

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, May 12 2021 via zoom.

Present from the Board: Allan Quinton, Carol Koran, Craig Brown, Mike Maguire, James Chymboryk, Angela Viola, Sean Hubbell, Heather Woodruff, Wendy Kalkan, Jennifer Gullage-Payne

Regrets from the Board:

Absent from the Board:

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

Recording Secretary: Kat Short (*Executive Assistant*)

Guests:

1. CALL TO ORDER

- The Chair called the meeting to order at 5:31 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

- Trustee Kalkan added agenda item 7.2 - Alberta Library Trustees Association (ALTA)
MOVED by Trustee Chymboryk and SECONDED by Trustee Woodruff that the May 12, 2021 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – April 14, 2021

- Trustee Kalkan updated wording in agenda item 4.7 from Jennifer to Trustee Gullage-Payne
MOVED by Trustee Kalkan and SECONDED by Trustee Gullage-Payne that the minutes from the April 14, 2021 Board meeting be amended

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

4.1.1.1. C&C Report

- Trustee Maguire presented for information. The report includes information on the work being done by the committee on: a Fund Development Plan; the Library Briefing book; The Board Advocacy Action Plan as well as a review of the final Library Giving day report.

4.1.2. Board/CEO Relations

- Met and reviewed the agenda and the CEO Job Demands Analysis Report

4.1.3. Finance

4.1.3.1. Variance Report

- Trustee Woodruff presented for information. The committee met and reviewed the March 2021 variance report, the 2021/2022 budget adjustments and the 2020 Audit.

4.1.3.2. Budget Adjustment

MOVED by Trustee Woodruff and SECONDED by Trustee Chymboryk that the Board accept and approve the recommended budget adjustments as presented

CARRIED

4.1.3.3. 2020 Audit

MOVED by Trustee Quinton and SECONDED by Trustee Maguire that the Board accept and approve the 2020 Audited Financial Statement as presented

CARRIED

4.1.4. Governance

- No report

4.1.5. Strategic Planning

4.1.5.1. Plan of Service

- Trustee Koran presented. The report includes information on: the decision to have the consultant pursue community engagement options 1, 3 and 11 presented in the proposal; options for in person sessions if allowed and; plans for online sessions with Board members, LPL staff and stakeholders.

4.2. Chinook Arch Regional Library System Reports

- No report. Next board meeting will be in August

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Michelle Dyke presented and highlighted; the new Mental Health Warriors staff group working through the Canadian Mental Health Commission Guarding

Minds at Work, as well as Curbside hitting its highest stats since the start of the service.

4.4. Board Correspondence

4.5. Friends of the Library Update

- No report

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

- CEO and Board Chair are scheduled to present the Report to the Community Thursday, May 20 at 1:30. With the closure of City hall recently, this will likely be presented virtually.
- The Economic Standing Policy Committee of Council is meeting this week to debate Capital Improvement Program (CIP) submissions.

4.7. Motion to Approve Written Reports “The Board accepts the written reports in Section 4 of the Agenda”

MOVED by Trustee Woodruff and SECONDED by Trustee Viola to approve the written and oral reports in Section 4 of the Agenda

CARRIED

5. ACTION MOTIONS ARISING FROM REPORTS

- No report

6. CEO CONSTRAINT COMPLIANCE REPORT

6.1 C&C Report

- CEO presented for information. The report includes: information on the Library’s asset protection; Risk Management operational policies; Insurance coverage and WCB information.

MOVED by Trustee Kalkan and SECONDED by Trustee Quinton that the Board accept the CEO Constraint Compliance Report as presented

CARRIED

6.2 Risk Register

- CEO presented. The report includes: the risks identified by the Management Team, the risk categories, the principal risk elements, mitigation efforts, and a heat map ranking the risks.

MOVED by Trustee Kalkan and SECONDED by Trustee Koran that the Board accept the March 2021 Risk Register as presented as of May 12

CARRIED

6.3 CEO Job Demands Analysis Report

- The CEO piloted the Job Demands Analysis Report which outlines the physical and psychological job demands, resources, and tools and strategies used to mitigate risks for individual positions; will be rolled out to all positions at the Library.

MOVED by Trustee Woodruff and SECONDED by Trustee Kalkan that the Board accept the CEO Job Demands Analysis Report as presented

CARRIED

7. OTHER BUSINESS

7.1 Report on Re-Opening and COVID-19 response

- CEO presented for information and highlighted: the 2021 The Word On The Street will be online once again with the hope of having some in person events if allowed; the library received funding to hire an Indigenous Summer Program Coordinator; facility projects are wrapping up but it was learned we need to replace the north wing HVAC units which have reached end of life.

MOVED by Trustee Chymboryk and SECONDED by Trustee Gullage-Payne that the Board accept the Report on Re-Opening and COVID-19 response as presented

CARRIED

7.2 Alberta Library Association of Alberta (ALTA)

- Trustee Kalkan will be the Area 5 representative starting in June. Due to restructuring, communications will now come directly to the library manager to then forward to Trustees. In the summer, ALTA will conduct a survey to garner information from trustees to better align services.

8 IN-CAMERA ITEMS

- No report

9 ADJOURNMENT

MOVED by Trustee Quinton that the meeting be adjourned at 6:39 pm

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING JUNE 9, 2021 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH