

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

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

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 5:57 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 Maguire and SECONDED by Trustee Chymboryk that the January 13, 2021 Board Meeting Agenda be approved as presented

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – December 9, 2020

MOVED by Trustee Woodruff and SECONDED by Trustee Koran that the minutes from the December 9, 2020 Board meeting be approved as presented

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

- No report

4.1.2. Board/CEO Relations

- Trustee Quinton informed on recent zoom meeting where the agenda was discussed as well as Agenda item 8, the in camera item

4.1.3. Finance

- Presented for information by Trustee Hubbell. The report includes information on the Board expenses to date

4.1.3.1. Variance Report

- The report shows an excess of revenue over expenditures which is due to the closure of the Library in 2020

4.1.4. Governance

- No report

4.1.5. Strategic Planning

- CEO presented for information. The committee recently met via zoom and discussed three models for consultants who may help with the strategic planning process. The committee agreed in principle on a way forward. Next steps; the CEO will develop a request for bids, something to put out to consultants to get bids in for the budget costs set aside by the board. Once developed it will go to the Strategic planning committee for approval, and then will go out in the next couple of months.

4.2. Chinook Arch Regional Library System Reports

- The Chinook Arch newsletter *Page Turner* was presented for information

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Presented for information. The newsletter Includes information on the unexpected closure at the Crossings Branch on Christmas Eve due to drifting and vehicles being stuck. The Blackfoot signage is still being worked on but is in its final stages. Safety scenario workshops are starting up again for staff as a tool to assist staff with complex situations that may come up during a work day and an opportunity to strengthen responses. A question was raised on whether there should be snow fences at the Crossings (already in place) and a discussion on the signage routing people to the Crossings.

4.4. Board Correspondence

- The Library received notification of the completion of requirements for the Community Adult Learning Program grant which funds the Read On program. Included was glowing praise for Read On and the work they do

4.5. Friends of the Library Update

- The Friends have not met since their mid-November AGM. Recruiting of volunteers for the Banff Mountain Film Festival is on hold due to the festival's postponement

4.6. Board Update to Council

- CEO reported that now that the board no longer has a council representative, they will be required to report monthly to council. Details on how are forthcoming, but it is suggested this will likely be comprised of board minutes, once approved, to be sent to Council. The Chair suggests a half page executive summary of items the Board wants Council to focus on to be included with the board minutes/report. Trustee Quinton suggested that the first report ask about the tenth Trustee to the board which the CEO confirmed is per our procedural manual. The CEO has asked the city clerks office if there is a plan to have a tenth person on the LPL board with no answer given at this time. If no one is appointed, the Board would change the bylaws to state up 9 board members

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

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

CARRIED

5. ACTION MOTIONS ARISING FROM REPORTS

- None

6. CEO CONSTRAINT COMPLIANCE REPORT

- The CEO Constraint and Compliance Report on Communication and Counsel to the Board was presented. The report includes information on closure/re-opening and COVID-19 response reports, work being done by staff both virtually and other, reopening plans and an update from the Manager: Marketing and Social Media: Jenn Schmidt-Rempel.

7. OTHER BUSINESS

7.1 COVID-19 Response and Re-opening Report

- Presented for information. The report informs on the activities of the Library during the pandemic including: the since updated postponement of the Banff Mountain Film Festival, new programs including continuation of work on the hotspot lending program, four staff working groups to move forward some of our strategic goals and, the redevelopment of the library website

7.2 Hours of Operation changes

- Presented for information. As per the budget reduction initiatives approved by Council, the report includes the current plans for new library hours of operation once provincial restrictions are lifted. Structured around times the libraries are busiest; we will listen to community and evaluate going forward if these hours would need to be changed

7.3 Board Happening columns-May/June & Sept./Oct. & Jan./Feb. 2022

- The May/June column will be Trustee Maguire

- The Sept./Oct. column will be Trustee Koran
- The Jan./Feb. 2022 column will be Craig Brown

7.4 Southern Alberta Library Conference

- Registration is now open. This year's conference will be online and free of charge. CEO will send information on how to register to the Board

7.5 Schedule of Board meetings 2021

MOVED by Trustee Gullage-Payne and SECONDED by Trustee Woodruff that the Board approve the schedule of Board meetings 2021 as presented

CARRIED

8 IN-CAMERA ITEMS

MOVED by Trustee Kalkan and SECONDED by Trustee Chymboryk to move in-camera at 6:34 pm to discuss personnel matters related to the KPMG operational review report.

CEO Terra Plato, Manager: Corporate Services Debi Charlesworth, Senior Manager: Public Services Michelle Dyke and Executive Assistant Kat Short remained in meeting

CARRIED

MOVED by Trustee Chymboryk and SECONDED by Trustee Hubbell that the Board come out of camera at 7:24 pm

CARRIED

9 ADJOURNMENT

MOVED by Trustee Hubbell that the meeting be adjourned at 7:24pm

CARRIED

Chair _____ Signature on file

Trustee _____ Signature on file

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