

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, February 10, 2021 via Zoom.

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

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:

1. CALL TO ORDER

- The Chair called the meeting to order at 5:33 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

MOVED by Trustee Chymboryk and SECONDED by Trustee Hubbell that the February 10, 2021 Board Meeting Agenda be approved as presented

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Organizational Board Meeting – January 13, 2021

MOVED by Trustee Chymboryk and SECONDED by Trustee Quinton that the minutes from the January 12, 2021 Organizational meeting be approved as presented

CARRIED

Regular Board Meeting – January 13, 2021

MOVED by Trustee Gullage-Payne and SECONDED by Trustee Maguire that the minutes from the January 13, 2021 Regular Board meeting be approved as presented

- Trustee Kalkan asked that the title of agenda item 4.6 be changed from Board Update to Council to Board Update to City Councils Social and Cultural Standing Policy Committee

- Trustee Kalkan asked that going forward that there be motions attached to Agenda item 6; CEO Constraint Compliance Reports

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

- No report

4.1.2. Board/CEO Relations

- Met and went over the agenda.

4.1.2.1. Terms of Reference update

- A discussion and review of the Terms of Reference was held. Trustee Kalkan asked for a clerical correction to ensure all policies read as the City of Lethbridge Library Board. The Board asks that all Board policies be updated to reflect this change

MOVED by Trustee Hubbell and SECONDED by Trustee Chymboryk that the Terms of Reference be approved as amended

CARRIED

4.1.3. Finance

- The finance committee met and reviewed the December 2020 Board expenses and draft budget variance report

4.1.3.1. Variance Report

- Trustee Hubbell presented for information. The report includes information on revenue and expenditures during the library closure

4.1.4. Governance

4.1.4.1. New Operational Policy, LOP-LHR24 – Political Activity

- The Governance Committee created this new policy as it was determined to be a gap. With upcoming municipal elections and the possibility of library staff who qualify under the Local Elections Act, and who may want to participate, the policy was created and is presented to the Board for information purposes and feedback. This policy works in accordance with the included Ethical Code of Conduct Policy LOP-LHR10. Trustee Chymboryk asked if library employees sign a document stating they have read the Code of Conduct. It was agreed that this should be a requirement and a process will be created by the CEO.
- Trustee Gullage-Payne thanked Terra for her work on the policy

4.1.5. Strategic Planning

- Trustee Maguire presented information on the work the committee had been completing via email. The committee was asked for feedback on the draft RFQ for a strategic planning consultant – specifically on the scope of the project. The CEO reported that the feedback has been added into a draft RFQ and she is working with the procurement department at the City which is assisting with the formatting of the document and adding clarity as needed. The document will then go back to the Strategic Planning Committee for a final review before being put out for bids.

4.2. Chinook Arch Regional Library System Reports

- Trustee Kalkan presented for information. At their recent Finance committee meeting, they looked at their financial decisions for the year and are getting ready for the audit and engaging an auditor. The executive will be drafting a letter on points they would like clarification on stemming from the KPMG report. The next board meeting will be in April

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Presented for information. Michelle highlighted information in the newsletter on new programming including the first YQL Meets session held in January, a Mental Health Warriors working group who are looking at ways to help staff dealing with stress and COVID anxiety and some managers who are working with the city on psychological health and safety.

4.4. Board Correspondence

- No report

4.5. Friends of the Library Update

- Trustee Kalkan reported on the meeting held earlier today. The Friends discussed their year-end and donor recognition and were made aware that Trustee Quinton is now the alternate. Trustee Kalkan then turned it over to the CEO who reported that in discussion of their future vision, the Friends are interested in going forward with more activities. The Fund Development Plan and possibilities for collaborating on fundraising initiatives was discussed. The Friends are funding the hot spot and mobile device lending program, as well as the replacement of Theatre Gallery equipment.

4.6. Board Update to Council

- CEO updated on information received from the city clerk since the January Board meeting regarding reporting to City Council. The City has asked that the Board not send monthly reports rather, reports will go to the Social and Cultural standing policy committee first as our conduit to council. A recent example being our bylaws which went to the committee and then went to Council for final receipt. If Council has any questions or we need to go to council, we will attend a second meeting

- The Chair suggests sending a report updating Council twice a year rather than just once a year
- Trustee Kalkan suggests changing agenda item 4.6 from Board Update to Council to Board Updates to Cultural and Social Standing Policy Committee/Council. Board is in agreement, agenda will be changed

4.7. 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 Hubbell 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 Report on Re-Opening and COVID-19 response

- Presented for information. The report includes an overview of the activities of the library throughout the pandemic current to February 5, 2021 including: the postponement of the Banff Mtn. Film Festival, Crossings partnership with Alberta parks to loan youth snowshoes, the launch of Tween Comics Makers, the first YQL meets program, Read the World, monthly Armchair Travel sessions via zoom, and Read On having been chosen as the Alberta recipient of a grant from Decoda Literacy Solutions and the Government of Canada to develop a program for Displaced Workers.
- CEO highlighted information on the facility changes. Going ahead with the Blackfoot signage translations, pronunciation guides and direct English translations, which will hopefully be up before reopening, and renovations on the Pagebreak space to begin.
- Trustee Maguire raised a concern about hotspot and Chromebook lending and the possibility of those materials not being returned to the library. CEO explained that the devices will be centrally managed so they can be disabled if not returned. Customers will be required to have a library card and the items will have the same requirements as any library material. If items are not returned, the customer wouldn't be able to borrow materials or will have to pay replacement costs. There are risks of loss with any library items, risk is mitigated but is an accepted risk. Trustee Gullage-Payne added that there are items of greater value than Chromebooks regularly loaned out at the library and that hotspots are associated with an internet service provider, if not returned, it is reported as stolen and

then cannot be reactivated. The CEO will send additional technical details out to the Board for information.

7.2 Loan Period change – Blockbusters

- CEO reported that with many streaming services and on demand options available, the circulation committee has recommended the loan period for the Blockbuster collection be changed from three days to one week. The collection is still used but it doesn't have the same turnover as in the past

MOVED by Trustee Woodruff and SECONDED by Trustee Chymboryk that the Board approves the update to Schedule E of the Board Bylaws to revise the loan period for Blockbusters from three days to one week.

CARRIED

7.3 2021 Public Library Survey and 2020 Annual Report of Public Libraries in Alberta

- Presented for information. The report includes information required by the Province in order for the Library to receive the annual grant. A couple of address changes for Board members were noted.

MOVED by Trustee Gullage-Payne and SECONDED by Trustee Hubbell that the Board approve the 2021 Public Library Survey and 2020 Annual Report as amended

CARRIED

7.4 2020 Output Measures

- Presented for information. The report includes information with comparatives between the Library's 100th Anniversary year of 2019, and all the resources put into that year, and 2020's lower numbers due to the COVID-19 Pandemic and partial library closure

8 IN-CAMERA ITEMS

No items

9 ADJOURNMENT

MOVED by Trustee Chymboryk that the meeting be adjourned at 6:20pm

CARRIED

Chair _____ Signature on file

Trustee _____ Signature on file

NEXT REGULAR BOARD MEETING MARCH 10, 2021 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH