

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, April 14, 2021 via Zoom

**Present from the Board:** Craig Brown, Carol Koran, James Chymboryk, Wendy Kalkan, Mike Maguire, Angela Viola, Heather Woodruff, Jennifer Gullage-Payne joined at 5:49

**Regrets from the Board:**

**Absent from the Board:** Allan Quinton, Sean Hubbell

**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 5:34 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 Kalkan that the April 14, 2021 Board Meeting Agenda be approved as presented**

**CARRIED**

- The Chair introduced and welcomed new Board member Angela Viola

#### 3. APPROVAL OF THE MINUTES

##### 3.1. Regular Board Meeting – March 10, 2021

**MOVED by Trustee Koran and SECONDED by Trustee Woodruff that the minutes from the March 10, 2021 Board meeting be approved as amended**

**CARRIED**

#### 4. AUTOMATIC APPROVAL AGENDA

##### 4.1. Reports of Standing committees

###### 4.1.1. Advancement

- No report, the committee is to meet next week

#### 4.1.2. Board/CEO Relations

- No report

#### 4.1.3. Finance

##### 4.1.3.1. C&C Report

- Trustee Chymboryk presented for information.
- Trustee Kalkan asked about the amount under Insurance and was informed by Debi that the reported amount is the City insurance, LPL pays a set amount
- There is no Variance report this month as there is not enough data as of yet, this report is based only on budget, no projections

**MOVED by Trustee Chymboryk and SECONDED by Trustee Woodruff that the Library Board approve the creation of a \$22,000 BAU from the anticipated 2021 Library surplus to support the Read On program at current service levels for the next 3 years**

**CARRIED**

#### 4.1.4. Governance

##### 4.1.4.1. C&C Report

- A discussion of the included Board policies was held. The recommendations included: removing *vacancies in high level management positions* wording in LB28 under Purpose; and adding to LB30 *And then it will be presented in confidence to the Board* to the December/January Procedures

**MOVED by Trustee Gullage-Payne and SECONDED by Trustee Chymboryk that the Board accept the recommended changes to Board policies: LB16, LB17, LB25, LB26, LB27, LB28, LB30 and LB31 as amended**

**CARRIED**

#### 4.1.5. Strategic Planning

##### 4.1.5.1. C&C Report

- Trustee Koran presented and welcomed Trustee Viola as a new member of the committee. The report includes information on the recommendation of Barbara Pedersen Facilitation Services Inc. as the vendor to assist with the development and facilitation of the Library's Strategic Plan
- Trustee Kalkan presented the Friends interest in being included in some of the consultation and or research in the development of the strategic plan. The CEO agreed that there had been a lack of stakeholder consultation in the past and one of the focuses going forward is that we have good consultation with stakeholders. The CEO thanked Trustee Kalkan for speaking on this with the Friends.

**MOVED by Trustee Koran and SECONDED by Trustee Woodruff that the Board approves the Strategic Planning Committee recommendation to procure Barbara Pedersen Facilitation Services Inc for the purpose of development of the Library's Strategic Plan. And furthermore, that the CEO be directed to work with Barbara Pedersen Facilitation Services Inc to develop and carry out a contract for such services, as outlined in the attached proposal, and that best meets the needs of the Library**

**CARRIED**

#### 4.2. Chinook Arch Regional Library System Reports

- Included are the Chinook Arch Impact Report and the Partnerships and Community Development newsletter. Trustee Kalkan presented information on: the approval of the audit; a surplus from 2020 is to be redistributed to member libraries; the System Agreement has been updated and will go out to member municipalities and councils for signing; the 2021 capital improvement to be used to enhance cloud capability; a letter in response to the KPMG report was sent to mayor and council; annual reports were approved; looking at interpretation of the Libraries Act which may allow First Nation reserves to have their own boards; the Waterton book locker is in; looking at grant funding for a book locker at Piikani; the Government of Alberta is switching to population estimates vs remuneration affecting grant moneys to libraries, for this reporting period to be based on 2016 populations. The next meeting will be in August.

#### 4.3. Administration Reports

##### 4.3.1. General & Administrative Report (newsletter)

- Michelle presented for information. Her report included: a shout out to staff for their response to the opening of services in March, closely followed by a shutdown, while still doing all they can to keep programs and services running; the availability and usage of Internet on the go, Chromebooks and mifi hotspots and the soft launch of the Adult Learning Alberta website for our Read On program that we are excited to be a part of.

#### 4.4. Board Correspondence

- Included is the Letter to the Mayor and council from Chinook Arch Board Chair D. Dahl in response to the KPMG report. Asked about the letter from Trustee Woodruff, the CEO spoke on her recent brief discussion with the City Manager regarding the letter, who felt it was good the Chinook Arch Board was reaching out, clarifying roles and reestablishing relationships

#### 4.5. Friends of the Library Update

- Trustee Kalkan presented the following information from today's meeting: there are two new Board members as of November; Friends are interested in being part of the Plan of Service development; likely to not hold a casino for the next couple of years; there is money designated and held for Crossings improvements and have given money towards the

Chromebook project and the Theatre Gallery screen; they would like to coordinate a donor program; they remain interested in the BMFF; and a sub-committee is working on updating their website as well as Friends information on the LPL website. The next meeting is in June

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

- Wednesday, April 21 LPL is presenting on CIP projects to the Economic Standing Policy Committee via Teams as part of Boards and Commissions day of presentations. The Board Chair and CEO will present the Report to the Community 2020 to the Social and Cultural Standing Policy Committee

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

**MOVED by Trustee Gullage-Payne 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**

**6. CEO CONSTRAINT COMPLIANCE REPORT**

- No report

**7. OTHER BUSINESS**

7.1 Report on Re-Opening and COVID-19 response

- Presented for information. The CEO highlighted the work LPL staff have been doing during this most recent closure; the interest from libraries across Canada about LPL’s internet on the go; the recent posting for the newly created Library Technician: Indigenous Service position and, Library Giving Day on April 7, which saw the launch of LPL coffee Reader’s Roast available at Cuppers

**MOVED by Trustee Kalkan and SECONDED by Trustee Koran that the Board accept the CEO Report on Re-Opening and COVID-19 response as presented**

**CARRIED**

7.2 Report to the Community

**MOVED by Trustee Kalkan and SECONDED by Trustee Maguire that the Board accept the 2020 Report to the Community as presented**

**CARRIED**

**8 IN-CAMERA ITEMS**

- No report

**9 ADJOURNMENT**

**MOVED by Trustee Chymboryk that the meeting be adjourned at 6:47 pm**

**CARRIED**

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

Trustee \_\_\_\_\_ Signature on file

**NEXT REGULAR BOARD MEETING** MAY12, 2021 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM,  
MAIN BRANCH