

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, February 9, 2022 via Zoom

**Present from the Board:** Donna Linn, Brendan Cummins, Angela Viola, Wendy Kalkan, Craig Brown, Carol Koran, James Chymboryk, Terrence Lazarus, Daphne Hendsbee

**Regrets from the Board:**

**Absent from the Board:**

**Present from Administration:** Terra Plato (*CEO*)  
Michelle Dyke (*Senior Manager: Public Services*)

**Regrets from Administration:** Debi Charlesworth (*Manager: Corporate Services*)

**Recording Secretary:** Kat Short (*Executive Assistant*)

**Guests:**

**1. CALL TO ORDER**

- The chair called the meeting to order at 5:30 pm

**1.1. Acknowledgement statement**

The Lethbridge Public Library acknowledges that we are on Blackfoot land and would like to give recognition to the Blackfoot people past, present and future

**2. APPROVAL OF THE AGENDA:**

**MOVED by Trustee Cummins and SECONDED by Trustee Lazarus that the February 9, 2022 Board Meeting Agenda be approved as presented**

**CARRIED**

**3. APPROVAL OF THE MINUTES**

**3.1. Regular Board Meeting – January 12, 2022**

**MOVED by Trustee Cummins and SECONDED by Trustee Chymboryk that the minutes from the January 12, 2022 Regular Board meeting be approved as presented**

**CARRIED**

**One opposed**

**3.2. Annual General Meeting – January 12, 2022**

**MOVED by Trustee Linn and SECONDED by Trustee Hendsbee that the minutes from the January 12, 2022 Annual General Meeting be approved as presented**

**CARRIED**

#### 4. NEW BUSINESS

4.1. Library Closure Calendar 2022 update

**MOVED by Trustee Chymboryk and SECONDED by Trustee Viola that the Board approve the revised 2022 Library Closure Calendar as presented**

**CARRIED**

4.2. 2021 Public Library Survey and Annual Report of Public Libraries in Alberta

**MOVED by Trustee Linn and SECONDED by Trustee Chymboryk that the Board, having reviewed the document, approve as amended**

Amendments include updates to Board contact information

**CARRIED**

4.3. 2021 Output Measures

- Presented for information. Trustee Hendsbee asked for clarity regarding the 2021 numbers and Trustee Cummins asked about the increase of materials at the Crossings and BKMB in relation to the Main Branch. Terra explained the comparatives from the start of 2020 to the start of the pandemic, the impacts of library and school closures and the BKMB not offering services. She explained that monthly stats are the best way to see trends in these 2 years given the wide variety of factors that were impacting use of library services from month to month.

4.4. Closed Sessions

- In response to a discussion at the January Board meeting, Trustee Cummins presented information on “closed” meetings rather than in-camera. Closed meetings: would not include the public; there would be no minutes taken and, they would not be recorded. There must be a legitimate reason cited to go in-camera when an agenda is approved. The library falls under the Alberta Libraries Act but follows direction from the City as they appoint the Board. The CEO will confirm the City’s position on closed sessions. In-camera will remain on the Board agenda’s with an informal discussion period after adjournment.

#### 5. AUTOMATIC APPROVAL AGENDA

5.1. Reports of Standing committees

5.1.1. Advancement

5.1.1.1. C&C Report

- The committee met and: elected Trustee Hendsbee chair; reviewed the Terms of Reference and, agreed that a third Board member on the committee would be beneficial and would welcome any interested members
- The CEO and Manager: Marketing and Social Media are planning for a meeting with select Board members and City Councillors for some time in March

**MOVED by Trustee Hendsbee and SECONDED by Trustee Kalkan that the Board approve the Advancement Committee's recommendation that Carly Vair receive the 2021 Board Recognition Award.**

**CARRIED**

5.1.2. Board/CEO Relations

- Regular positive meeting. Discussed the CEO's annual Performance Review and Annual Work Plan. The Chair and Vice-Chair stated the CEO is doing a great job.

5.1.3. Finance

- The Committee met and elected Trustee Chymboryk chair and reviewed the committees Terms of Reference. Terra presented information on BAU's that have been set aside by the board. In our 4 year budget we are carrying over some moneys from 2020 and will likely end our four year budget with a surplus. The City believes Fine Free and Free Memberships are initiatives not pressures and in the next several months, these items will be coming back to the Board for funding decisions.

5.1.3.1. Variance Report

- Presented for information

5.1.4. Governance

- No report

5.1.5. Strategic Planning

5.1.5.1. Plan of Service, 2022-2026

- The Plan of Service will be distributed to the Province, City and Chinook Arch. The Library will ask to be added to Council's Cultural and Social Standing Policy Committee's April meeting to present the Report to the Community. The Plan of Service and annual Board Report can also be presented in this manner.

5.2. Chinook Arch Regional Library System Reports

- Presented by Trustee Kalkan. The report includes: April 7 date for the next meeting; they are working on their Strategic Plan; the PLSB has taken over Legislative and orientation presentations and, she invites any members interested in attending or being the representative for LPL on the Chinook Arch Board when she steps back.

5.3. Administration Reports

5.3.1. General & Administrative Report (newsletter)

- Michelle Dyke highlighted the Read On workbook *Moving Forward* which was created as a starting point for workplace expectations in Canada and will be shared nationally.

5.4. Board Correspondence

- No report

5.5. Friends of the Library Update

- Trustee Kalkan presented for information the following: the recent book sale was a success; it was felt that many of the people who booked on Eventbrite did not show up; the Friends are interested in the possibility of a book sale in the spring; the next meeting will be on February 15 via zoom and, she has extended an invitation to Trustee Linn to attend the next Friends meeting to learn more about them.

5.6. ALTA Update

- Trustee Kalkan presented for information the following; Board members have received the most recent notification from ALTA and, she extended an invitation for anyone interested in carrying on as area representative to please get a hold of her.

5.7. Board Updates to City Council Social and Cultural Standing Policy Committee

- We are looking to set up meetings with City Council but, as of this date there has been no formal communication

5.8. Motion to Approve Written Reports “The Board accepts the written reports in Section 5 of the Agenda”

**MOVED by Trustee Kalkan and SECONDED by Trustee Linn to approve the written reports in Section 5 of the Agenda**

**CARRIED**

**6. ACTION MOTIONS ARISING FROM REPORTS**

- No report

**7. CEO CONSTRAINT COMPLIANCE REPORT**

- No report

**8. OTHER BUSINESS**

8.1 Naloxone Kits

- CEO presented for information. This is an AHS program. The Library could be listed publicly or unlisted as a distribution site; Emergency workers would know we have the kits, staff would not be responsible to administer. A discussion was held on the possibility of liability issues or the improper use of the kits. The Chair and Vice-Chair determined this is operational and is presented to the Board for information and discussion purposes only.

8.2 Fine Free/Materials Recovery Presentation

- Presented for information for the new board members to learn the decision making factors that went into this Board approved model.

**9 IN-CAMERA ITEMS**

- No report

10 ADJOURNMENT

**MOVED by Trustee Chymboryk** that the meeting be adjourned at 7:14 pm

**CARRIED**

Chair      Signature on file                      \_\_\_\_\_

Trustee    Signature on file

**NEXT REGULAR BOARD MEETING DATE MARCH 9, 2022 AT 5:30 P.M. LOCATION TO BE DETERMINED**