

A regular meeting of the Lethbridge Public Library Board was held in the Community Meeting Room on Wednesday, March 9, 2011 at 5:30 p.m.

Present from the Board: D. Hunt, W. Robbins, E. Sterenberg, B. Moen, Alderman F. Ellis, M. Watson, R. Cooney, V. Mensch, P. Portlock
Regrets: D. Nussbaumer
Present from Administration: T. Gniissios (*Director & CEO*)
D. Charlesworth (*Manager, Corporate Services*)
Regrets: C. Wilson (*Associate Director: Public 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 R. Cooney and SECONDED by E. Sterenberg that the Agenda be approved.

CARRIED

The Director announced the Library had won two awards at the recent SALC conference. The Chair asked that the Director send an email to all of the staff involved in the Read-On and RISE programs that resulted in the Library receiving the two R.E.A.D awards at the Southern Alberta Library Conference.

3. APPROVAL OF THE MINUTES

3.1 Regular Board Meeting, February 9, 2011

MOVED by V. Mensch and SECONDED by P. Portlock that the minutes from the February 9, 2011 Board meeting be approved.

CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1 Reports of Standing Committees

- Strategic Planning (*no report*)
- Public Advocacy
 - V. Mensch reported that the February 16 meeting was productive; that it was good to touch base and go through the objectives. The Director was asked to provide a report from the Contract Fundraising position.
- Board/Director Relations (*no report*)
- Policy (*no report*)

- 4.2 Chinook Arch Regional Library System Reports
- 4.3 Administration Reports
- General & Administrative Report
 - The Director reported on the following:
 - The status of the Senator Buchanan Room
 - New Library card logo and design
 - Bibliocommons go live date
 - Staff entrance swipe cards are active for both branches
 - Job Evaluation process
- 4.4 Board Correspondence
- 4.5 The Friends of the Library Update
- Donna Hunt will be the alternate to Bill Robbins and the Chair will advise the Friends
 - The next Friends' meeting is scheduled for Monday, March 14
- 4.6 Motion to Approve Written Reports:

MOVED by E. Sterenberg and SECONDED by R. Cooney that the Board accepts the written report in Section 4 of the Agenda.

CARRIED

5 ACTION MOTIONS ARISING FROM REPORTS – NONE

6 DIRECTOR CONSTRAINT COMPLIANCE REPORT

6.1 ASSET PROTECTION

6.1.1 Insurance Coverage

- The Director does not control the insurance policy as the Library is included in the City's Master Policy

6.1.2 2009 Workers' Compensation Year End Report

- The Library had no WCB claims in 2009

6.1.3 Risk Management Reports

- The Director advised that he has never received a Risk Management Report from the City as outlined in the constraint; the attached report is a close approximation.

6.1.4 Fixed Asset Report

- The report does not include The Crossings assets
- The Director answered a Board member question concerning the list of fine arts for 2010 and a project discussed at PAC meetings in 2009/10. He advised that the list is incomplete and needs to be compiled. The U of L was contacted to do the work but it would have been too costly a project. The Library is considered hiring a practicum student to lead the work.
- The Director also advised that the Gallery Assistant had resigned the position and that the Library is looking for a replacement which is creating additional delay in compiling the list of fine arts.

7 BOARD EDUCATION

7.1 Policy Type: I: Ends, 3. Policy Title: Beliefs and Values, Page 23 of the Board Handbook

7.2 Policy Type: I: Ends, 4. Policy Title: Ends, Page 24 of the Board Handbook

- W. Robbins gave an overview

8 OTHER BUSINESS

8.1 OUTPUT MEASURES

- The Director and Manager: Corporate Services (D. Charles worth) reviewed the content for the Board
- The Chair complemented D. Charlesworth on her presentation of the report.

8.2 PUBLIC LIBRARY SURVEY AND 2010 ANNUAL REPORT OF PUBLIC LIBRARIES – LPL SUBMISSION TO PROVINCE

- The Director gave an overview of the survey
- The 2010 public comments were distributed after the discussion

MOVED by P. Portlock and SECONDED by R. Cooney that the Public Library Survey and 2010 Annual Report of Public Libraries be approved subject to the substitution of the 2009 comments with the 2010 comments.

CARRIED

8.3 2010 BAU (BUDGET ALLOCATION UNEXPENDED) REPORT

- The Director explained the various allocations.

8.4 PUR2 – PROCUREMENT OF GOODS AND SERVICES (3 YEAR REVIEW)

MOVED by V. Mensch and SECONDED by R. Cooney that the Board approve PUR2 – Procurement of Goods and Services Policy to the end of the next three year cycle.

CARRIED

9. IN-CAMERA ITEMS

MOVED by R. Cooney and SECONDED by V. Mensch that the Board move *In Camera* at 6:49 p.m. to discuss the Director's Performance Evaluation

CARRIED

9.1 DIRECTOR'S PERFORMANCE EVALUATION

MOVED by P. Portlock and SECONDED by R. Cooney that the Board move *out of camera* at 7:25 p.m.

CARRIED



10. ADJOURNMENT

MOVED by **W. Robbins** that the meeting be adjourned at 7:26 p.m.

Chair *D. E. Hart*

Director *[Signature]*

NEXT BOARD MEETING: WEDNESDAY, APRIL 13, 2011 AT 5:30PM