

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, October 11, 2023 in the Community Meeting Room at Lethbridge Public Library Main Branch.

**Present from the Board:** Craig Brown, James Chymboryk, Yudith Ramos, Terrence Lazarus, Brendan Cummins, Norma Quaroni, Daphne Hendsbee, Angela Viola

**Regrets from the Board:**

**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:**

#### 1. CALL TO ORDER

- The Chair called the meeting to order at 5:32 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 Chymboryk and SECONDED by Trustee Lazarus that the October 11, 2023 Board Meeting Agenda be approved as amended**

- Agenda amended to include an oral report from the Advocacy Committee

**CARRIED**

#### 3. APPROVAL OF THE MINUTES

##### 3.1. Regular Board Meeting – September 13, 2023

**MOVED by Trustee Quaroni and SECONDED by Trustee Cummins that the minutes from the September 13, 2023 Board meeting be approved as presented**

**CARRIED**

#### 4. NEW BUSINESS

##### 4.1. Annual Public Survey Results

- Ms. Dyke presented the Member and Community survey results.

## 5. AUTOMATIC APPROVAL AGENDA

### 5.1. Reports of Standing committees

#### 5.1.1. Advocacy

- Oral report by Trustee Quaroni. The report included an example of an elevator speech.

#### 5.1.2. Board/CEO Relations

- Business conducted by email; no meeting due to Chair and Vice-Chair commitments to Board interviews.

#### 5.1.3. Finance

##### 5.1.3.1. C&C Report

- Presented by Trustee Cummins.

##### 5.1.3.2. Variance Report

- Presented for information.

#### 5.1.4. Governance

- No report

#### 5.1.5. Strategic Planning

- No report

#### 5.1.6. Diversity, Equity and Inclusion

##### 5.1.6.1. Board Learning Module 3

- Presented by Trustee Hendsbee. Included in the package is the Board DEI module 3 to be completed for the November Board meeting.

### 5.2. Chinook Arch Regional Library System Report

- Oral report by Trustee Cummins on the upcoming Library Board Trustee Extravaganza event.

### 5.3. Administration Reports

#### 5.3.1. General & Administrative Report (newsletter)

- Ms. Dyke highlighted September having been a busy month with the Word On The Street and TRC events.

### 5.4. Board Correspondence

- No report

### 5.5. Friends of the Library Update

- Oral report from Trustee Lazarus. The Friends met on September 14 and mainly reviewed WOTS and the Friends will gladly accept donations of boxes paper comes in.

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

- The Facilities Master Plan to be presented to Council on November 16. Board members are encouraged to attend.

**5.7. MOVED by Trustee Chymboryk and SECONDED by Trustee Hendsbee to Approve Written and Oral 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. The report includes the CEO’s responsibilities and constraints re: staff compensation.

**MOVED by Trustee Cummins and SECONDED by Trustee Quaroni that the Board accept the CEO Constraint Compliance report as presented**

**CARRIED**

**8. OTHER BUSINESS**

**8.1 LPL Lorax Award Committee**

- Trustees Chymboryk and Lazarus will sit on the committee.

**9 IN-CAMERA ITEMS**

- No report

**10 ADJOURNMENT**

**MOVED by Trustee Chymboryk that the meeting be adjourned at 6:30 pm**

**CARRIED**

Chair Signature on File

Trustee Signature on File

**NEXT REGULAR BOARD MEETING DATE NOVEMBER 8, 2023 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM , MAIN BRANCH**