

A regular meeting of the Lethbridge Public Library Board was held in the Community Meeting Room on Wednesday, September 14, 2011 at 5:30 p.m.

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

The Board Chair advised the Board that Bill Robbins had resigned effective August 2011. She also advised that Berga Moen will not be seeking reappointment for another 3 year term.

2. APPROVAL OF THE AGENDA

MOVED by D. Nussbaumer and SECONDED by R. Cooney that the Agenda be approved.
CARRIED

3. APPROVAL OF THE MINUTES

MOVED by R. Cooney and SECONDED by E. Sterenberg that the minutes from the June 8, 2011 Board meeting be approved.
CARRIED

4. AUTOMATIC APPROVAL AGENDA

4.1 Reports of Standing Committees

- 4.1.1 Strategic Planning
- 4.1.2 Library Advancement (*no meeting*)
- 4.1.3 Board/Director Relations
- 4.1.4 Policy (*no meeting*)

4.2 Chinook Arch Regional Library System Reports

- E. Sterenberg reported that there were two meetings, one in June and one in August. The Board approved a 2.5% increase to per person allotment for municipalities.

4.3 Administration Reports

- 4.3.1 General & Administrative Report

- The Director advised that as there is no opportunity for him to discuss the many great things that are ongoing in the library under the current agenda format, that effective this meeting he will include a “Director’s Report” as part of the G&A report to update the Board on the Library’s activities.
- 4.4 Board Correspondence
- A question was asked of the Director about a letter which was addressed to the Board Chair complaining about the recent book cull. He told them that the cull is necessary in order to keep the collection up-to-date and the books that are culled are ones that are no longer used.
- 4.5 The Friends of the Library Update
- As W. Robbins is no longer on the Board, E. Sterenberg has agreed to represent the Board at the Friends meetings which are scheduled on a Tuesday at lunch time monthly.
- 4.6 Motion to Approve Written Reports:
- MOVED by F. Ellis and SECONDED by D. Nussbaumer** that the Board accepts the written report in Section 5 of the Agenda.

CARRIED

5 ACTION MOTIONS ARISING FROM REPORTS

6 DIRECTOR CONSTRAINT COMPLIANCE REPORT

6.1 No Report (Budget Review in 3 year Budget Planning occurs in June)

- The Director advised that the Board Chair and the Director will be making a presentation to Council on the Budget sometime in October or November and would like as many Board members to attend as possible.

7 BOARD EDUCATION AND POLICY REVIEW (*tabled*)

8 OTHER BUSINESS

8.1 BOARD SELF-EVALUATION REPORT

- The Board Chair responded to several of the areas in the evaluation she felt were in need of explanation as follows:
 - 1.4 - HR will be removed from the Board’s section. HR has been delegated to the Director and is reported on annually as part of his Constraints Reports. She advised the Board that if any member would like to see a financial report to make that request through the Director and it will be provided.
 - 2.5 - The Chair advised that she will take this on as her responsibility and will ensure that all Board members have an opportunity to comment on the topic under discussion.
 - 2.8 – There is a standard orientation document that is modified to the needs of the new trustee. Suggested changes and additions should be forwarded to the Director & CEO. In addition, the Chair is always invited to the Trustee

Orientations although due to scheduling and time constraints this hasn't happened for the past two years .

2.10 – A lot of the work is done on committees; maybe more resolutions and discussions should be brought to the Board.

3.1 – In the process of shifting to a Governance model, there is debate as to whose role is what between the Director and Board. This shift has been completed so there is confusion.

3.4 – We haven't had anywhere to put policies since the Board has become a Governance Board. This will be remedied shortly.

3.9 – The Board will try to express its appreciation more for the work that the Director does.

4.6 – The Chair will ensure that all Board members have an opportunity to express their opinions

- The Chair was asked if she was happy with the overall result of the survey. She advised that she was ecstatic. She liked the survey program and enjoyed getting immediate results. She told the Board that if they feel they are not getting enough information to advise the Director and he will see that it is provided.

8.2 BUDGET VARIANCE

- The Director and Manager: Corporate Services reviewed the Budget Variance report and advised the Board that the budget is on track and where it should be at this point in the year.

8.3 EXTENDING HOURS OF OPERATION - UPDATE

- At the last meeting, there was a request to extend the hours of operation. An investigation revealed that under the Collective Agreement Sunday opening hours can be extended, however, it also states that the hours of work for employees is between 9:30 a.m. to 9:15 p.m. The Union has been advised that this issue will be coming to the negotiation table.

8.4 CORE VALUES

- This will be given to the Strategic Planning Committee to look at the Vision, Mission and Belief statements to see if they are in line with the Libraries Core Values.

8.5 CREATION OF BOARD GOVERNANCE POLICY TYPE V: BOARD POLICY

- This is required as we have policies that don't fit in any particular category in the current Organizational Policy.

MOVED by R. Cooney and SECONDED by Alderman F. Ellis that the Lethbridge Public Library Board Governance Policy Handbook be revised to add Policy Type: V: Board Policy after Policy Type IV: Board/Director Relationship.

CARRIED

8.6 BOARD DEVELOPMENT PROGRAM INFORMATION

- Package was distributed for Trustee review

8.7 RAISE-A-READER EVENT – SEPTEMBER 25 CALL FOR VOLUNTEERS

- Board members wishing to volunteer for this event, please contact Elisabeth Hegerat to advise her.
- The Library is presently waiting to receive \$21,000 which has been collected from the event over the last three years. The money will be used for literacy.

8.8 BYLAWS OF THE LETHBRIDGE PUBLIC LIBRARY BOARD FOR THE SAFETY AND USE OF THE LIBRARY – REVIEW

MOVED by R. Cooney and SECONDED by D. Nussbaumer that the Board amend the Bylaws of the Lethbridge Public Library Board for the Safety and Use of the Library as presented first reading, without amendment or debate.

CARRIED

MOVED by D. Nussbaumer and SECONDED by R. Cooney that the Board amend the Bylaws of the Lethbridge Public Library Board for the Safety and Use of the Library as presented, second reading.

- The Board discussed the changes at length with particular attention to the increase in childrens' fines from 5 cents to 10 cents

CARRIED

MOVED by F. Ellis and SECONDED by E. Sterenberg that the Board move immediately to third reading of the Bylaws.

CARRIED

MOVED by F. Ellis and SECONDED by E. Sterenberg that the Board amend the Bylaws of the Lethbridge Public Library Board for the Safety and Use of the Library as presented, third and final reading.

CARRIED

9 IN-CAMERA ITEMS

10 ADJOURNMENT

- **MOVED by D. Nussbaumer** that the meeting be adjourned at 7:05 p.m.

Chair _____

Director _____