

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, January 10, 2024 in the Community Meeting Room at Lethbridge Public Library Main Branch.

***Present from the Board:*** Craig Brown, Yudith Ramos, Terrence Lazarus, Angela Viola, Keith Gardner, Kassandra Tait, Brendan Cummins, Shandi Bleiken, Norma Quaroni

***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:*** Jill Manning (*Acting Manager: Strategic Communications*)

#### **1. CALL TO ORDER**

- The Chair called the meeting to order at 5:56 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 Bleiken and SECONDED by Trustee Gardner that the January 10, 2024 Board Meeting Agenda be approved as presented**

**CARRIED**

#### **3. APPROVAL OF THE MINUTES**

##### **3.1. Regular Board Meeting – December 13, 2023**

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

**CARRIED**

#### **4. NEW BUSINESS**

THERE WAS NO NEW BUSINESS TO DISCUSS

## 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

- Oral report by the Chair. Regular meeting where the Organizational meeting and issues facing the board were discussed.

#### 5.1.3. Finance

##### 5.1.3.1. C&C Report

- The report includes the Board's yearly expenses to date.

##### 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

- No report

### 5.2. Chinook Arch Regional Library System Reports

- Oral report from Trustee Cummins. The report includes: Chinook Arch facing uncertainty around funding and keeping smaller libraries open; Kainai Library after years of not having a library now have a space, have hired a librarian and chief and council have agreed to appoint a library board.

### 5.3. Administration Reports

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

- Ms. Dyke Highlighted the new play structure at the Crossings, the successful Indigenous artisan market and the year in review.

### 5.4. Board Correspondence

- The Board received a Christmas card from the Minister of Municipal Affairs, Ric McIver

### 5.5. Friends of the Library Update

- Oral report from Trustee Lazarus. The Friends met on December 12 and were updated by the CEO on Library communications and the grand opening of the outdoor space in the spring to which the Friends will be invited; highlighting the hundreds of volunteer hours the

Friends contribute to the library and, the important role the Friends will play in advocating for the library in 2024.

**MOVED by Trustee Lazarus and SECONDED by Trustee Gardner that the Board send a Thank You Letter to the Friends for the number of hours and the commitment they put forward in their dedication to the Library**

**CARRIED**

- The CEO will draft a letter of thanks.

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

- No report

5.7. **MOVED by Trustee Bleiken and SECONDED by Trustee Cummins to Approve the Written and Oral Reports “The Board accepts the written reports in Section 5 of the Agenda”**

**CARRIED**

**6. ACTION MOTIONS ARISING FROM REPORTS**

**7. CEO CONSTRAINT COMPLIANCE REPORT**

- Presented for information.

**MOVED by Trustee Quaroni and SECONDED by Trustee Tait that the Board approve the CEO Constraint and Compliance Report as presented**

**CARRIED**

**8. OTHER BUSINESS**

8.1 Strategic Communications Update – Guest, Jill Manning, Acting Manager: Strategic Communications

- Ms. Manning presented for information. The report includes the progress that has been made to advance the Strategic Communications Plan.
- The CEO presented for information the library is sunsetting the Happening and the March/April Happening will be the final edition.

**9 IN-CAMERA ITEMS**

**10 ADJOURNMENT**

**MOVED by Trustee Viola that the meeting be adjourned at 6:31 pm**

**CARRIED**

Chair \_\_\_\_\_

Trustee \_\_\_\_\_

CEO \_\_\_\_\_

**NEXT REGULAR BOARD MEETING DATE:** FEBRUARY 14, 2024, AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY, COMMUNITY MEETING ROOM, MAIN BRANCH