

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, February 14, 2024 in the Community Meeting Room at Lethbridge Public Library Main Branch.

Present from the Board: Terrence Lazarus, Yudith Ramos, Angela Viola, Lindsay Hoffner, Cassandra Tait, Keith Gardner, Brendan Cummins, Norma Quaroni, Shandi Bleiken

Regrets from the Board: Craig Brown

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 Vice-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.

- The Vice chair welcomed new Board member Lindsay Hoffner.

2. APPROVAL OF THE AGENDA

MOVED by Trustee Bleiken and SECONDED by Trustee Gardner that the February 14, 2024 Board Meeting Agenda be approved as presented

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Annual General Meeting – January 10, 2024

MOVED by Trustee Tait and SECONDED by Trustee Cummins that the minutes of the January 10, 2024 Annual General Meeting be approved as presented

CARRIED

3.2. Regular Board Meeting – January 10, 2024

MOVED by Trustee Bleiken and SECONDED by Trustee Viola that the minutes from the January 10, 2024 Board meeting be approved as presented

CARRIED

4. NEW BUSINESS

4.1. 2023 Public Library Survey and Annual Report of Public Libraries in Alberta

- The Survey and Report were included in the Board package.

MOVED by Trustee Cummins and SECONDED by Trustee Viola that the Board approve the 2023 Public Library Survey and Annual Report

CARRIED

4.2. 2023 Output Measures

- Presented for information.

5. AUTOMATIC APPROVAL AGENDA

5.1. Reports of Standing committees

5.1.1. Advocacy

- Trustee Tait as the elected chair presented for information. The Committee reviewed and recommended changes to the Board Recognition Award Terms of Reference.

MOVED by Trustee Tait and SECONDED by Trustee Cummins that the Board approves the changes to the Board Recognition Award Terms of Reference as presented.

CARRIED

- The Committee reviewed and recommended the Board approval of the 2023 Board Report.

Moved by Trustee Tait and seconded by Trustee Viola that the Board approves the 2023 Board Report as presented.

CARRIED

- Trustee Tait presented a sample of an elevator speech.

5.1.2. Board/CEO Relations

- The Vice Chair and CEO met and discussed the meeting agenda.

5.1.3. Finance

5.1.3.1. C&C Report

- Trustee Lazarus as the elected chair introduced Ms. Charlesworth who presented an information session on how to read the variance report.
- Trustee Lazarus presented for information. The report includes: the Committee reviewed the Terms of Reference, Boards and Commissions BAU requirements and Board expenses to date.

5.1.3.2. Variance Report

- Presented for information

MOVED by Trustee Lazarus and SECONDED by Trustee Viola that the Board accept the variance report as information.

CARRIED

5.1.4. Governance

- No report

5.1.5. Strategic Planning

- Trustee Cummins as the elected chair presented an oral report. The Committee met and reviewed the Terms of Reference. The Committee will be reviewing information on how we are meeting the metrics of the Strategic Plan and will present to the Board at a future date.

5.1.6. Diversity, Equity and Inclusion

- Trustee Bleiken as the elected Chair presented for information. The Committee reviewed the Terms of Reference, the DEI Learning modules 5&6, revised Board Learning Module 1, reviewed the CEO's update on the DEI Strategy and Roadmap and, recommended the Board Pulse Survey to be distributed to Board members.

MOVED by Trustee Bleiken and SECONDED by Trustee Gardner that the Board accept the DEI Committee meeting report.

CARRIED

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 upcoming launch of the new LPL website and asked that any feedback you may have to go to Jill Manning, Manager: Strategic Communications.

5.4. Board Correspondence

- No report

5.5. Friends of the Library Update

- Oral report by Trustee Lazarus on the important work that the Friends do on behalf of the library and, their next meeting will be February 15.

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

- The next update to Council will be on the first Thursday in April to the Economic Standing Policy Committee with City Administration to report on the Cost Benefit Analysis for Chinook Arch. In May the Report to the Community as well as the Board Report will be presented to the Safety and Social Standing Policy Committee.
- Meeting dates will be emailed to all Board members so that they may attend.

5.7. MOVED by Trustee Cummins and SECONDED by Trustee Bleiken 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

- No report

7. CEO CONSTRAINT COMPLIANCE REPORT

- No report

8. OTHER BUSINESS

8.1 Southern Alberta Library Conference

- The Southern Alberta Library Conference will be held Friday, April 26 at the Lethbridge & District Exhibition Agri-food Hub & Trade Centre. All Board members are encouraged to attend.

9 IN-CAMERA ITEMS

- No report

10 ADJOURNMENT

MOVED by Trustee Viola that the meeting be adjourned at 6:38 pm.

CARRIED

Chair _____

Trustee _____

CEO _____

NEXT REGULAR BOARD MEETING DATE: MARCH 13, 2024, AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH