

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, March 13, 2019 in the Community Meeting Room at Lethbridge Public Library Main Branch.

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

**Regrets 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 5:40 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 Brown that the March 13, 2019 Board Meeting Agenda be approved as presented**

**CARRIED**

**3. APPROVAL OF THE MINUTES**

3.1. Regular Board Meeting – date

**MOVED by Trustee Kalkan, and SECONDED by Trustee Gullage-Payne that the minutes from the February 13, 2019 Board meeting be approved as presented**

**CARRIED**

- The Board chair Welcomed new Board member Heather Woodruff and introductions were made

**4. AUTOMATIC APPROVAL AGENDA**

4.1. Reports of Standing committees

4.1.1. Advancement

- Trustee Erickson is the new chair of the Advancement committee. The committee will be reviewing its Terms of Reference which will be brought to the Board for approval when the process is finished. The committee will also be developing a work plan to assist with the Boards goals and ambitions.
- The Board award nominations were reviewed and it is recommended that Caryl Nelson-Fitzpatrick's name be brought forward for the Special Services Award and the Wise Owl Pub for the Distinguished Service Award. There is some confusion regarding the differences between the Distinguished vs Special Service Awards, the committee will review.
- Terra introduced the Board Happening column guidelines

**MOVED by Trustee Kalkan and SECONDED by Trustee Campbell that the Board approve Caryl Nelson-Fitzpatrick as the recipient of the 2019 Special Services Award**

**CARRIED**

**MOVED by Trustee Kalkan and SECONDED by Trustee Campbell that the Board approve The Owl Acoustic Pub as the recipient of the 2019 Distinguished Services Award**

**CARRIED**

4.1.1.1. Happening Guidelines Document

- Presented to the Board for information

4.1.2. Board/CEO Relations

- Regular positive meeting. Plans on continuing free memberships was discussed.

4.1.3. Finance

4.1.3.1. Finance C&C Report

- Presented for information

**MOVED by Trustee Brown and SECONDED by Trustee Hubbell that the Board approve \$1,600 from the Walkey Endowment Fund for the purchase of 3 DAISY readers**

**CARRIED**

4.1.4. Governance

- Trustee Hubble presented the revised Governance Terms of Reference

**MOVED by Trustee Hubbell and SECONDED by Trustee Brown that the Board accept the Governance Terms of Reference as presented**

**CARRIED**

4.1.5. Strategic Planning

- No meeting

4.1.6. 100<sup>th</sup> Anniversary Planning Committee

- Upcoming important dates are August 14 for the time capsule & August 17 as party day. A posting will go out in April for a writer in residence. When the display comes out of the Galt, other venues will be approached to showcase text panels and some items that are LPL property. Will be displayed in library during WOTS and August celebrations.

#### 4.2. Chinook Arch Regional Library System Reports

##### 4.2.1. Chinook Arch Board Report

- No report

#### 4.3. Administration Reports

##### 4.3.1. General & Administrative Report (newsletter)

- Barb Longair presented on some of the great press coverage LPL is getting; the round dance, the 60's scoop display and slimeapalooza. Coming up we have Love and Cupcakes. April is poetry month and April 2 is Autism Acceptance Day

#### 4.4. Board Correspondence

#### 4.5. Friends of the Library Update

- No report

#### 4.6. Update from Council

- Biggest thing has been the launch of 311

#### 4.7. Board Updates 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 Chymboryk 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 Media Coverage

- Terra presented on how LPL is a yes organization and due to this and the variety of events happening in the library, the library is getting new opportunities and good press coverage. We had 3 cover stories in a span of 2 weeks.

#### 7.2 Staffing Announcement

- Terra reported on the upcoming retirement of Rick Poulin, Manager: Maintenance and Facility Services after 25 years with LPL;

Terra also reported that the LPL program *School Skillz* was recognized at the Southern Alberta Library Conference with a READ award and the library program *Sensory Storytime* was submitted for consideration for a Minister's/YOU award which, if won, would normally be presented at the Alberta Library Conference; however, that award has been delayed until after the provincial election. Terra informed the Board that the City has a representative on behalf of the Board at negotiations. Outcome will first be presented to the Board then the City for ratification. Board Chair has been invited to sit at the negotiations table.

**8 IN-CAMERA ITEMS**

**NO ITEMS**

**9 ADJOURNMENT**

**MOVED by Trustee Erickson** that the meeting be adjourned at 6:45 pm

**CARRIED**

Chair \_\_\_\_\_

Trustee \_\_\_\_\_

**NEXT REGULAR BOARD MEETING APRIL 10, 2019 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM,  
MAIN BRANCH**