

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, December 14, 2022 at Luigi's Steakhouse 1119 Mayor Magrath Dr. S.

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

Regrets from the Board: Angela Viola, Carol Koran

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 5:00 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 added Agenda Item 4.4 Administration Cost of Living increase
**MOVED by Trustee Chymboryk and SECONDED by Trustee Lazarus that the
December 14, 2022 Board Meeting Agenda be approved as amended**

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – November 9, 2022

**MOVED by Trustee Linn and SECONDED by Trustee Cummins that the minutes from the
November 9, 2022 Board meeting be approved as presented**

CARRIED

4. NEW BUSINESS

4.1. 2023 Library Closures

**MOVED by Trustee Lazarus and SECONDED by Trustee Chymboryk that the Board approve
the 2023 Library Closures as presented**

CARRIED

4.2. Schedule of Board meetings 2023

MOVED by Trustee Cummins and SECONDED by Trustee Lazarus that the Board approve the 2023 Board meetings schedule as presented

CARRIED

4.3. Request for Reconsideration of Policy LB18

- Presented for discussion. The report includes the request for reconsideration; information from the Alberta Libraries Act; FOIP and, a letter in response from Teen Librarian Paige McGeorge

MOVED by Trustee Cummins and SECONDED by Trustee Lazarus that the Board policy number LB18 is reaffirmed with no amendments

CARRIED

4.4 Administration Cost of Living increase

- Presented for ratification the City Council approved recommended Cost of Living (COLA) increase for administrative staff

MOVED by Trustee Lazarus and SECONDED by Trustee Ramos that the Board approve the 3% COLA for Library administration staff as approved by City Council

CARRIED

5. AUTOMATIC APPROVAL AGENDA

5.1. Reports of Standing committees

5.1.1. Advancement

5.1.1.1. C&C Report

- Presented for information. The report includes information on the Board Awards, a letter to the Minister of Municipal Affairs advocating for funding and, recommended edits to the Board's vision and values based on staff feedback

MOVED by Trustee Hendsbee and SECONDED by Trustee Kalkan that the Board approve the changes to the vision and values as presented

CARRIED

5.1.2. Board/CEO Relations – oral report

- Regular meeting where staff relations were discussed

5.1.3. Finance

- The Committee met and reviewed the October 2022 variance report, the 2023-2026 budget, Board expenses to date, and recommendations for the creation of two BAU's

MOVED by Trustee Chymboryk and SECONDED by Trustee Hendsbee that the Board approve the creation of a BAU for the outstanding funds for the Strategic Communication

Plan contract as at December 21, 2022, the amount is not to exceed the current outstanding amount of \$30.000

CARRIED

MOVED by Trustee Chymboryk and SECONDED by Trustee Cummins that the Board approve the creation of a BAU for the estimated amount to cover population increases for the Chinook Arch municipal and library board membership fees for 2023 and 2024 of \$35,000

CARRIED

CARRIED

5.1.3.1. Variance Report

5.1.3.2. 2023-2026 Budget

- The Board previously approved a draft budget; the included is the budget council has approved

MOVED by Trustee Chymboryk and SECONDED by Trustee Lazarus that the Board approve the 2023-2026 budget as presented

5.1.4. Governance

- No report

5.1.5. Strategic Planning

- No report

5.1.6. Diversity, Equity and Inclusion – oral report

- The Committee met in November and discussed ongoing board DEI training. Further information to come to the Board in the new year once everything has been finalized

5.2. Chinook Arch Regional Library System Reports

- Trustee Kalkan reported with City Council's not approving the proposed levy it has created significant budget pressures for Chinook Arch

5.3. Administration Reports

5.3.1. General & Administrative Report (newsletter)

- Michelle highlighted many staff moving into new and permanent positions

5.4. Board Correspondence

- No report

5.5. Friends of the Library Update

- Trustee Kalkan presented the Friends will have a book sale on January 28 and they will be volunteering at the Banff Mountain Film Festival

5.6. ALTA Update

- Trustee Kalkan presented the new representative for this region is Doug Logan from the County of Vulcan; Vic Mensch is the alternate. Work is being done in relation to advocacy for library funding and speaking points for the provincial election

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

- No report

5.8. MOVED by Trustee Chymboryk and SECONDED by Trustee Kalkan 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

- Presented for information. The report includes the CEO's responsibilities and constraints in regards to staff relations

MOVED by Trustee Kalkan and SECONDED by Trustee Cummins to accept the CEO Constraint and Compliance report as presented

CARRIED

8. OTHER BUSINESS

8.1 Southern Alberta Library Conference registration

- Registration for the conference is now open and the program is included

8.2 Departing Board members

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

9 IN-CAMERA ITEMS

10 ADJOURNMENT

MOVED by Trustee Chymboryk that the meeting be adjourned at 5:57 pm

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING DATE JANUARY 11, 2023 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH