

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday October 13, 2021 via Zoom

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

Regrets from the Board: Sean Hubbell, Mike Maguire

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: Jason Elliott (*HR Manager, City of Lethbridge*)

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 Chymboryk and SECONDED by Trustee Quinton that the October 13, 2021 Board Meeting Agenda be approved as presented

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – September 8, 2021

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

CARRIED

4. NEW BUSINESS

4.1. City COVID-19 Vaccination Policy (guest Jason Elliott, City HR)

- City HR Manager Jason Elliott presented for Board consideration and, a discussion was held around the City's COVID-19 Vaccination Policy.

MOVED by Trustee Kalkan and SECONDED by Trustee Gullage-Payne that the Board support adoption of an operational policy that mirrors the City policy

- Trustee Viola asked that the motion include the appended flow chart and administrative edits for LPL related to implementation (such as adjustment of dates)

MOVED by Trustee Viola and SECONDED by Trustee Kalkan that the Board support adoption of an operational COVID-19 Vaccination Policy that mirrors the City policy, with the inclusion of the flow chart attachment and administrative edits as needed for implementation at LPL

CARRIED

- The Board held a discussion around mandatory masking for board members

MOVED by Trustee Quinton and SECONDED by Trustee Koran that the Board adopt a mandatory vaccination policy for board members

CARRIED

4.2. ID policy

- Presented for information and feedback. The following wording to be added to the library's Code of Conduct: *"All persons using facilities or services provided by the Library shall provide proof of correct names and current addresses when requested to do so by library staff or security as required."*

5. AUTOMATIC APPROVAL AGENDA

5.1. Reports of Standing Committees

5.1.1 Advancement

- CEO asked on Trustee Maguire's behalf if any board members had had a chance to advocate with council candidates on behalf of the library
- CEO reported on the library's submitted question for the Mayor's forum

5.1.2. Board/CEO Relations – compensation

- Regular Friday meeting. Discussed the City's COVID-19 Vaccine Policy and the inclusion of Agenda item 4. New Business

5.1.3. Finance

5.1.3.1. Variance Report

- There is a small change to the projected deficit due to end of life equipment replacement which will be covered by the surplus

5.1.4. Governance

- No report

5.1.5. Strategic Planning

- Trustee Koran discussed the meeting on October 12 with the Board, facilitators and staff and all the preparation staff put into the briefing notes

- A discussion was held on how to proceed with the upcoming strategic planning retreat, the consensus being in person. The CEO will speak with the facilitator to determine if those who can't attend can still participate in some way

5.2. Chinook Arch Regional Library System Reports

- Trustee Kalkan presented the following: the book locker at Piikani is live, the upcoming Read awards, Chinook is looking into direct marketing software, issuing an RFP for an auditor in early 2022 and, the Resource Sharing Agreement which is item 8.2 on the agenda

5.3. Administration Reports

5.3.1. General & Administrative Report (newsletter)

- Michelle highlighted the many events LPL held for Truth and Reconciliation Day, Read On 40 years and, the WOTS modified version was successful
- Trustee Kalkan asked if there is to be an event for Read On's 40th, the CEO will look into

5.4. Board Correspondence

- No report

5.5. Friends of the Library Update

- Trustee Kalkan presented the following: the Friends AGM will be on November 8 from 1-3 virtually, they are revitalizing the Booktique and looking for a coordinator for it, expanding their donor base and, looking at getting new volunteers

5.6. Board Update to Council 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 Kalkan and SECONDED by Trustee Chymboryk 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 – STAFF COMPENSATION

- Presented for information. The report includes the CEO's responsibilities and constraints re: staff compensation

MOVED by Trustee Kalkan and SECONDED by Trustee Koran that the Board accept the Director Constraint Compliance report as presented

CARRIED

8. OTHER BUSINESS

8.1 Report on Re-Opening and COVID-19 response

- Presented for information. The report includes information on the continuing COVID situation

8.2 Resource Sharing Agreement

- Presented for Board review with no suggestions for updates

MOVED by Trustee Woodruff and SECONDED by Trustee Chymboryk that the Board approve the Resource Sharing Agreement as presented

CARRIED

8.3 LPL Lorax Award Committee

- Board members on the committee will be Chymboryk and Quinton

8.4 Online vs in-person meetings

- After discussion, in person vs virtual meetings are preferred going forward

9 IN-CAMERA ITEMS

10 ADJOURNMENT

MOVED by Trustee Viola that the meeting be adjourned at 6:55 pm

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING NOVEMBER 10, 2021 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH