

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, November 8, 2023 in the Community Meeting Room at Lethbridge Public Library Main Branch.

Present from the Board: Craig Brown, Yudith Ramos, James Chymboryk, Brendan Cummins, Angela Viola, Daphne Hendsbee

Regrets from the Board: Terrence Lazarus, Norma Quaroni

Absent from the Board:

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

Regrets from Administration: Debi Charlesworth (*Manager: Corporate Services*)

Recording Secretary: Kat Short (*Executive Assistant*)

Guests:

1. CALL TO ORDER

- The Chair called the meeting to order at 5:30 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

- The Chair moved agenda item 5.1.6. Diversity, Equity and Inclusion to follow immediately after the minutes.

MOVED by Trustee Chymboryk and SECONDED by Trustee Ramos that the November 8, 2023 Board Meeting Agenda be approved as amended

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – October 11, 2023

MOVED by Trustee Cummins and SECONDED by Trustee Chymboryk that the minutes from the October 11, 2023 Board meeting be approved as presented

CARRIED

5.1.6. Diversity, Equity and Inclusion

5.1.6.1. Board Learning Module 3

- Presented for discussion. The Board discussed the content and questions in the document, facilitated by Hannah Stegen from CultureAlly who joined the meeting via Zoom.
- Trustees Cummins and Hendsbee each raised a whistleblower procedure question - how could staff reach out to the board directly if needed?
- CEO reported that the December Board meeting will include information on changes implemented to policies, as recommended by CultureAlly. Changes include: inclusion of procedure if the Whistleblower concern is about the CEO; contact information added to the policy manual; and the redevelopment of the website will also include information on how to contact the board directly.

4. NEW BUSINESS

- 4.1. No new business

5. AUTOMATIC APPROVAL AGENDA

5.1. Reports of Standing committees

5.1.1. Advocacy

- No report

5.1.1. Board/CEO Relations

- Oral report by the Chair. Regular positive meeting where the upcoming council presentation was discussed.

5.1.2. Finance

5.1.2.1. C&C Report

- Presented by Trustee Cummins, the report includes the Board expenses to date.

MOVED by Trustee Cummins and SECONDED by Trustee Chymboryk that the Board approve free memberships for 2024 funded by existing BAUs, \$55,000; a reduction in Crossings security, \$15,000; and \$30,000 from the Development Fund.

CARRIED

5.1.2.2. Variance Report

- Presented for information

5.1.3. Governance

- No report

5.1.4. Strategic Planning

- No report

5.2. Chinook Arch Regional Library System Reports

- The Executive will be meeting next on November 22

5.3. Administration Reports

5.3.1. General & Administrative Report (newsletter)

- Ms. Dyke highlighted the Indigenous Services team has been busy and are now offering monthly smudging sessions for staff.

5.4. Board Correspondence

- No report

5.5. Friends of the Library Update

- Oral report by the CEO. The Friends AGM is Tuesday, November 14 at 1:30 in the Theatre Gallery at the Main Branch and, also at the Main Branch, there will be a book sale on Saturday November 18th and Sunday the 19th.

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

- Representatives from Resource Planning Group (RPG) will be presenting the Facilities Master Plan to the SCS Policy Committee on Thursday November 16 at 1:30; all Board members are encouraged to attend.

5.7. **MOVED by Trustee Hendsbee and SECONDED by Trustee Chymboryk to Approve Written Reports "The Board accepts the written and oral reports in Section 5 of the Agenda"**

CARRIED

6. **ACTION MOTIONS ARISING FROM REPORTS**

7. **CEO CONSTRAINT COMPLIANCE REPORT**

- Presented for information by the CEO. The report includes the Executive Succession Plan.
- Trustee Viola asked why there is a four-week waiting period for a wage increase for an acting CEO. The CEO explained for a short term absence the acting CEO would not be doing the full scope of the position.

MOVED by Trustee Viola and SECONDED by Trustee Cummins that the Board accepts the CEO Constraint & Compliance report for information as presented

CARRIED

8. **OTHER BUSINESS**

8.1 Departing Board Member

- The Chair thanked outgoing Board member Daphne Hendsbee for her time on the Board. The Board wishes Daphne well in all her future endeavours

9 **IN-CAMERA ITEMS**

- No report

10 **ADJOURNMENT**

MOVED by Trustee Chymboryk that the meeting be adjourned at 6:02pm

CARRIED

Chair _____ Signature on File

Trustee _____ Signature on File

**NEXT REGULAR BOARD MEETING DATE DECEMBER 13, 2023 AT 5:00 P.M. AT LUIGI'S STEAKHOUSE SOUTH, 1119 MAYOR MAGRATH
DR. S**