

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

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

Regrets from the Board: Heather Woodruff

Absent from the Board:

Present from Administration: Terra Plato (*CEO*)
Michelle Dyke (*Senior Manager: Public Services*)

Regrets from Administration: Debi Charlesworth (*Manager: Corporate Services*)

Recording Secretary: Kat Short (*Executive Assistant*)

Guests:

1. CALL TO ORDER

- The Chair called the meeting to order at 5:31 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 7.4, Materials Recovery Proposal

MOVED by Trustee Brown and SECONDED by Trustee Chymboryk that the November 12, 2020 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – October 14, 2020

MOVED by Trustee Erickson and SECONDED by Trustee Chymboryk that the minutes from the October 14, 2020 Board meeting be approved as presented

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

- Trustee Erickson turned the report over to CEO who introduced the proposal, approved by the Advancement committee, on how best to recognize and award the Board award winners. Each winner will receive notification by mail and will be asked to meet with the Executive Assistant to select a print from the Van Christou collection. This year, in lieu of in person recognition, a donation of a set amount will be made in their name to the collection of their choice. Winners will be asked to write a short note or record a short thank you, and a montage will be created from these and put on social media.

4.1.2. Board/CEO Relations

- Regular positive meeting in which we went over the agenda. The CEO's performance conversation was completed and contract discussions completed – details to be discussed with the Board under Agenda item 8.1.

4.1.3. Finance

- Presented for information. The report includes information from consultation between the CEO, Senior Management at the City as well as strategic planning consultants, recommending the amount to support the Strategic Planning process be increased to \$40,000.

MOVED by Trustee Hubbell and SECONDED by Trustee Brown that the Board approve the addition of \$15,000 to the 2022-2026 plan of service, strategic planning process BAU from the 2020 Library surplus, the total BAU will be \$40,000

CARRIED

MOVED by Trustee Hubbell and SECONDED by Trustee Gullage-Payne that the Board approve the project description of BAU 140-007 Washroom Renovations Main Branch be re-designated as Kiosk Space Renovations

CARRIED

4.1.3.1. Variance Report

- Presented for information

4.1.4. Governance

- No report

4.1.5. Strategic Planning

- No report

4.2. Chinook Arch Regional Library System Reports

- No report other than the next meeting is scheduled for December 3

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- M. Dyke reported on the success of the BKMB book exchange with 21 classes from six schools participating; the startup of books delivered to six seniors homes once again and the virtual book sale, with grab and go bags of books available for customers

4.4. Board Correspondence

- Presented for information. CEO shared information passed on by the City in regards to the recommendations of the Open and Effective Governance Committee. A discussion was held on the decision to move to a sub-committee reporting model and the decision to no longer have a City Council member on the LPL Board.
- Trustee Erickson raised a concern; with no council representative on the Board it means we no longer have the ability to communicate problems/issues that arise at the library in a timely manner, specifically around safety issues. The concern being we are reporting rather than engaging.
- Trustee Campbell will be on the standing committee the library will be reporting to and gives assurances that he will be open to information from library
- Trustee Maguire asked if there another avenue for advocacy. Terra advised that one of the roles of the Board is library advocacy. Any Board member can speak and meet with City Councilors, build relationships and ensure City council is aware of any concerns of the library

4.5. Friends of the Library Update

- No report other than the upcoming AGM on Monday, November 16

4.6. Update from Council

- The CIP proposal to defer all community projects was defeated, so Library CIP projects will be considered by Council beginning in 2021.

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 Brown 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

6. CEO CONSTRAINT COMPLIANCE REPORT – EXECUTIVE SUCCESSION PLAN

- presented for information

MOVED by Trustee Kalkan and SECONDED by Hubbell that the Board accept the changes to the executive succession report as presented

CARRIED

- Board Chair reminded that terms end at the end of the year, at the end of your first term you must send your resume in and let the City know you would like to renew or tell them you want an extension

7. OTHER BUSINESS

7.1 Re-opening update

- Presented for information. The report provides an overview of the activities of the Library throughout the pandemic.
- A discussion was held as customers not wearing masks continues to be a concern for staff. Wearing a mask is mandatory but not enforced. As a publicly funded facility, we are operating under the City's education over enforcement recommendation. Staff are given direction to assume persons are exempt from wearing a mask; we don't refuse service but will not serve if they cannot maintain physical distancing. In order for us to remove customers who refuse to wear masks the Library Board would have to create a bylaw. Trustee Brown asks from the senior management team; if in the future the direction would be no mask no service, the Board would be prepared to support that decision. Terra reminded the caveat to this being, if a bylaw were to be created, it would need to be approved by City Council.

MOVED by Trustee Brown and SECONDED by Trustee Campbell that the Board expresses their support for the senior management team and will take whatever appropriate measures are necessary to enact in place structures and rules that will best meet the needs of the library, staff and patrons

CARRIED

7.2 Nominations Committee

- The Chair and Vice chair positions are one year. We will have elections in January at which time we will have a new Board member with the departure of Trustee Erickson
- The nominations committee of Quinton and Chymboryk will contact anyone interested in running for open positions

7.3 Christmas Party invite

- This year, as we cannot have social gatherings, the party will be held at the Movie Mill theatres with all safety measures in place. Board members are welcome, please RSVP to Executive Assistant by November 20

7.4 Materials Recovery proposal

- Presented for information. The report from the CEO includes information around the potential to move to a materials recovery model, which refocuses us from issuing late fees to lost fees.

- Trustee Hubbell wondered what the actual revenue is we are realizing on the fines we are assessing. What the fines that are charged are, the actual realized fines vs the percentage of fines nullified, what is the conversion rate? **CEO is to gather this information for the next meeting.**
- A lengthy discussion was held with the decision being asked of the Board is to create a BAU to carry over \$90,000 over the next two years to then be incorporated into the next budget. The decision on this would need to be made at the December Board meeting so that it can go to the City
- A motion to support the creation of a BAU was proposed by Trustee Brown. With no seconder the motion was killed. Trustee Kalkan asked that at the December Board meeting the Board is to be given a draft of the updates to the bylaw that would have to be changed, as well as a motion to support the creation of a BAU

8 IN-CAMERA ITEMS

8.1 Personnel issue

MOVED by Trustee Kalkan and SECONDED by Trustee Chymboryk that the Board move in camera at 7:32

CARRIED

MOVED by Trustee Chymboryk and SECONDED by Trustee Hubbell that the Board move out of in camera at 8:05

CARRIED

9 ADJOURNMENT

MOVED by Trustee Campbell that the meeting be adjourned at 8.06 pm

CARRIED

Chair Signature on file

Trustee Signature on file

NEXT REGULAR BOARD MEETING DECEMBER 9, 2020 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY THEATRE GALLERY, MAIN BRANCH