

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, September 11 2019 in the Friends Place at Lethbridge Public Library Crossings Branch.

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

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

**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 5:31 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 7.7, Donor list request from the Friends

**MOVED by Trustee Chymboryk and SECONDED by Trustee Campbell that the September 11, 2019 Board Meeting Agenda be approved as amended**

CARRIED

#### 3. APPROVAL OF THE MINUTES

##### 3.1. Regular Board Meeting – June 12, 2019

**MOVED by Trustee Kalkan and SECONDED by Trustee Woodruff that the minutes from the June 12, 2019 Board meeting be approved as presented**

CARRIED

#### 4. AUTOMATIC APPROVAL AGENDA

##### 4.1. Reports of Standing committees

##### 4.1.1. Advancement

##### 4.1.1.1. Draft Board Advocacy Action Plan

- Trustee Erickson presented information on the drafted action plan and discussed that while the library does not recruit, board members can assist with presenting information on being a board member
- Trustee Erickson introduced The Word On The Street posters and encourages board members to post them as they are out in the community

#### 4.1.1.2. Call for volunteers board table

- Board table volunteers:
  - 11:00 – 12:55 Trustee Woodruff
  - 1:00 Trustee Kalkan
  - 2:00 Trustee Hubbell
  - 3:00 TBD
- Signing table volunteers:
  - 12:00 Trustee Erickson
  - 1:00 Trustee Campbell

#### 4.1.2. Board/CEO Relations

- Regular positive meeting

#### 4.1.3. Finance

##### 4.1.3.1. Finance C&C Report

- Regarding the provincial budget and with a new government, a discussion was held on the need to identify what priorities will need to be considered to be funded going into the next three years. For example funding for the second security guard, continuing free memberships etc.

#### 4.1.4. Governance

##### 4.1.4.1. Policy & Procedural Manual Update Recommendations

- Presented for information

**MOVED by Trustee Chymboryk and SECONDED by Trustee Kalkan that the Board approve the updates to Board policy LB 22 as presented**

**CARRIED**

**MOVED by Trustee Erickson and SECONDED by Trustee Chymboryk that the Board approve the changes to the City of Lethbridge Library Board Procedural Manual as amended**

**CARRIED**

#### 4.1.5. Strategic Planning

- no report

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

#### 4.1.6.1. Letters for Lethbridge

- Presented for information
- Any Board members who may know anyone who likes to write, please encourage them to submit, their name will be in a published LPL book

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

- Trustee Kalkan presented information on Chinook Arch's pilot project of a book locker in Waterton as well, the soon to be available ability to register as a new member online with online renewals to come shortly after

#### 4.3. Administration Reports

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

- Presented for information

#### 4.4. Board Correspondence

#### 4.5. Friends of the Library Update

- The Friends recent book sale was well attended. An invitation to the Friends AGM will be forthcoming. Trustee Kalkan encourages all Board to become members of the Friends.

#### 4.6. Update from Council

- Supervised consumption site rally both for and against held recently. A board from the Alberta government came and did a review with the public re the SCS and met one on one with the mayor, the city manager and Councilors Hyggen and Campbell who advocated for more wrap around services for Lethbridge
- Recent grand opening of the Yates and the new Transit terminal
- The Watch program reports it is working and building relationships. Addition of the cadet program coming soon.

#### 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 Kalkan 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**

#### **7. OTHER BUSINESS**

7.1 Nathan Neudorf invitation

- CEO discussed inviting MLA Neudorf to meet with Board members, preferably before the new budget. His office will be contacted and once a date is confirmed it will be shared with the Board for any members who may be available to attend. Terra will create some key points to cover in the meeting

7.2 Reconciliation Champion Recognition

- Presented for information. Trustee Kalkan will be attending the event with another organization but can speak on behalf of the Board if needed

7.3 CFEP application

**MOVED by Trustee Kalkan and SECONDED by Trustee Chymboryk that the Board support the funding application to the Community Facility Enhancement Program for The Crossings Branch Library – Expansion and Enhancement project**

**CARRIED**

7.4 Upcoming author events

- Trustee Kalkan will introduce Fred Penner at WOTS
- After a discussion on using allotted money for programming, Trustee Djuve expressed hesitancy to use money for a free event at this time with budgets unclear from the new provincial government. Although he thinks free public events are positive, he feels the board needs to be cautious and prudent when spending

**MOVED by Trustee Kalkan and SECONDED by Trustee Campbell that the Board approve funds up to \$50,000 from the 100<sup>th</sup> Anniversary and programming budget for a speaker event to close out the 100<sup>th</sup> anniversary year of the Library.**

**One opposed  
CARRIED**

7.5 2020 Skills Matrix for Current and Future Members

- The City has asked for a skills matrix – what skills does the Board want when the city is looking for new Board members? Please send Board chair an email before the end of September with your ideas for qualifications and he will send to the city

7.6 Output Measures

- Presented for information

7.7 Donor List request from the Friends

- Trustee Erickson made the recommendation that the Advancement Committee meet to further discuss and asks Board members with ideas to please send them to the Advancement Committee

**8 IN-CAMERA ITEMS**

8.1 Personal matter

**MOVED by Trustee Woodruff and SECONDED by Trustee Erickson that the Board go in camera at 7:40**

**CARRIED**

- CEO Terra Plato, Manager Public Services Barbara Longair, Manager Corporate Services Debi Charlesworth and Executive Assistant Kat Short remained in an advisory capacity

**MOVED by Trustee Chymboryk and seconded by Trustee Campbell that the Board move out of in camera at 7:46**

**CARRIED**

**MOVED by Trustee Woodruff and SECONDED by Trustee Erickson that the Board pass a resolution that Board Trustee Craig Brown is to remain on the Library Board until such time as he is able to return from medical leave**

**CARRIED**

9 **ADJOURNMENT**

**MOVED by Trustee Campbell that the meeting be adjourned at 7:47 pm**

**CARRIED**

Chair \_\_\_\_\_

Trustee \_\_\_\_\_

**NEXT REGULAR BOARD MEETING OCTOBER 9, 2019 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH**