

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, May 8, 2024 in the Community Meeting Room at Lethbridge Public Library Main Branch.

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

Regrets from the Board: Yudith Ramos

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 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 Bleiken and SECONDED by Trustee Lazarus that the
May 8, 2024 Board Meeting Agenda be approved as presented**

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Regular Board Meeting – April 10, 2024

**MOVED by Trustee Cummins and SECONDED by Trustee Bleiken that the minutes from the
April 10, 2024 Board meeting be approved as presented**

CARRIED

4. NEW BUSINESS

- No report

5. AUTOMATIC APPROVAL AGENDA

5.1. Reports of Standing committees

5.1.1. Advocacy

- C&C Report
 - Presented by Trustee Tait. The report includes: the Board Advocacy Plan, information about the April 25 Community Conversation Event, and discussed possible strategies to help Board members with advocacy.
- Board Advocacy Pan
 - Trustee Cummins suggested alternate wording for the last bullet point on page 4.

5.1.2. Board/CEO Relations

- Oral report
 - Oral report by the Chair. The Chair, Vice-Chair and CEO met and discussed the agenda and staffing issues.

5.1.3. Finance

- C&C Report
 - Presented for information by Trustee Lazarus. The committee met and: reviewed Board expenses to date, the March Variance Report and the 2023 Audit.
- Variance Report
- 2023 Audit

MOVED by Trustee Lazarus and SECONDED by Trustee Cummins that the Board accept and approve the 2023 Audited Financial Statements

CARRIED

5.1.4. Governance

- C&C Report
 - Presented for information. The Committee met and: elected Trustee Viola chair, reviewed the Committee's TOR, developed a workplan for Board policies and discussed potential new policies and possible changes to the bylaws. Trustee Viola will draft recommended changes for the Board Procedural Manual.

5.1.5. Strategic Planning

- C&C Report
 - Presented for information by Trustee Cummins. The report includes the 2023 Plan of Service Progress Report included in the package.
- Plan of Service Progress Report

5.1.6. Diversity, Equity and Inclusion

- C&C Report
 - Presented for information by Trustee Bleiken. The committee met and: finalized Board DEI Learning Modules 2-5, reviewed the results of both the Staff and Board Pulse Surveys, and received an oral update on the DEI strategy.
- Board/Staff Pulse Survey Results
- DEI Learning Module 4 – Indigenous Communities & Reconciliation
 - Module 4 included in the package and Board members are asked to review for discussion at the June Board meeting.

5.2. Chinook Arch Regional Library System Reports

- Presented for information by Trustee Cummins. The Board Report is included in the package.

5.3. Administration Reports

5.3.1. General & Administrative Report (newsletter)re

- Ms. Dyke highlighted the reopening of the Crossings Branch and, the huge success of Seedy Saturday.

5.4. Board Correspondence

- No report

5.5. Friends of the Library Update

- Presented for information by Trustee Lazarus. The Friends met on April 18 and: discussed their appreciation for their recognition at the Crossings reopening, they are working on updating their website, they are asking for donations to the Booktique as they are short of books, their financials are strong, and donations of photocopy paper boxes are very welcome.

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

- The next update to council will be on Thursday, May 16 to the Safety and Social Standing Policy Committee. The library's Report to the Community and Board Report are to be presented. All Board members are encouraged to attend.
- The CEO made the Board aware that the City has indicated the Library may have to move out of the storage space at the Bowman. The City has been made aware that a new space will need to be sourced.

**5.7. MOVED by Trustee Quaroni and SECONDED by Trustee Viola 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

- Following up from a discussion at the April Board meeting, the CEO spoke with Diana Davidson: Director of the Public Library Services Branch about Bills 18 and 20. Ms. Davidson confirmed libraries are included in Bill 18, the Provincial Priorities Act, but at this time there are no regulations developed.
- Bill 20 at this time is focused on addressing the items outlined in the letter from Minister McIver, included in the April Board package.

7. CEO CONSTRAINT COMPLIANCE REPORT

- C&C Report
 - Presented for information by the CEO. The report includes information on the Library's asset protection; Risk Management operational policies; Insurance coverage and WCB information.
- Insurance Summary
- WCB Report 2023
- Risk Register 2024

MOVED by Trustee Lazarus and SECONDED by Trustee Bleiken that the Board accept the CEO Constraint & Compliance Report on Asset Protection

CARRIED

8. OTHER BUSINESS

8.1 Board jackets

- Board jackets are to be ordered.

9 IN-CAMERA ITEMS

10 ADJOURNMENT

MOVED by Trustee Gardner that the meeting be adjourned at 6:25

CARRIED

Chair _____

Trustee _____

CEO _____

NEXT REGULAR BOARD MEETING DATE: JUNE 12, 2024, AT 5:30 P.M. IN THE LETHBRIDGE PUBLIC LIBRARY COMMUNITY MEETING ROOM, MAIN BRANCH