

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, April 10, 2019 in the Community Meeting Room at Lethbridge Public Library Main Branch.

Present from the Board: Linda Erickson, Wendy Kalkan, Allan Quinton, Heather Woodruff, Ross Djuve, Mark Campbell

Regrets from the Board: Sean Hubbell, Craig Brown, James Chymboryk

Present from Administration: Terra Plato (*CEO*)
Barbara Longair (*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 5:36 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 added 7.2, August staff meeting

MOVED by Trustee Djuve, and SECONDED by Trustee Kalkan that the April 10, 2019 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – March 13, 2019

MOVED by Trustee Kalkan and SECONDED by Trustee Woodruff that the minutes from the March 13, 2019 Board meeting be approved as presented

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

4.1.1.1. Board Awards

- A discussion was held as to how the Board Special Service and Distinguished Service awards are to be presented to the winners as voted at the March 13,

2019 Board meeting. The Executive Assistant will contact the recipients and determine if they would be available prior to the May Board meeting for the presentations

4.1.2. Board/CEO Relations

4.1.2.1. CEO Performance Conversation

- In the past the Chair and Vice-Chair have given CEO evaluation sheets to Board members. This has been discontinued as per the CEO Performance Management policy passed in September 2018, which instead makes feedback an ongoing Board responsibility. Board members are encouraged to email or speak with the Chair and/or Vice Chair who will then have the information ready for her next evaluation. This will help to see how we are following the library's vision, mission, values and the evaluation will be based on that criteria. The Chair will remind those members not in attendance at this meeting of this new process.

4.1.3. Finance

- No report

4.1.4. Governance

- No report

4.1.5. Strategic Planning

- No report

4.1.6. 100th Anniversary Planning Committee

- No report

4.2. Chinook Arch Regional Library System Reports

4.2.1. Chinook Arch Board Report

- The Board has changed their requirements for quorum
- There has been a change to the policy regarding the Ministerial appointment. Motion was passed to no longer have this position once the incumbent's term is finished
- A room at Chinook Arch will be named after Donna Dietrich, their founding chair
- Next Board meeting is August 1

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Barb Longair presented on the following library events: April several staff will attend the Alberta Library Conference in Jasper; Saturday April 27 at 11 am is the *Great Cloth Diaper Change* in kids' corner; the collaborative art project in kids' corner around the book *Wishtree*; and, our Indigenous liaison will be bringing a metis elder into Piitoyiss (Eagles Nest).

4.4. Board Correspondence

- No report

4.5. Friends of the Library Update

- The Friends are looking at OH&S and how it affects their volunteers
- It may take three months before they see what was made at their recent casino
- They are updating their website and brochure
- The Friends received an invitation from the Claresholm Friends Society; three or four members may attend on June 17
- Next meeting is June 4.

4.6. Update from Council

- May 4 will be the soft opening of ATB Centre
- The Watch program is getting going
- There will be free bus rides on election day

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 Erickson 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 Report to the Community

- Presented for information

MOVED by Trustee Woodruff and SECONDED by Trustee Campbell that the Board approve the Report to the Community as presented

CARRIED

7.2 August Staff meeting

- The CEO presented that we would like the August all staff meeting to focus on providing staff tools around dealing with difficult people and self-care. To this end, she has contacted someone who can deliver training but it would mean extending the meeting from two hours to three. At this time she is requesting that the Board approve the library closing an hour earlier than previously agreed to.

- Trustee Erickson asked if this was enough time or would it be better to have a half day close rather than just the one extra hour.

MOVED by Trustee Kalkan and SECONDED by Trustee Campbell that the Board approve the library close on August 23, 2019 from 1:30 to 5:30 for staff development

CARRIED

8 IN-CAMERA ITEMS

8.1 Review of Memorandum of Settlement with CUPE Local 70 – Library Employees – Collective Agreement Jan 1, 2019 – Dec 31, 2022

MOVED by Trustee Kalkan and SECONDED by Trustee Erickson to move in camera at 6:27

CARRIED

MOVED by Trustee Kalkan and SECONDED by Trustee Djuve to come out of camera at 6:40

CARRIED

9 ADJOURNMENT

MOVED by Trust Djuve that the meeting be adjourned at 6:40 pm

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING MAY 8, 2019 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH