

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

Present from the Board: Allan Quinton, Linda Erickson, James Chymboryk, Sean Hubbell, Jennifer Gullage-Payne, Ross Djuve, Mark Campbell

Regrets from the Board: Wendy Kalkan, Heather Woodruff, Craig Brown

Absent from the Board:

Present from Administration: Terra Plato (*CEO*)

Regrets from Administration: Barbara Longair (*Manager: Public Services*)
Debi Charlesworth (*Manager: Corporate Services*)

Recording Secretary: Kat Short (*Executive Assistant*)

Guests: Melissa Craig (*Manager of Integrated Risk Management COL*)
Hailey Pinksen (*City Treasurer*)

1. CALL TO ORDER

- The Chair called the meeting to order at 5:30 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 Gullage-Payne and SECONDED by Trustee Chymboryk that the November 13, 2019 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – October 9, 2019

MOVED by Trustee Djuve and SECONDED by Trustee Chymboryk that the minutes from the October 9, 2019 Board meeting be approved as amended

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

- Trustee Erickson presented information on work the Advancement Committee will be doing with the Friends including:

- A full page in the Happening promoting the contributions the Friends make to the Library
- Recognizing the Friends in the Lethbridge Herald once or twice a year
- When donations are received, a thank you letter will include info on donating to the Friends.
- The committee also discussed the need for a Serious Incident Policy and recommends the Governance Committee draft a policy relating to how/what information will be relayed to the Board when a serious incident occurs
- The Committee recommends having a thank you tea for the Friends prior to the February Board mtg

MOVED by Trustee Erickson and SECONDED by Trustee Djuve that the Board approve the new draft terms of reference for the Board Recognition Award as presented

CARRIED

MOVED by Trustee Erickson and SECONDED by Trustee Hubbell that the Board approve the terms of reference for the next committee year with the recommended changes as presented

CARRIED

4.1.2. Board/CEO Relations

- CEO, Chair and Vice Chair had positive, informative meetings with MLA N. Neudorf and the City Treasurer

4.1.3. Finance

4.1.3.1. Variance Report

- Presented for information

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

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Presented for info

4.4. Board Correspondence

- Terra presented information on an estate entitlement given to LPL

4.5. Friends of the Library Update

- Board Chair and CEO attended the Friends AGM

4.6. Update from Council

- Newsletter on the impact of the Watch has gone out

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 Chymboryk and SECONDED by Trustee Djuve 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

- The Executive Succession Plan was presented with one small recommended change.

MOVED by Trustee Erickson and SECONDED by Trustee Gullage-Payne to approve the changes to the succession plan as presented

CARRIED

7. OTHER BUSINESS

7.1 Staff Christmas Party

MOVED by Trustee Gullage-Payne and SECONDED by Trustee Campbell that the Board approve up to \$3500 for the LPL staff Christmas party for 2019

CARRIED

7.2 Calendar of Library Closures

MOVED by Trustee Chymboryk and SECONDED by Trustee Hubbell that the Board approve the 2020 library closure calendar as presented

CARRIED

7.3 Compensation Disclosure List

- City Council has passed a resolution requiring all CoL employees’ salaries are to be published. The recommendation from the Board Chair is to go forward with publishing LPL manager salaries in conjunction with the City. The Board will need to be prepared to respond to any questions and/or push back from the public.

MOVED by Trustee Gullage-Payne and SECONDED by Trustee Hubbell that the Board include the library Administration employee salaries on the compensation list

CARRIED

7.4 Risk Management presentation

- Manager of Integrated Risk Management COL Melissa Craig presented for information
- At 6:34 Trustee Gullage-Payne exited the meeting

8 IN-CAMERA ITEMS

MOVED by Trustee Djuve and SECONDED by Trustee Hubbell to move in-camera at 6:51 pm as per Article 18(1) of the FOIP act

CARRIED

Melissa Craig, Manager of Integrated Risk Management and Hailey Pinksen, City Treasurer remained

MOVED by Trustee Erickson and SECONDED by Trustee Djuve to move out of in camera at 8:06 pm

CARRIED

9 ADJOURNMENT

MOVED by Trustee Erickson that the meeting be adjourned at 8:08 pm

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING DECEMBER 11, 2019 AT 5:00 P.M. AT LUIGI'S SOUTH