

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

Present from the Board: James Chymboryk, Norma Quaroni, Donna Linn, Brendan Cummins, Yudit Ramos, Terrence Lazarus, Craig Brown, Daphne Hendsbee

Regrets from the Board: Carol Koran, Angela Viola

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: Elisabeth Hegerat (*Manager: Community Advancement*); Lil Radley (*Adult Literacy and Learning Coordinator*); Christa Engel (*CultureAlly*)

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 Chymboryk and SECONDED by Trustee Ramos that the March 8, 2023 Board Meeting Agenda be approved as presented

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – February 8, 2023

- Donna Linn was added to the attendees list
- In a follow up from the February 8 Board meeting, a question about why In-House Use of Materials was so high for the Crossings Branch in 2021, CEO reported this was likely due to a recording error.

MOVED by Trustee Linn and SECONDED by Trustee Hendsbee that the minutes from the February 8, 2023 Board meeting be approved as amended

CARRIED

4. NEW BUSINESS

- 4.1. Community Adult Learning Program (CALP) presentation – *Guests: Elisabeth Hegerat, Manager: Community Advancement; Lil Radley, Adult Literacy and Learning Coordinator*
- Presented for information by Lil Radley. The report includes information on the work being done by the Read On department and to ensure Board members are aware of the CALP grant and the programs it funds.
- 4.2. Pride Programs
- Presented for information and discussion. The report includes information on the library's LGBTQ2S+ programs in June during pride month.

5. AUTOMATIC APPROVAL AGENDA

- 5.1. Reports of Standing committees
- 5.1.1. Advancement
- 5.1.1.1. C&C Report

MOVED by Trustee Quaroni and SECONDED by Trustee Hendsbee that the Board approve the 2022 Board Report as presented

CARRIED

MOVED by Trustee Lazarus and SECONDED by Trustee Chymboryk that the Board approve the Advancement Committee's recommendation that Sheila Braund receive the 2022 Board Recognition Award

CARRIED

- 5.1.2. Board/CEO Relations – oral report
- Vice-Chair and CEO met and discussed the agenda and plans for the moderated DEI session.
- 5.1.3. Finance
- 5.1.3.1. Variance Report
- Final report for the year presented for information.
- 5.1.3.2. BAU & Trusts Report
- Trust accounts and budget appropriation unexpended presented for information.
- 5.1.3.3. Endowment Funds Report
- Included in package.
- 5.1.3.4. No fee memberships

MOVED by Trustee Cummins and SECONDED by Trustee Chymboryk that the Board approve use of the Development Fund to cover revenue shortfalls as needed due to no fee memberships for budget years 2024-2026

- Motion was withdrawn by Trustee Cummins prior to the vote. The Finance Committee will discuss and come back with a revised motion.

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 DEI Training Module 1 discussion – guest; *Christa Engel, CultureAlly*

- Presented for discussion. The Board discussed the content and questions of the document, facilitated by Christa Engel.
- The DEI committee meeting will discuss the development of the next module based on feedback received.

5.2. Chinook Arch Regional Library System Reports

- The next meeting will be in April.

5.3. Administration Reports

5.3.1. General & Administrative Report (newsletter)

- Ms. Dyke highlighted the success of library card sign up month.

5.4. Board Correspondence

5.4.1. Letter from Minister of Municipal Affairs, Rebecca Schulz

- Presented for information. The letter includes information on the increased funding for library operating grants in 2023. Budget information will go to next finance committee meeting.
- Trustee Hendsbee suggested sending a thank you letter on behalf of the Board.

5.5. Friends of the Library Update

- Trustee Lazarus reported he recommends asking the Friends chair to be invited to a board meeting and, the Friends casino is coming up and to please contact him if you are able to volunteer.

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

- No report

5.7. MOVED by Trustee Cummins 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

8. OTHER BUSINESS

8.1 Board photo

9 IN-CAMERA ITEMS

10 ADJOURNMENT

MOVED by Trustee Chymboryk that the meeting be adjourned at 7:00 pm

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING DATE APRIL 12, 2023 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH