

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, February 12, 2020 in the Community Meeting Room at Lethbridge Public Library Main Branch.

Present from the Board: Mark Campbell, Heather Woodruff, Jennifer Gullage-Payne, Linda Erickson, Wendy Kalkan, Sean Hubbell, Mike Maguire, James Chymboryk, Craig Brown

Regrets from the Board: Allan Quinton

Absent from the Board:

Present from Administration: Terra Plato (*CEO*)
Barbara Longair (*Manager: Public Services*)
Debi Charlesworth (*Manager: Corporate Services*)

Recording Secretary: Kat Short (*Executive Assistant*)

Guests:

1. CALL TO ORDER

- The Vice-Chair called the meeting to order at 5:35 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 Brown, and SECONDED by Trustee Chymboryk that the February 12, 2020 Board Meeting Agenda be approved as amended

CARRIED

Trustee Maguire would like to add Website 7.5

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – January 8, 2020

3.2. Organizational Meeting – January 8, 2020

MOVED by Trustee Chymboryk and SECONDED by Trustee Gullage-Payne that the minutes from the January 8, 2020 Regular Board meeting be approved as presented

CARRIED

MOVED by Trustee Woodruff and SECONDED by Trustee Brown that the minutes from the January 8, 2020 Organizational Board meeting be approved as presented

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

4.1.1.1. Advancement C&C Report

- Trustee Erickson presented on the challenges faced by the existing Advancement committee with only three members and asks anyone interested in becoming a member of Advancement to please let Terra know.
- A discussion was held on the LPL branding recommendations.

MOVED by Trustee Woodruff and SECONDED by Trustee Chymboryk that the board accept the branding changes as presented

CARRIED

- A discussion was held on the elevator speech which the committee hopes to have finalized by the March Board meeting
- Terra presented information on the fund development goals. A team has been created of staff and managers. As progress is made, recommendations will go to Advancement first then the board
- Trustee Campbell asked about the provincial budget, if there is an idea of what it could be. Terra explained she has twice been told the minister would not support decreasing funding to libraries. There is always the possibility they might decrease funding to back end services rather than direct operational funding.

4.1.2. Board/CEO Relations

- The CEO's employment contract is up for renewal this year.

4.1.3. Finance

4.1.3.1. Finance C&C Report

- Trustee Hubbell presented for information

4.1.4. Governance

- No report

4.1.5. Strategic Planning

- No report

4.1.6. 100th Anniversary Planning Committee

- Wrap up meeting to be held on February 13, 2020

4.2. Chinook Arch Regional Library System Reports

4.2.1. Chinook Arch Board Report

- Trustee Woodruff presented for information

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Presented for information
- Barb Longair presented information on the upcoming Family day events as well as The Crossings soon to be opening toy library
- Terra thanked Barb Longair for her work as the Manager Public Services as she will be returning to her sole role as Manager: Children's Services as of March 1 with our new Manager Public Services starting on March 9.

4.4. Board Correspondence

- Vice chair presented information on a letter received from a citizen with concerns about the additional funding granted by City Council for a third security guard at the library while also not charging for membership fees in 2020. A response was sent to the sender. They later sent their concerns to council and City administration.

4.5. Friends of the Library Update

- Terra presented information on the Friends' most recent meeting. Dr. Charlotte Caton will return to the Friends board for one year. Working with the Friends board on how best to support them including offering them additional work space. The Library will take its wish list to the Friends in April. The next book sale is June 6

4.6. Update from Council

- The Search for the new City Manager is narrowing down from a list of strong candidates

4.7. Board Update to Council

- No report

4.8. Motion to Approve Written Reports "The Board accepts the written reports in Section 4 of the Agenda"

MOVED by Trustee Erickson and SECONDED by Trustee Gullage-Payne 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

7. OTHER BUSINESS

7.1 2020 Public Library Survey and 2019 Annual Report of Public Libraries in Alberta

Some gaps in trustee information were identified and need to be corrected.

MOVED by Trustee Erickson and SECONDED by Trustee Hubbell that the board approve the 2020 Public Library Survey and the 2019 Annual Report of Public Libraries in Alberta as amended

CARRIED

7.2 2019 Output Measures

- Presented for information

7.3 Alberta Library Conference

- Those interested in attending are: Allan Quinton, Wendy Kalkan, Mike Maguire

7.4 Crossings Toy Library Opening

- Presented for information

7.5 Website

- Trustee Maguire raised the issue of the library website seemingly not secure. Terra explained there is no personal information entered into the website. Trustee Maguire made a request of the IT department, can something be added to the site to make it look as though it is secure, he feels it is a perception issue. **Terra will check into this possibility**

8 IN-CAMERA ITEMS

- Personnel Matter. CEO Terra Plato, Manager: Corporate Services Debi Charlesworth, Manager: Public Services Barbara Longair and Executive Assistant Kat Short remained in the meeting.

MOVED by Trustee Brown and SECONDED by Trustee Hubbell that the Board move in camera at 7:02 pm

CARRIED

MOVED by Trustee Chymboryk and SECONDED by Trustee Woodruff that the Board move out of in camera at 7:05 pm

CARRIED

9 ADJOURNMENT

MOVED by Trustee Campbell that the meeting be adjourned at 7:05 pm

CARRIED

Chair _____ Signature on file

Trustee _____ Signature on file

NEXT REGULAR BOARD MEETING MARCH 11, 2020 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH