

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, September 9, 2020 in the Community Meeting Room at Lethbridge Public Library Main Branch.

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

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: Madeline Gormley (*Manager: Information Services*)
Lil Radley (*Literacy Services Coordinator*)

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 Vice chair moved Agenda item 7.3, CALP Program Overview, to Agenda item 3.2
MOVED by Trustee Brown and SECONDED by Trustee Chymboryk that the September 9, 2020 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – June 10, 2020

MOVED by Trustee Erickson and SECONDED by Trustee Gullage-Payne that the minutes from the June 10, 2020 Board meeting be approved as amended

CARRIED

3.2. CALP Program Overview

- Lil Radley and Madeline Gormley presented information on the work being done in Read On funded through the Community Adult Learning Program grant. Lil also shared information

from the annual Symposium which this year will be held online. Each year at the symposium two Learners of the Year are selected and Lil was very excited to announce that one of this year's Learners is a student from the Read On Adult Learning and Literacy Program.

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

- No report

4.1.2. Board/CEO Relations

- Regular positive Friday meeting

4.1.3. Finance

4.1.3.1. Variance Report

- Presented for information

MOVED by Trustee Hubbell and SECONDED by Trustee Brown that the Library Board approve the creation of a \$100,000 BAU from the 2020 Library surplus to support free memberships for 2021

CARRIED

4.1.3.2. Budget Reduction Initiatives

- Presented for information
- Board members will give further consideration to these initiatives and make decisions at the October Board meeting. The Board approves informing staff of the draft recommendations under consideration

4.1.4. Governance

- No report

4.1.5. Strategic Planning

- No report

4.2. Chinook Arch Regional Library System Reports

- The August 6 Board meeting was held virtually. Work is being done on policies and bylaws. SALC to be held virtually in March of 2021. Since the dissolution of the Town of Granum the library now falls under the MD of Willow Creek. The next board meeting will be in December 2020.

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

4.4. Board Correspondence

- The Library received the Certificate of Recognition for the Minister’s Award for Excellence in Public Library Service for the Big Truck Petting Zoo from the Minister of Municipal Affairs.

4.5. Friends of the Library Update

- Terra presented information on the Friends decision to halt work running the Booktique and book sales. The library proposes to take over the Booktique for a specified amount of time allowing the Friends to return to the work in the future if they wish.

4.6. Update from Council

- Mandatory mask bylaw is in place. Work is being done on Governance review

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 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 – NO REPORT

7. OTHER BUSINESS

7.1 Re-opening update

- Presented for information

7.2 Output measures

- Presented for information

7.3 CALP Program overview (moved to 3.2)

7.4 New membership type – special needs

MOVED by Trustee Gullage-Payne and SECONDED by Trustee Chymboryk that the Library Board approve a new Borrower Category for Special Needs patrons, with no annual fee and no overdue fees applicable

CARRIED

8 IN-CAMERA ITEMS

8.1. Personnel issue: CEO Terra Plato remained in the meeting

MOVED by Trustee Kalkan and SECONDED by Trustee Hubbell that the Board go in-camera at 7:20 pm

CARRIED

MOVED by Trustee Erickson and SECONDED by Trustee Campbell that the Board come out of in-camera at 7:33 pm

CARRIED

MOVED by Trustee Brown and SECONDED by Trustee Hubbell that the Library follow current City practices in regards to management merit step increases.

CARRIED

9 ADJOURNMENT

MOVED by Trustee Chymboryk that the meeting be adjourned at 7:34 pm

CARRIED

Chair Signature on file

Trustee Signature on file

**NEXT REGULAR BOARD MEETING OCTOBER 14, 2020 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM,
MAIN BRANCH**