

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, November 10, 2021 in the Community Meeting Room at Lethbridge Public Library Main Branch.

Present from the Board: Craig Brown, Allan Quinton, Heather Woodruff, Carol Koran, James Chymboryk, Wendy Kalkan, Mike Maguire

Regrets from the Board: Angela Viola, Jennifer Gullage-Payne

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 Quinton and SECONDED by Trustee Chymboryk that the November 10, 2021 Board Meeting Agenda be approved as presented

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – October 13, 2021

MOVED by Trustee Koran and SECONDED by Trustee Woodruff that the minutes from the October 13, 2021 Board meeting be approved as presented

CARRIED

3.2. Change to September Board minutes to reflect in person meeting

MOVED by Trustee Chymboryk and SECONDED by Trustee Maguire that the minutes from the September 8, 2021 Board meeting be approved as amended

CARRIED

4. NEW BUSINESS

4.1. Staff Holiday Party

- As the committee representative, Michelle submitted for information that, for the second year, the party will be held at the Movie Mill with all safety measures in place; a take home cookie option will be available for staff who don't want to take in the movie

MOVED by Trustee Kalkan and SECONDED by Trustee Chymboryk that the Board approve up to \$3500 to support the LPL staff holiday party for 2021

CARRIED

4.2. ALTA Membership

- Trustee Kalkan presented information on the benefits of ALTA membership including: monthly virtual coffee chats, reduced fees for the ALC, presence at SALC; her belief is membership is worthwhile
- A question was raised as to LPL being covered by Chinook Arch's membership. Terra will investigate with Chinook Arch CEO.
- After discussion, the decision was made to table the decision until the December Board meeting

4.3. 2022 Free Memberships

MOVED by Trustee Chymboryk and SECONDED by Trustee Woodruff that the Board approve free memberships for 2022

CARRIED

4.4. December Board Meeting

- After discussion, the decision was made to hold the December Board meeting at 5:00 pm in the Theatre Gallery with dinner to follow at 6:00 pm in the Theatre Gallery at the Main Branch

5. AUTOMATIC APPROVAL AGENDA

5.1. Reports of Standing committees

5.1.1. Advancement

- No report

5.1.2. Board/CEO Relations

- The Chair announced the resignation from the Board of Trustee Hubbell

5.1.2.1. Nominations Committee

- The Committee will be Trustee's Chymboryk & Quinton

5.1.3. Finance

- Recommended that the Board approve a wording change to the definition of *BAU140-189 Memberships – Free 2021 Library memberships to assist community recovery* to **Free Library memberships to assist community recovery**

- Recommended that the board approve a wording change to the definition of *BAU 140-191 Fine Elimination - Materials recovery through elimination of overdue material fines for 2021 and 2022* to **Materials recovery through elimination of overdue material fines.**
- Recommended that the Library Board approve the creation of a Capital Lifecycle fund for the outstanding funds at December 31, 2021 required to complete the purchase of the Crossings sorter replacement, not to exceed the amount of the contract (estimated to be \$100,000)
- Recommended that the Library Board approve the creation of a Capital Lifecycle fund for the outstanding funds at December 31, 2021 required to complete the purchase of the Main branch security camera replacement, not to exceed the amount of the contract (estimated to be \$90,000)
- Recommended that the Library Board approve the creation of a BAU for any outstanding committed funds at December 31, 2021 required to complete the contract of the DEI Consultant, not to exceed the amount of the contract (estimated to be \$75,000)

MOVED by Trustee Chymboryk and SECONDED by Trustee Woodruff that the Board approve the five recommended actions of the Finance Committee as presented

CARRIED

5.1.3.1. Variance Report

- Presented for information

5.1.4. Governance

- No report

5.1.5. Strategic Planning

- Presented for information. The report from Trustee Koran thanks the Board and Administration for their input at the goal setting sessions as well as the next steps for the strategic plan.

5.2. Chinook Arch Regional Library System Reports

- The next meeting will be on December 2, 2021

5.3. Administration Reports

5.3.1. General & Administrative Report (newsletter)

- Presented for information. Michelle highlighted the BKMB having met its capacity limit this week for bin drop off at schools, and staff are once again doing some in person training (i.e. First Aid).

5.4. Board Correspondence

- Letters have been sent congratulating the new Mayor and City Councillors on their elections.

5.5. Friends of the Library Update

- The Friends held their AGM earlier this week. Vic Mensch continues as chair, they are hoping to revitalize the Booktique and, they are adding some new members.

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

- No report

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

MOVED by Trustee Maguire and SECONDED by Trustee Woodruff to approve the written and oral reports in Section 5 of the Agenda

CARRIED

6. ACTION MOTIONS ARISING FROM REPORTS

- No report

7. CEO CONSTRAINT COMPLIANCE REPORT

- Executive Succession Plan presented for information. The report includes information on the inclusion of added timelines and work being done to incorporate into a larger Business Continuity Plan.

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

CARRIED

8. OTHER BUSINESS

8.1 Report on Re-Opening and COVID-19 response

- Presented for information. The report includes the library’s response and updates to the ongoing COVID situation

8.2 Shaping Inclusive Societies Grant

- Trustee Kalkan requested she be recused from this agenda item
- Presented for information. The report includes information on the CEO having been invited to co-apply for the Shaping Inclusive Societies grant. The Lethbridge Immigrant Partnership and Economic Development Lethbridge invited the Library to partner on a project aimed at financial empowerment of new Canadians in Lethbridge.

- 8.3 Trustee Maguire took a moment to say his goodbyes and announced his resignation from the Board for personal reasons. The Board members thanked Trustee Maguire for his work as a Board member and wishes him well with all his future endeavours.

9 IN-CAMERA ITEMS

No report

10 ADJOURNMENT

MOVED by Trustee Quinton that the meeting be adjourned at 6:13 pm

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING DECEMBER 8, 2021 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY THEATRE GALLERY, MAIN BRANCH