

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday April 8, 2020 via video conference.

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

Regrets from the Board:

Absent from the Board: James Chymboryk, Sean Hubbell

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 5:42 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

Craig Brown, of the Governance Committee, recommended the following be added to Section 15 of the Board's Procedural Manual:

"At the discretion of the Board, attendance at meetings may occur by way of teleconference or video conferencing.

Rules of procedure will be followed at all full Board meetings. For procedural matters not covered in these procedures or board policy, the Chair will rule on the matter in consultation, and may refer to the current Procedures as an aid in ruling. Committee meetings may be held in a less formal manner."

MOVED by Trustee Gullage-Payne and SECONDED by Trustee Brown that the article as presented be approved and added to the Board's procedural manual

CARRIED

MOVED by Trustee Brown and SECONDED by Trustee Woodruff that the April 8, 2020 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – March 11, 2020

MOVED by Trustee Maguire and SECONDED by Trustee Brown that the minutes from the March 11, 2020 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. Advancement Committee C&C

- Presented for information
- A discussion was held on the committee's decision to award all those nominated for the Board award. The committee feels each year, each nomination will be awarded based on the strength of the nomination and based on the strength of this year's nominations, all were deserving of the award

MOVED by Trustee Erickson and SECONDED by Trustee Kalkan that the Board approve the Advancement Committee's recommendation that all five nominations received for this year's Board Awards be recognized and awarded

CARRIED

4.1.2. Board/CEO Relations

- No report

4.1.3. Finance

- No report

4.1.4. Governance

- No report

4.1.5. Strategic Planning

- No report

4.2. Chinook Arch Regional Library System Reports

- From Vice-chair Kalkan; financial statements had to be approved, there was a call in vote on a survey

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

4.4. Board Correspondence

- No report

4.5. Friends of the Library Update

- It has been learned that the Friends secretary M. Ekvall has passed away. Vice-chair Kalkan will send condolences on behalf of the Board

4.6. Update from Council

- Council is meeting regularly. The good news for the downtown is the continuation of the 3 Ave. project. Council has received positive feedback on what LPL has been doing during the closure

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 Gullage-Payne 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

- No report

6. CEO CONSTRAINT COMPLIANCE REPORT

- No report

7. OTHER BUSINESS

7.1 City Bylaw 6203 Review – Code of Conduct for Citizen Members Appointed to Boards, Commissions and Committees

- Bylaw was reviewed by the Board for feedback to the City. The CEO recommended a change to 2.9 to correct the legal name of the library board (City of Lethbridge Library Board). Board Chair will send feedback to the City

7.2 Report to the Community

MOVED by Trustee Kalkan and SECONDED by Trustee Brown that the Board approve the Report to the Community as presented

CARRIED

7.3 CFEP grant application update

- The library’s grant application was declined. A scaled back project will go ahead for the Crossings without expansion into the leasable space

7.4 CEO Report on closure and COVID-19 response

- Report presented for information

8 IN-CAMERA ITEMS

8.1 Personnel Matter. CEO Terra Plato, Manager: Corporate Services Debi Charlesworth, Senior Manager: Public Services Michelle Dyke and Executive Assistant Kat Short remained in the meeting.

MOVED by Trustee Campbell and SECONDED by Trustee Gullage-Payne to move in camera at 6:36

CARRIED

MOVED by Trustee Brown and SECONDED by Trustee Campbell to move out of in camera at 7:44

CARRIED

MOVED by Trustee Erickson and SECONDED by Trustee Woodruff and as discussed in camera, that the Board approve benefits to be paid for all permanent staff being laid off as a result of the Library's temporary closure, for the duration of the temporary layoff period

CARRIED

MOVED by Trustee Brown and SECONDED by Trustee Kalkan that the Board acknowledges the presentation from the CEO and fully supports the direction outlined by the CEO in regards to layoffs of library staff

CARRIED

9 ADJOURNMENT

MOVED by Trustee Maguire that the meeting be adjourned at 7:49 pm

CARRIED

Chair Signature on file

Trustee Signature on file

**NEXT REGULAR BOARD MEETING MAY 13, 2020 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM,
MAIN BRANCH**