

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, May 10, 2023 in the Community Meeting Room at Lethbridge Public Library Main Branch.

Present from the Board: James Chymboryk, Angela Viola, Brendan Cummins, Carol Koran, Craig Brown, Daphne Hendsbee, Terrence Lazarus

Regrets from the Board: Yudith Ramos, Donna Linn, Norma Quaroni

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: Mark Mehrer, Andrew Brown from Resource Planning Group via Microsoft Teams

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 Hendsbee that the May 10, 2023 Board Agenda be approved as presented

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – April 12, 2023

MOVED by Trustee Cummins and SECONDED by Trustee Koran that the minutes from the April 12, 2023 Board meeting be approved as presented

CARRIED

4. NEW BUSINESS

4.1. Facilities Master Plan – Guests: Mark Mehrer and Andrew Brown, Resource Planning Group (RPG)

- Guests Andrew Brown and Mark Mehrer presented the Facilities Master Plan work to date and asked for feedback from the Board members. It was recommended that the overview presented be presented to the Cultural and Social Standing Policy Committee of City Council in June

MOVED by Trustee Chymboryk and SECONDED by Trustee Hendsbee that the Board accept the information as presented and that it be shared with City Council as recommended

**TWO ABSTAIN
CARRIED**

4.2. ALTA Membership

MOVED by Trustee Cummins and SECONDED by Trustee Viola that the Board discontinue their membership in the Alberta Library Trustees Association

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 by Trustee Lazarus.

5.1.1.2. Terms of Reference

MOVED by Trustee Lazarus and SECONDED by Trustee Hendsbee that the Board approve the change of the Committee's name from "Library Advancement Committee" to "Advocacy Committee" and that the Board approve the changes to the Committee's Terms of Reference as presented.

CARRIED

5.1.1.3. Drafter Letter to Candidates

MOVED by Trustee Lazarus and SECONDED by Trustee Hendsbee that the Board approve the draft letter as presented and direct the CEO to distribute the letter to the candidates as indicated prior to the provincial election.

CARRIED

5.1.2. Board/CEO Relations – oral report

- Regular meeting where the Facilities Master Plan and an in camera item were discussed

5.1.3. Finance

5.1.3.1. C&C report

Presented by Trustee Cummins

5.1.3.2. Variance Report

Presented by Trustee Cummins for information

5.1.3.3. 2022 Audit

MOVED by Trustee Cummins and SECONDED by Trustee Chymboryk that the Board accept and approve the 2022 Audited Financial Statements

CARRIED

MOVED by Trustee Cummins and SECONDED by Trustee Chymboryk that the Board approve \$40,000, from the Shelving – Capital Lifecycle reserve, for the Crossings Expansion project and that the Board approve \$14,500 from the Technology Evergreening – capital Lifecycle reserve, for the purchase of an aggregation switch

CARRIED

5.1.4. Governance

5.1.4.1. C&C Report

MOVED by Trustee Viola and SECONDED by Trustee Cummins that the Board approve the amendments to policy LB22 Services to Persons with Special Library Service Needs, as recommended by the Governance Committee and that the Board approve the amendment to policy LB7 Ethical Guidelines of conduct for the Library Board Trustees, as recommended by the Governance Committee

CARRIED

MOVED by Trustee Viola and SECONDED by Trustee Lazarus that the Board approve the amendments to policy LB21 Collection Development, as recommended by the Governance Committee

CARRIED

MOVED by Trustee Viola and SECONDED by Trustee Hendsbee that the Board approve the new policy LB34 Political Use of Library Space, as recommended by the Governance Committee

CARRIED

5.1.5. Strategic Planning

- No report

5.1.6. Diversity, Equity and Inclusion

5.1.6.1. Learning Module #2 – Unconscious Bias

- Included in the package is Learning Module #2 for Board members to review and complete for the next meeting

5.2. Chinook Arch Regional Library System Reports

- No report

5.3. Administration Reports

5.3.1. General & Administrative Report (newsletter)

- Ms. Dyke highlighted the Crossings Branch expansion construction underway

5.4. Board Correspondence

- Included in the package under Agenda Item 8.1 is the 2023 Board Skills Matrix

5.5. Friends of the Library Update

- The Friends will next meet June 4

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

- Included in previous agenda items

5.7. MOVED by Trustee Cummins and SECONDED by Trustee Koran 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 Constraint Compliance Report

7.2. Library Insurance Summary

7.3. 2022 WCB Claims

7.4. Risk Register

MOVED by Trustee Viola and SECONDED by Trustee Chymboryk to accept the CEO Constraint Compliance report as presented

CARRIED

8. OTHER BUSINESS

8.1 Board Skills Matrix

- Included in the package, the City Clerks office requests completion of the Skills Matrix, which is for Board members to use in identifying the skills currently on the Board and new skills that might be needed, for recruitment purposes

9 IN-CAMERA ITEMS

9.1. Personnel Matter

MOVED by Trustee Cummins and SECONDED by Trustee Lazarus to move in camera at 7:10
MOVED by Trustee Chymboryk and SECONDED by Trustee Viola to move out of camera at 7:13

MOVED by Trustee Cummins and SECONDED by Trustee Koran that the results of the discussion held in camera are to be forwarded on to Executive Assistant

CARRIED

10. Adjournment

Moved by Trustee Chymboryk that the meeting be adjourned at 7:16

CARRIED

Chair _____

Trustee _____

NEXT REGULAR BOARD MEETING DATE JUNE 14, 2023 AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH