

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m., Wednesday March 11, 2020 in the Community Meeting Room at Lethbridge Public Library Main Branch.

**Present from the Board:** Allan Quinton, Craig Brown, Jennifer Gullage-Payne, Mike Maguire, Linda Erickson, Heather Woodruff, James Chymboryk, Mark Campbell

**Regrets from the Board:** Wendy Kalkan, Sean Hubbell

**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 5:34 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

- CEO added 7.3 – COVID -19

**MOVED by Trustee Chymboryk and SECONDED by Trustee Brown that the March 11, 2020 Board Meeting Agenda be approved as amended**

**CARRIED**

## 3. APPROVAL OF THE MINUTES

### 3.1. Regular Board Meeting – February 12, 2020

**MOVED by Trustee Erickson and SECONDED by Trustee Chymboryk that the minutes from the February 12, 2020 Board meeting be approved**

**CARRIED**

- Terra followed up on the request from Trustee Maguire from the February 11 Board meeting regarding the library website. The library IT department has a plan for updating the website and making sure it has a valid security certificate at that time, however due to the vacancy in the IT Manager position this project is temporarily on hold.
- The Chair welcomed and asked for introductions to Michelle Dyke, the new Senior Manager: Public Services

#### 4. AUTOMATIC APPROVAL AGENDA

##### 4.1. Reports of Standing committees

###### 4.1.1. Advancement

- The Board Briefing binder was given to all members. The Advancement committee is happy to add to it if any members see anything which should be included

###### 4.1.2. Board/CEO Relations

- Regular positive Friday meeting

###### 4.1.3. Finance

###### 4.1.3.1. 2019 Trust, BAU and Capital Account Balances

###### 4.1.3.2. 2019 Endowment Fund Statement

**MOVED by Trustee Brown and SECONDED by Trustee Gullage-Payne that the Board approve the withdrawal of up to \$15,000 from the Walkey Endowment Fund for 2020 author events**

**CARRIED**

###### 4.1.4. Governance

- No report

###### 4.1.5. Strategic Planning

- No report

###### 4.1.6. 100<sup>th</sup> Anniversary Planning Committee

###### 4.1.6.1. C&C Report

- Presented for information

###### 4.1.6.2. Digital Storytelling Project – I'nakkitsiniki

- Sample story shown. The library is a facilitator for the creation of these stories only, these are the storyteller's stories. A librarian works with the storyteller and walks them through the process and helps them with the audio of telling their story.

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

- No report

##### 4.3. Administration Reports

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

##### 4.4. Board Correspondence

- Letter received regarding the Minister's Awards nominations opening

##### 4.5. Friends of the Library Update

- No report

##### 4.6. Update from Council

- On the verge of hiring the new CAO
- Decisions from the CIP forthcoming

4.7. Board Update to Council

4.8. 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**

**6. CEO CONSTRAINT COMPLIANCE REPORT**

**7. OTHER BUSINESS**

7.1 Minister’s Awards

- As there were no awards given out last year, we will once again submit Sensory Storytime from 2019 as well, Big Truck Petting Zoo as our submission for this year. Awards are announced prior to ALC and given out at the conference

7.2 Staff Service Recognition

- Upcoming retirement of Manager: Customer Services Barb Nickel.

**MOVED by Trustee Brown and SECONDED by Trustee Woodruff That the Board approve additional dollars of \$500. To be used for a retirement celebration for staff.**

**CARRIED**

7.3 COVID -19

- Terra informed on what we as an organization are doing for both staff and the public. There will be regular emails sent to staff with updates, we are reviewing plans from other Canadian libraries and, developing a plan for the library based on these and on local events.

**8 IN-CAMERA ITEMS**

**9 ADJOURNMENT**

**MOVED by Trustee Gullage-Payne that the meeting be adjourned at 6.22 pm**

**CARRIED**

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

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

**NEXT REGULAR BOARD MEETING APRIL 8, 2020 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM,  
MAIN BRANCH**