

A regular meeting of the Lethbridge Public Library Board was held in the Community Meeting Room on Wednesday, April 13, 2011 at 5:30 p.m.

Present from the Board: D. Hunt, W. Robbins, E. Sterenberg, B. Moen, M. Watson, R. Cooney, V. Mensch, P. Portlock
Regrets: D. Nussbaumer, Alderman F. Ellis
Present from Administration: T. Gnissios (*Director & CEO*)
C. Wilson (*Associate Director: Public Services*)
Regrets: D. Charlesworth (*Manager: Corporate Services*)
Recording Secretary: B. Stuart (*Executive Secretary*)

1. CALL TO ORDER

The Chair called the meeting to order at 5:30 pm. The presence of a quorum was confirmed.

2. APPROVAL OF THE AGENDA

MOVED by E. Sterenberg and SECONDED by V. Mensch that the Agenda be approved.

CARRIED

3. Presentation: Maggie Macdonald, CEO and Robin Thiessen Hepher, Assistant Director, Chinook Arch Regional Library System

M. Macdonald and R. Thiessen Hepher presented on an overview of the Chinook Arch Regional Library System.

4. APPROVAL OF THE MINUTES

3.1 Regular Board Meeting, March 9, 2011

MOVED by R. Cooney and SECONDED by M. Watson that the minutes from the March 9, 2011 Board meeting be approved.

CARRIED

5. AUTOMATIC APPROVAL AGENDA

5.1 Reports of Standing Committees

- Strategic Planning
 - Each Board member received a copy of "*Strategic Planning for Results*" document and book which will guide in the process of creating a new Plan of Service.
 - Firstly a needs assessment will be done by way of a phone survey targeting library non-users.

- In the Fall a focus group or series of focus group community members will be brought together to determine if the library can meet their needs.
- Public Advocacy
 - V. Mensch reported that at the March 16 meeting the committee focused on the Fundraising 2011 and Beyond Report. See 6.2 for issues and recommendations that came out of the report.
 - Board/Director Relations (*no report*)
 - Policy (*no report*)
- 5.2 Chinook Arch Regional Library System Reports
- 5.3 Administration Reports
 - 5.3.1 General & Administrative Report
 - 5.3.1.1 The Director asked that the Board review the 2010 Report to the Community and asked that the Board submit any comments or concerns to him as soon as possible as the report needs to go to the City for presentation in May.
 - 5.3.1.2 The Library's participation in the Home and Garden show was discussed. The Director advised that it was a very positive event and the Library presence was very positive.
- 5.4 Board Correspondence
- 5.5 The Friends of the Library Update
 - 5.5.1 W. Robbins attended the Friends AGM and reported that the Friends want to boost their identity and membership with a new brochure and new areas where they can be involved.
 - 5.5.2 The Friends made a donation of \$25,000 to the library as part of their \$150,000 Capital Campaign Donation.
 - 5.5.3 The Board requested the Director draft a letter to be sent under the Chair's signature thanking the Friends for their efforts.
- 5.6 Motion to Approve Written Reports:

MOVED by W. Robbins and SECONDED by R. Cooney that the Board accepts the written report in Section 5 of the Agenda.

CARRIED

6 ACTION MOTIONS ARISING FROM REPORTS

- 6.1 MOVED by E. Sterenberg and SECONDED by Peter Portlock** that the Board approve the following steps as part of the Library's Needs Assessment: 1) Conduct a phone survey, and 2) conduct at least one Focus Group. Further the Board authorizes the Strategic Planning Committee to work with the Director & CEO to complete the Survey and one or more Focus Group sessions in 2011. And further the Board authorizes the Director to engage a company to conduct the survey and focus groups for up to \$20,000.

CARRIED

6.2 MOVED by V. Mensch and SECONDED by E. Sterenberg that the Board approve the renaming of the "Public Advocacy Committee" to the "Library Advancement Committee".

CARRIED

The rationale for the renaming is that "Advancement" carries a sense of advocacy but a broader terms of reference and advancement is something the committee is encouraging itself to do.

6.3 MOVED by V. Mensch and SECONDED by P. Portlock that the Board accept the Fundraising 2011 and Beyond Report and make fundraising part of the mandate of the organization, and that the PAC committee be directed to revise its Terms of Reference to include fundraising as part of its mandate for the Board Meeting in October 2011.

CARRIED

7 DIRECTOR CONSTRAINT COMPLIANCE REPORT

7.1 FINANCIAL CONDITION

The Director's Constraint Report on the Library's Financial Condition was received by the Board.

The Director advised that the monitoring tools in this constraint do not appear to provide the necessary tools to monitor the constraints.

8 BOARD EDUCATION (*deferred to next meeting*)

9 OTHER BUSINESS

9.1 MOVED by P. Portlock and SECONDED by R. Cooney that the Board approves the transfer of all remaining funds in the Lethbridge Public Library Capital Fund Bank Account at Toronto Dominion Bank to the Lethbridge Public Library Capital Fund Bank Account at the Bank of Montreal

CARRIED

9.2 BOARD CHAIR MID-TERM EVALUATION

- The Chair requested that all evaluations be sent either directly to her or to the Director's office in a sealed envelope.

10. IN-CAMERA ITEMS

10.1 SPECIAL SERVICE AWARD RECOMMENDATION

10.2 PAGE!BREAK

MOVED by R. Cooney and SECONDED by E. Sterenberg that the Board move *In Camera* at 6:55 p.m.

CARRIED

MOVED by V. Mensch and SECONDED by R. Cooney that the Board move *out of camera* at 7:08 p.m.

CARRIED

MOVED by R. Cooney and SECONDED by E. Sterenberg that the Board present Charlotte Caton with the Special Service Award

CARRIED

10. ADJOURNMENT

MOVED by W. Robbins that the meeting be adjourned at 7:10 p.m.

Chair 

Director 

NEXT BOARD MEETING: WEDNESDAY, MAY 11, 2011 AT 5:30PM