

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

Present from the Board: Allan Quinton, Wendy Kalkan, Craig Brown, Heather Woodruff, James Chymboryk, Mike Maguire, Mark Campbell, Linda Erickson

Regrets from the Board: Jennifer Gullage-Payne, 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 5:31 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 CEO updated the Board that due to COVID restrictions the November Board meeting scheduled to take place at the Crossings Branch, will now be at the Main to accommodate social distancing.

MOVED by Trustee Brown and SECONDED by Trustee Chymboryk that the October 14, 2020 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – September 9, 2020

MOVED by Trustee Kalkan and SECONDED by Trustee Chymboryk that the minutes from the September 9, 2020 Board meeting be approved

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

- No report

4.1.2. Board/CEO Relations

- Meeting was held via email; the agenda was reviewed

4.1.3. Finance

MOVED by Trustee Brown and SECONDED by Trustee Chymboryk that the Library Board approve the creation of a \$25,000 BAU from the 2020 Library surplus to support the strategic planning process for the 2022-2026 plan of service

CARRIED

The library Board ratified the following email motion:

MOVED by Trustee Chymboryk and SECONDED by Trustee Woodruff that the budget reduction initiatives presented be forwarded to City Council for their consideration

Approved via email vote

MOVED by Trustee Brown and SECONDED by Trustee Kalkan that the Board ratify the preceding email motion

CARRIED

4.1.3.1. Variance Report

- Presented for information

4.1.4. Governance

- No report

4.1.5. Strategic Planning

4.1.5.1. Plan of Service Progress Report

- Presented for information. The report includes strategic actions to show the intention and action going into carrying out the plan of service. The committee began discussing the process for the next plan of service; the CEO will research consultant costs, etc. The Board needs to be thinking about their input into the next plan of service, what we have been doing, what we should be doing.

4.1.5.2. 2020 public survey results

- The survey was done in August and distributed differently this year due to the pandemic. There was a dip in satisfaction but this could relate to the library closure. Results of the survey are included in the Board package.

4.2. Chinook Arch Regional Library System Reports

- Trustee Kalkan presented the Chinook Arch Newsletter for information. The next board meeting will be in early December. Trustee Kalkan discussed how it would be beneficial to have the City Council representative to the Chinook Arch Board be an elected official.

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Michelle informed on the opening of browse and go and how popular it has been. We have not had a problem with time limits. WOTS was very success especially considering everything moved online. The slow safe reopening is working very well.
- A question was raised as to whether we have seen any uptakes in security issues. None so far in the building, but are continuing to see public drug use and paraphernalia on property.

4.4. Board Correspondence

- Letter containing the second and final installment of the 2020/2021 Library Operating Grant from PLSB

4.5. Friends of the Library Update

- CEO met with Friends re: the Booktique and book sale. The library has agreed to do a one time book sale to get rid of the back log of materials. Further discussions to be held with Friends on the running of book sales in the future. A virtual book sale will be available once the backlog has been packaged and ready to go, hopefully in the next two weeks.
- The Friends have committed \$10,000 for upgrades in the Theatre Gallery as well an additional \$13,000 for hot spot loaning; they are also soliciting donations to potentially fund ongoing data costs for the hotspots
- The Friends AGM is set for November 16
- Trustee Kalkan encourages all Board members to become members of the Friends.

4.6. Update from Council

- There were many strong applicants for the Library Board. The chair and council rep met and short listed and interviewed five applicants, all of which were very good
- Notice of motion recommending that City Council cancel all CIP community projects for the next four years will be discussed at the next Council meeting.

4.7. Board Update to Council

- Board would like to see a Council representative on the Chinook Arch Board

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

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

CARRIED

5. ACTION MOTIONS ARISING FROM REPORTS

6. CEO CONSTRAINT COMPLIANCE REPORT

- October CEO Constraint and Compliance report – Staff Compensation report presented.

- The CEO Constraint and Compliance on Asset Protection was presented. This report is normally presented in May but due to the pandemic this information was just received
- The City is working on rolling out Hazard Assessments for all job roles; CEO Hazard Assessment will be completed as part of that project

7. OTHER BUSINESS

7.1 Re-opening update

- Presented for information
- We continue to take a cautious approach to reopening. Looking at it long term to ensure we can provide essential library services to the community continuously. We want to prevent having to close again.
- A question was raised on the continuation of online programming, especially in children's. We foresee continuing some online programming in the future but firm decisions have yet to be made.

7.2 Staff Christmas Party

MOVED by Trustee Brown and SECONDED by Trustee Campbell that the Board approve up to \$3500 for the LPL staff Christmas party for 2020

CARRIED

- Received for information, a member of the Union executive requested the Board fund grocery gift cards for staff as the union cannot give staff these this year

7.3 CIP Applications

MOVED by Trustee Woodruff and SECONDED by Trustee Chymboryk that the Board approve the CIP applications for the Crossings expansion and enhancement project to be put forth in the 2022-2026 application cycle

CARRIED

MOVED by Trustee Erickson and SECONDED by Trustee Kalkan that the Board approve the CIP application for the Library Master Plan project to be put forth in the 2022-2026 CIP application cycle

CARRIED

7.4 Lorax Award Committee

- Representatives from the Board will be Allan and Wendy

Trustee Erickson asked that the minutes reflect recognition of, and congratulations to, Terra Plato on receiving the Special Services Award from the Canadian Mental Health Association

8 IN-CAMERA ITEMS

9 **ADJOURNMENT**

MOVED by Trustee Campbell that the meeting be adjourned at 7.00 pm

CARRIED

Chair Signature on file

Trustee Signature on file

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