

A regular meeting of the City of Lethbridge Library Board was held at 5:00 p.m., Wednesday December 11, 2019 at Luigi's South.

Present from the Board: Allan Quinton, James Chymboryk, Wendy Kalkan, Heather Woodruff, Craig Brown, Ross Djuve, Sean Hubbell, Mark Campbell

Regrets from the Board: Linda Erickson, Jennifer Gullage-Payne

Absent from the Board:

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 5:04 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 7.6, Administrative wage schedule

MOVED by Trustee Brown and SECONDED by Trustee Djuve that the December 11, 2019 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – November 13, 2019

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

CARRIED

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.
 - 4.1.2.1. Nominations Committee
 - Trustee Chymboryk will stand as the committee representative
 - 4.1.3. Finance
 - 4.1.3.1. Variance Report
 - Presented for information
 - 4.1.4. Governance
 - Governance committee met and reviewed the attached LPL Management Terms & Conditions of Employment document to ensure our policies are consistent with COL policies, and to recommend any updates to the Board.
 - 4.1.4.1. Management Terms & Conditions of Employment
MOVED by Trustee Hubbell and SECONDED by Trustee Djuve that the Board approve the Lethbridge Public Library Management Terms & Conditions of Employment as presented
CARRIED
 - 4.1.5. Strategic Planning
 - No report
 - 4.1.6. 100th Anniversary Planning Committee
 - No report
- 4.2. Chinook Arch Regional Library System Reports
 - The book locker in Waterton is still under discussion with hopes of a roll out in the summer. Revised their budget with contingency due to the new provincial budget. Approved some capital project funds. Vic Mensch is the area ALTA representative.
- 4.3. Administration Reports
 - 4.3.1. General & Administrative Report (newsletter)
 - Presented for information
- 4.4. Board Correspondence
 - The Board received two correspondence. One was a letter from PLSB regarding the final installment of 2019/20 operating grant; the second was from a patron displeased with some recent events that happened while he was in the Main Branch – Terra replied to him and he seem satisfied with the reply.
- 4.5. Friends of the Library Update
 - Meeting held on Monday, December 9. Book sale in November was a success. A question was raised as to whether volunteers are covered for injury. Trustee Kalkan will be coordinating volunteers for BMFF. Friends are concerned with membership numbers and donors.

4.6. Update from Council

- Resignation of city manager

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 Kalkan and SECONDED by Trustee Chymboryk 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

- Presented for information

7. OTHER BUSINESS

7.1 Fund Development Strategy Draft

- Presented for information

7.2 Free Memberships

MOVED by Trustee Brown and SECONDED by Trustee Chymboryk that the Board approve free library memberships for one year

One abstain

CARRIED

7.3 Departing/new board members

- The Board says good bye and thank you to outgoing Trustee Ross Djuve and wishes him good luck with all his future endeavors

7.4 Schedule of Board Meetings 2020

MOVED by Trustee Chymboryk and SECONDED by Trustee Woodruff that the Board approve moving the November 2020 Board meeting from Wednesday, November 11 to Thursday, November 12, 2020

CARRIED

7.5 Update on safety/security

- LPL representation recently met with City Council at an in camera meeting. Will need to go to a public Council meeting for a decision on request for funds for 3rd security guard.

7.6 Admin wage schedule

- City council recently passed a motion to suspend cost of living increases for city administrative staff for 2020.

MOVED by Trustee Kalkan and SECONDED by Chymboryk that the Board approve the compensation for Library Administrative staff to be held at 2019 rates

CARRIED

8 IN-CAMERA ITEMS

9 ADJOURNMENT

MOVED by Trustee Hubbell that the meeting be adjourned at 6:27pm

CARRIED

Chair _____

Trustee _____

**NEXT REGULAR BOARD MEETING JANUARY 8, 2020 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM,
MAIN BRANCH**