

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, May 13, 2020 via Video Conference

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

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 5:37 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 8, staff issue

MOVED by Trustee Gullage-Payne and SECONDED by Trustee Chymboryk that the May 13, 2020 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – April 8, 2020

MOVED by Trustee Brown and SECONDED by Trustee Woodruff that the minutes from the April 8, 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

- Met by Zoom, positive meeting

4.1.3. Finance

4.1.3.1. Variance Report

- Trustee Hubbell presented for information.
- Debi and Terra met with senior management at the City and based assumptions on what the City asked the library to do with best ability to forecast at this time. The budget will be reviewed at an upcoming City Council meeting. No specific direction has come from the City to the library.

4.1.3.2. Budget Adjustment

MOVED by Trustee Brown and SECONDED by Trustee Chymboryk that the Board accept and approve the recommended budget adjustments

CARRIED

4.1.3.3. 2019 Audit

MOVED by Trustee Hubbell and SECONDED by Trustee Erickson that the Board accept and approve the 2019 Audited Financial Statement

CARRIED

4.1.4. Governance

- No report

4.1.5. Strategic Planning

- No report

4.2. Chinook Arch Regional Library System Reports

- Vice-Chair Kalkan presented for information

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Presented for information
- Senior Manager: M. Dyke presented information on a new service offered by LPL, customer care calls

4.4. Board Correspondence

4.4.1. Letter from Minister Madu

- A letter was received from the office of the Minister for Municipal Affairs announcing he has asked PLSB to immediately advance 50% of all 2020-21 public library operating grant amounts

4.5. Friends of the Library Update

- Vice-chair Kalkan informed on recent resignations from the Friends executive. CEO let the Board know the Friends are on a hiatus with one executive member continuing to work on items as they come up

4.6. Update from Council

- The BRZ levy is cancelled due to Covid. City council has also cancelled tax increases for 2020 and will need to find a way to recover those lost revenues

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 Kalkan 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

6.1 Risk Register

- Pandemic - Global (or regional, provincial or national) information was added
- Trustee Erickson wondered if the impact to Public relations’ (number 6) should be switched from low to medium.
- Vice-chair asked recommended adding social engineering threats such as fraudulent emails, phishing scams etc.

7. OTHER BUSINESS

7.1 COVID-19 update to the Board

- CEO updated the Board on some of the work being done during closure: this week the library will be soft launching curbside pick up and materials returns via the opening of book drops. The following week customers can start putting holds on books for pick up. The library does have SWP’s in place and the City’s Emergency Coordinations Centre (ECC) had no issues with these plans.
- Starting on May 17, Shaw TV will be using video of library programs, editing them and airing a library show

- There has been a lot of facility work going on: bathroom renovations have started, HVAC at the Crossings is moving forward
- CEO has been sending daily messages to all staff, this has been helping with staff engagement including those who have been laid off
- CEO presented a document with reopening scenarios - ideas of how the library is looking at reopening based on public health orders and best practices. CEO is also having biweekly meetings with PLSB on reopening and guidelines for libraries to reopen. Libraries are in stage 2 of the provinces re-opening plan. When the public health order comes that we can open, we will speak with ECC and base decisions on how we can safely manage moving forward

8 IN-CAMERA ITEMS

8.1 Staff issue – the group agreed that this item did not need to go in camera. The CEO’s contract is up for renewal this year. The Chair and Vice-Chair will re-negotiate on the Board’s behalf and are asking for feedback on the CEO’s performance from board members, who can send their thoughts to Trustee Quinton.

9 ADJOURNMENT

MOVED by Trustee Brown that the meeting be adjourned at 6:54 pm

CARRIED

Chair Signature on file

Trustee Signature on file

NEXT REGULAR BOARD MEETING JUNE 10, 2020 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM,
MAIN BRANCH