

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday May 11, 2022 in the Community Meeting Room at Lethbridge Public Library Main Branch.

Present from the Board: Craig Brown, James Chymboryk, Wendy Kalkan, Brendan Cummins, Donna Linn, Terrence Lazarus, Daphne Hendsbee, Angela Viola, Yudith Ramos

Regrets from the Board: Carol Koran

Absent from the Board:

Present from Administration: Terra Plato (*CEO*)
Michelle Dyke (*Senior Manager: Public Services*)
Debi Charlesworth (*Manager: Corporate Services*)

Regrets from Administration:

Recording Secretary: Kat Short (*Executive Assistant*)

Guests: Ryan Westerson
Stephanie Parsonage

1. CALL TO ORDER

- The Chair 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 Cummins and SECONDED by Trustee Chymboryk that the May 11, 2022 Board Meeting Agenda be approved as presented

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – April 13, 2022

MOVED by Trustee Linn and SECONDED by Trustee Lazarus that the minutes from the April 13, 2022 Board meeting be approved as presented

CARRIED

3.2. Ratification of email motion 2021 report to the community.

MOVED by Trustee Kalkan and SECONDED by Trustee Linn that the Board approve the 2021 Report to the Community as presented

CARRIED

4. NEW BUSINESS

- The Chair welcomed guests Ryan Westerson and Stephanie Parsonage from The City Clerks Office.

4.1. City of Lethbridge Boards, Commissions & Councils

- a. Overview of BCC program
 - The City Clerks Office is responsible for the recruitment, training, publishing of minutes, and general maintenance of the Boards, Commissions, and Committees (BCCs) established by Council
- b. 2022 recruitment timelines
 - Annually, term limits for BCC members expire. For public members, the Clerks Office launches an annual recruitment campaign each summer, with Council interviews in the fall, and appointments at each Organizational Meeting.
- c. Chair role in creation Skills Matrix and Questions for interviews
 - To assist with the creation of a Skills Matrix, the Chair requested Board members submit the skills they feel are important for someone to have on the Board as well as the skills they bring to the Board
- d. Agenda and Minutes for Corporate Record
 - Board Minutes are posted on the website

5. AUTOMATIC APPROVAL AGENDA

5.1. Reports of Standing committees

5.1.1. Advancement

- No report

5.1.2. Board/CEO Relations

- Regular positive meeting, with a review of the annual work plan for the year

5.1.3. Finance

- Trustee Cummins presented for information. The report includes information on the 2021 Audit, the 2021 Endowment Statement and proposed initiatives for the 2023-2026 budget.

5.1.3.1. Variance Report

- Presented for information

5.1.3.2. 2021 Audit

MOVED by Trustee Cummins and SECONDED by Trustee Linn that the Board accept and approve the 2021 Audited Financial Statement as presented

CARRIED

5.1.3.3. Endowment funds

- Presented for information. The report includes 2021 Lethbridge Public Library Endowment Fund Statements

5.1.3.4. Budget Initiatives

- Presented for information. The report includes the reviewed proposed budget initiatives for the 2023-2026 budget.

MOVED by Trustee Cummins and SECONDED by Trustee Lazarus that the Board approve the draft budget initiatives to go forward to Council as presented

CARRIED

5.1.3.5. Free Memberships

MOVED by Trustee Cummins and SECONDED by Trustee Hendsbee that the Library Board direct the CEO to further explore the feasibility and costs of hiring a fundraiser on a 1-year contract to establish a membership endowment fund

CARRIED

5.1.4. Governance

5.1.4.1. C&C Governance Committee

- Trustee Lazarus, as the committee chair, presented for information. The report includes the updated Terms of Reference, a review of new Board policies, and a discussion on supports for Trustees on meeting procedures.

MOVED by Trustee Lazarus and SECONDED by Trustee Cummins that the Board approve the amended Terms of Reference for the Governance Committee as recommended by the committee

CARRIED

MOVED by Trustee Lazarus and SECONDED by Trustee Linn that the Board approve the new policy LB32 – Donations, Sponsorships & Naming, as recommended by the Governance Committee

CARRIED

MOVED by Trustee Lazarus and SECONDED by Trustee Viola that the Board approve the amendments to policy LB27 – Investments and Endowments, as recommended by the Governance Committee

CARRIED

5.1.5. Trustee Kalkan suggested an annual review of OHS, specifically what pertains to board members. OHS information relating to Board members can be included in the annual Risk Register report.

5.1.5.1. Facilities Master Plan Project

- Update from the CEO. The consultants have requested up to 1-2 hours for a visioning session. The June Board meeting will begin at 5:00 to allow for the requested visioning session

5.2. Chinook Arch Regional Library System Reports

- No report

5.3. Administration Reports

5.3.1. General & Administrative Report (newsletter)

- Michelle highlighted The Word On The Street festival, it will once again be in person on September 17

5.4. Board Correspondence

- No report

5.5. Friends of the Library Update

- Trustee Kalkan presented the Friends upcoming book sale, there will be a Casino in 2023 and, the Friends AGM in October or November

5.6. ALTA Update

- The AGM will be at 10:00 am on June 11 via zoom, Trustee Kalkan urges all Board members to attend

5.7. Board Updates to City Council Social and Cultural Standing Policy Committee

- The CEO and Chair presented The 2021 Report to the Community to the Social and Cultural Standing Policy on April 27, 2022 , it was well received

5.8. Motion to Approve Written Reports “The Board accepts the written reports in Section 5 of the Agenda”

MOVED by Trustee Chymboryk and SECONDED by Trustee Lazarus to approve the written and oral reports in Section 5 of the Agenda

CARRIED

6. ACTION MOTIONS ARISING FROM REPORTS

7. CEO CONSTRAINT COMPLIANCE REPORT

7.1. CEO Report on Asset Protection

- Presented for information. The report includes information on the library’s insurance summary report

7.2. Risk Register 2022

- Presented for information. The report includes information and updated changes tracked by the LPL management team

MOVED by Trustee Viola and SECONDED by Trustee Lazarus that the Board has approved the compliance report presented by the CEO and the Board receives the Risk Register Report.

CARREID

8. **OTHER BUSINESS**

- No report

8 **IN-CAMERA ITEMS**

- No report

9 **ADJOURNMENT**

MOVED by Trustee Chymboryk that the meeting be adjourned at 6:58 pm

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING DATE JUNE 8, 2022 AT 5:00 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY THEATRE GALLERY, MAIN BRANCH