

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, October 9, 2019 in the Community Meeting Room at Lethbridge Public Library Main Branch.

Present from the Board: Allan Quinton, James Chymboryk, Ross Djuve, Heather Woodruff, Wendy Kalkan, Mark Campbell, Linda Erickson

Regrets from the Board: Craig Brown, Sean Hubbell, Jennifer Gullage-Payne

Absent from the Board:

Present from Administration: Terra Plato (*CEO*)

Barbara Longair (*Manager: Public Services*)

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

Kat Short (*Executive Assistant*)

Recording Secretary: Barbara Longair (*Manager: Public Services*)

Guests:

1. CALL TO ORDER

- The 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 Erickson and SECONDED by Trustee Chymboryk that the October 9, 2019 Board Meeting Agenda be approved.

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – date

MOVED by Trustee Kalkan and SECONDED by Trustee Woodruff that the minutes from the September 11, 2019 Board meeting be approved.

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1. Reports of Standing committees

4.1.1. Advancement

4.1.1.1. Advancement committee report

- Trustee Erickson presented “Advocacy – It’s a way of thinking” handout, and encouraged board members to email CEO Plato any questions they might have for the briefing binder.
- Trustee Erickson presented and solicited ideas for acknowledging the Friends contributions through recognition and awareness.
- Action Item: Trustee Kalkan, Quinton and CEO Plato will set up a meeting with the Friends to discuss recognition options.
- WOTS was a great success this year.

MOVED by Trustee Erickson and SECONDED by Trustee Kalkan that the Board send the amended Board Mandate and Requirements as presented to the City of Lethbridge Clerk’s office forwarded for consideration for future recruitment.

CARRIED

4.1.2. Board/CEO Relations

- Regular positive meeting.

4.1.3. Finance

4.1.3.1. Variance Report

- Projected variance has gone down.
- A discussion was held regarding the provincial budget affecting the municipal budget.

4.1.4. Governance

- No report

4.1.5. Strategic Planning

- No report

4.1.6. 100th Anniversary Planning Committee

- Daniel Handler / Lemony Snicket was a great success. Next big event will be on November 12th.

4.2. Chinook Arch Regional Library System Reports

- Trustee Kalkan presented information on the book locker in Waterton.
- March 5-7, 2020 is the next Southern Alberta Library Conference.

4.3. Administration Reports

4.3.1. General & Administrative Report (newsletter)

- Presented for information

4.4. Board Correspondence

- There was a letter published in the Lethbridge Herald to which Chairman Quinton replied. The response was published.
- Chairman Quinton and Trustee Kalkan attended a Public Library Services Branch Meeting on Friday, Oct 4 regarding regulations and red tape.

4.5. Friends of the Library Update

- The Friends AGM will be on Nov. 4th in the Theatre Gallery from 11:45 – 1:45 pm.
- The next book sale will be on Nov. 30th.
- The Friends are currently recruiting for board members.

4.6. Update from Council

- Budget reviews are continuing.
- New Community Peace Officer cadets serving downtown will start in November.
- Heart of the City grants will be out in November.
- Interviews for Library Board Member will start October 10th.

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 Djuve 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

- CEO Plato discussed the implementation of staff performance conversations.
- City of Lethbridge has outlined a new terms and conditions of employment which was brought to CEO Plato. A modified version will be brought to the Governance Committee prior to January 1st.
- Action item: The Governance Committee will need to meet prior to this.
- CEO Plato advised the Board on Management changes coming up in 2020.

7. OTHER BUSINESS

7.1 LDIA charter

- CEO Plato brought the Lethbridge and Diversity Inclusion Alliance Charter for the Board to review.

MOVED by Trustee Campbell and SECONDED by Trustee Kalkan that the Board sign the LDIA Charter on behalf of the Lethbridge Public Library.

CARRIED

8 IN-CAMERA ITEMS

9 ADJOURNMENT

MOVED by Trustee Erickson that the meeting be adjourned at 7:00 pm

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING NOVEMBER 13, 2019 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH