

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, March 10 2021 via Zoom

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

Regrets from the Board: Sean Hubbell, Allan Quinton

Absent from the Board: Jennifer Gullage-Payne

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 5:32 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

- The Chair added Agenda item 7.3 CELA & NNELS Advocacy

MOVED by Trustee Chymboryk and SECONDED by Trustee Kalkan that the March 10, 2021 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – February 10, 2021

MOVED by Trustee Chymboryk and SECONDED by Trustee Koran that the minutes from the February 10, 2021 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. C&C Report

- Trustee Maguire, as the newly elected chair of the committee, presented for information. The report includes information on a review of the committee Terms of Reference, the recommendation of Henry Bosman as the the 2020 Board Recognition award honoree and, the progress of Fund Development

MOVED by Trustee Maguire and SECONDED by Trustee Kalkan that the Board approve the Advancement Committee’s recommendation that Henry Bosman receive the 2020 Board Recognition Award

CARRIED

4.1.2. Board/CEO Relations

- Regular positive meeting. Discussed the March Board meeting agenda and the library’s reopening plans

4.1.3. Finance

- Trustee Woodruff presented for information. The report includes information on the reviews of: the 2020 final Variance Report, the library references in the City 2020 unaudited report, the Finance Committee Terms of Reference, the December 2020 Trust, BAU & Capital accounts, the 2020 Endowment fund statement and the final 2020 Board expenses
- Trustee Kalkan asked if there are plans to use funds that are available in the endowment funds or are they designated. The CEO explained the endowment funds each have some restrictions based on the donor’s requirements and are held at the Community Foundation. CEO explained that a recommendation is made to the Finance Committee to pull money from the funds, the Committee then makes recommendations to the Board.

4.1.3.1. Variance Report

4.1.3.2. 2020 Trust, BAU and Capital Account Balances

4.1.3.3. 2020 Endowment Fund Statement

4.1.4. Governance

4.1.4.1. C&C Report

- The Chair presented for information. The report includes information on the recommended changes to Board policies LB5, LB6, LB7, LB10 and the Bylaw Schedules
- Trustee Maguire asked about the wording around costs for persons wanting to book rooms after hours. The CEO explained there is another form with pricing information they would receive from Administrative support staff detailing costs.

MOVED by Trustee Kalkan and SECONDED by Trustee Chymboryk that the Board accept the amendments to policies LB5, LB6, LB7, LB10 & Bylaw Schedules as presented

CARRIED

4.1.5. Strategic Planning

- The Committee consulted via email and has sent out the RFQ which has now been sent to four different vendors who have been working on responses. The committee will meet to review the responses once they are received

4.2. Chinook Arch Regional Library System Reports

- Trustee Kalkan reported the next Board meeting will be in April
- The Chair reported on a correspondence, copied to himself and the CEO, being sent to the Mayor and City Council from the Chair of the Chinook Arch Board with detailed clarifications in response to various issues and information included in the KPMG report. This correspondence will be included in the April Board package

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Michelle highlighted: challenges for the Bookmobile during the cold weather, the library continues to modify processes to assist staff and help with safety, Blackfoot language signage and artwork being installed. Terra highlighted the recent publication and book launch of the young adult novel *This Golden Flame* written by LPL staff member Emily Kundrik and encourages everyone to read the book

4.4. Board Correspondence

4.4.1. Budget 2021 Letter

- Letter received from Alberta Municipal Affairs Office of the Minister. The letter informs of the decision to keep the provincial public library operating grant stable and that we are eligible to receive the same per capita amount for 2021-2022 that was received in 2020-2021.

4.4.2. Public Libraries Relaunch

- Letter from the Public Library Services Branch announcement that public libraries are now included in Step 2 of the *Path Forward* relaunch plan

4.5. Friends of the Library Update

- Trustee Kalkan asked about the process when recognizing the 2020 Board Recognition award winner. CEO explained we will let the Friends know

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

- No report

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

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

CARRIED

5. ACTION MOTIONS ARISING FROM REPORTS

- No report

6. CEO CONSTRAINT COMPLIANCE REPORT

- No report

7. OTHER BUSINESS

7.1 Report on Re-Opening and COVID-19 response

- Presented for information. The report includes information on: the launch of Internet on the Go, some staff who are taking a Working Effectively with Indigenous Peoples e-course, construction on the maintenance closet and single use washroom to begin soon, and different ways being made available for staff to connect with each other. With the provinces unexpected announcement that public libraries have been moved to Step 2 for re-opening, the report includes a chapter 1 re-opening plan for LPL at 15% capacity limited to Grab and Go service, access to public computers and exam invigilation as well as allowing for expanded hours.
- Trustee Maguire asked what the library's threshold would be if the government eased restrictions incrementally. Terra explained that 15% is mandated by the province but once the government lifts restrictions and expands capacity, the library will offer more access to the building, dependent on the local situation.
- Trustee Woodruff asked about time limits for those entering the library. CEO explained there will not be specific time limits but times based on activity. Customers using computers will be limited to 45 minutes, exams will be limited by those restrictions and only Grab and Go holds pick up of materials
- Trustee Kalkan asked if library staff are considered essential workers. The CEO has asked PLSB several times if public library staff qualify for the Critical Worker Benefit, the answer has been "we don't have information on that". Librarians and Library Assistants are listed on website but only under education

MOVED by Trustee Woodruff and SECONDED by Trustee Chymboryk to approve new opening plan as presented

CARRIED

7.2 Board photo

- The CEO informed of the need for a picture of the entire Board for the upcoming Report to the Community. A screen shot of all present including staff was taken

7.3 CELA and NNELS Advocacy

- CEO presented information on the announcement by the federal government that it will withdraw the current funding, split between the Centre for Equitable Library Access (CELA) and the National Network of Equitable Library Services (NNELS), ending all support by 2024-2025. These organizations provide libraries with access to specialized materials developed specifically for the print impaired and these cuts would mean the library will be without a very important service for our print impaired customers. The CEO asked if the Board would be interested in signing a letter, as well as participating in a social media advocacy campaign, explaining the importance of these institutions and their creation of materials for library patrons. The Chair suggested the letter to be sent to our local MP as well as the cabinet members listed in the announcement. All were in agreement and the CEO will draft the letter with the Board Chair signing on behalf of the Board.

MOVED by Trustee Kalkan and SECONDED by Trustee Chymboryk that the Board sign a letter advocating for CELA and NNELS and participate in a social media advocacy campaign

CARRIED

8 IN-CAMERA ITEMS

- No report

9 ADJOURNMENT

MOVED by Trustee Chymboryk that the meeting be adjourned at 6:34 pm

CARRIED

Chair _____ Signature on file

Trustee _____ Signature on file

NEXT REGULAR BOARD MEETING APRIL 14, 2021 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH