited budget. Discussion turned to the necessity of a fall Semi-Annual Meeting, given the primary purpose is to present the proposed budgets for the next fiscal year. Regional Director pointed out that the Semi-Annual Meeting also provided a second opportunity within the year to approve bylaw and policy changes. Board decided that Wapiti would call a Semi-Annual Board Meeting on a case-by-case basis each year, based on the recommendation of the Executive Committee. 30 days notice will be given if there is intent to hold a semi-annual meeting. Regardless of whether there is a Semi-Annual Meeting, Wapiti will continue to send out budget packages to Board representatives every fall.

**MSC - to accept the semi-annual meeting as optional at the discretion of the executive committee.**

**Annual Report:** A. Phillips presented the 2023 Annual Report.

**MSC - to accept the 2023 Wapiti Annual Report as presented.**

**Regional Director's Report:**

Regional Director pointed out that 2025 would be Wapiti's 75<sup>th</sup> anniversary, which, since Wapiti was the first Regional Library in the province, makes our anniversary the 75<sup>th</sup> anniversary of Regional Libraries in Saskatchewan. Report included Wapiti's Mission, Values, and a "Shared Understanding" list for the Board. Report explained how Regional Libraries are funded, explained how the Municipal Grants work, and broke down Wapiti's provincial funding in the broader context of the Ministry of Education and the Saskatchewan Government. Regional Director then presented on two noteworthy projects underway for 2024: the continuing efforts to improve Wapiti's Collection Development and Management, and the complete overhaul of Wapiti's IT at all levels. This IT overhaul includes the Regional Office's server environment, the region's networking infrastructure, and technology replacements and improvements in the branch libraries. The Regional Director also presented a detailed overview of regional library governance, delving into and building out from the multiple provincial legislations that frame Wapiti's governance structure(s), as well as Wapiti Policies and Bylaws.

**MSC to accept the Regional Director's Report as presented.**

**Audit Report:** Finance Manager B. Lawreniuk reported that auditor Grant Thornton LLP returned a clean audit report for 2023.

**MSC that, as recommended by the Executive Committee, the 2023 Audited Financial Statement be approved as presented.**

**2023 Budget:** Finance Manager presented Wapiti Regional Library 2024 Budget.

**MSC to approve the 2023 budget as presented.**

**MSC to accept the 2024 RMTV budget as recommended by the executive committee.**

**Election 2024/2025** T. Murphy reviewed election procedures and then conducted elections for the 2024/2025 Wapiti Regional Library Executive Committee.

**Nominations/Appointments:**

|             |   |  |
|-------------|---|--|
| Humboldt    | - | Amanda Klitch                          |
| Melfort     | - | April Phillips                         |
| Nipawin     | - | Jan Boughen                            |
| Tisdale     | - | No municipal appointee                 |
| Towns       | - | Kelly Hoare, Town of Shellbrook        |
| Villages    | - | No nominees.                           |
| RM Category | - | Sherry Fredsberg, RM of Bjorkdale #426 |

**MSC to accept the 2024/2025 Executive Committee be declared as elected.**

**Chair & Vice-Chair  
Elections:**

**MSC that A. Phillips be declared elected as Wapiti Board Vice-Chair by acclamation.  
MSC that J. Boughen be declared elected as Wapiti Board Chair by acclamation.**

Board Chair A. Phillips welcomed the new Executive Committee.

**Other Business**

**Policy Manual Revisions**

**Amendment to the wording for Section 3: Financial Policy, 3.2.2 Signing Authority:** as follows: For cheques of over \$10,000, (excluding government remittance cheques for statutory deductions, GST, PST, and pension contributions, and payments to approved vendors [Appendix C]), one (1) Executive member shall authorize payment, and two (2) management staff shall sign cheques.

**MSC to amend language of Signing Authority to the Policy Manual.**

**MSC that the policy manual revisions be accepted as presented.**

**Next Meeting**

The necessity of a 2024 Semi-Annual Meeting of the Wapiti Regional Library Board will be determined by the Executive Committee. Appropriate notice will be sent to Board representatives later in 2024.

**Adjournment**

Board Chair A. Phillips thanked all for attendance and participation.

**The agenda being complete, the meeting was adjourned at 3:49pm.**