**Lethbridge Public Library**

**CONNECTING YOU**

A regular meeting of the City of Lethbridge Library Board was held at 5:30 p.m. Wednesday, September 14, 2022 in the Community Meeting Room at Lethbridge Public Library Main Branch.

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| ***Present from the Board:*** | Yudith Ramos, Craig Brown, Terrence Lazarus, Wendy Kalkan, Brendan Cummins, Carol Koran, Angela Viola, Daphne Hendsbee, James Chymboryk |
| ***Regrets from the Board:*** | |
| ***Absent from the Board:*** | Donna Linn |
| ***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:*** | Bonnie Mikalson-Andron *(Manager: Business Development)* |

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 Viola that the September 14, 2022 Board Meeting Agenda be approved as presented**

   **CARRIED**

3. **APPROVAL OF THE MINUTES**

   3.1. Regular Board Meeting – June 8, 2022

   **MOVED by Trustee Cummins and SECONDED by Trustee Chymboryk that the minutes from the June 8, 2022 Board meeting be approved as presented**

   **CARRIED**

4. **NEW BUSINESS**

   4.1. Bylaw Update – Exam Adjudication for Canadian Citizenship tests

   • The report includes a recommendation to reduce the fee charged for exam adjudication of Canadian Citizenship exams.

**MOVED by Trustee Kalkan and SECONDED by Trustee Viola that the board approves the update to schedule D of the Library bylaws to revise the fee for Canadian Citizenship Exam Adjudication to $15.00**

**CARRIED**

4.2.    Annual Public Survey results – Bonnie Mikalson-Andron

- Presented for information. The report includes the results of the 2022 Needs Assessment Survey which the library uses to inform service development, and as a of progress towards the Plan of Service goals
- Trustee Hendsbee asked that the Board to be given information of the ages of respondents and whether is it reflective of library users overall

4.3.    Jan – June output measures

- Presented for information. The report includes information from January through June 2022 with comparatives to those same months in 2021 as well as 2019 pre-COVID

**5.  AUTOMATIC APPROVAL AGENDA**

5.1.    Reports of Standing committees

    5.1.1.    Advancement

        5.1.1.1. C&C Report

- Trustee Hendsbee presented for information. The report includes: opportunities for board representation at library events; the presentation of the Plan of Service to the Cultural & Social Standing Policy committee; board recruitment; relationship building with the Friends;  CEO's invitation to new City Councillors; Library Giving Day report; CEO meeting with MLA's and provincial advocacy initiatives

    5.1.2.    Board/CEO Relations

- Met to review the Board agenda; staffing/personnel issues; and the federal  government announcement of Monday, September 19 as a federal holiday

**MOVED by Trustee Cummins and SECONDED by Trustee Hendsbee that the library close on Monday September 19, 2022**

**CARRIED**

    5.1.3.    Finance

        Variance Report

- Presented for information

        5.1.3.1. 2023/2026 Draft Budget

**MOVED by Trustee Chymboryk and SECONDED by Trustee Cummins that the Library Board approve the 2023-2026 draft BUDGET as presented**

**CARRIED**

- The CEO opened a discussion on staff morale and ways to help team build with staff. Rather than approaching the Board for dollars for a holiday party once per year, an ask for the board to set an annual amount to be used throughout the year towards staff wellness initiatives.
- A policy will be developed and brought to the October Board meeting

### 5.1.4. Governance
- No report

### 5.1.5. Strategic Planning
- No report

### 5.1.6. Diversity, Equity & Inclusion
#### 5.1.6.1. C&C Report
- Trustee Cummins presented for information. The report from the September 8 meeting includes: Trustee Cummins elected as Committee Chair, committee review of DEI audit survey results, review of the DEI roadmap and, LPL staff DEI committee work to date, including a draft commitment statement which the committee has provided feedback on.

## 5.2. Chinook Arch Regional Library System Reports
- Trustee Kalkan presented for information. The Chinook Arch Board met on August 4 and approved the budget. The next board meeting will be December 1, 2022

## 5.3. Administration Reports

### 5.3.1. General & Administrative Report (newsletter)
- Michelle Dyke highlighted this first summer of in person programming for two years. Staff and public happy to see people in the library

## 5.4. Board Correspondence
- Chair received a communication that will be discussed in camera

## 5.5. Friends of the Library Update
- Trustee Kalkan presented. The report includes, the AGM is set for November 14, they are preparing for WOTS and they are pleased with the Booktique space at the Crossings

## 5.6. ALTA Update
- Trustee Kalkan presented. They have been on hiatus over the summer, the next meeting will be in October and there has been some interest expressed in holding a library conference

## 5.7. Board Updates to City Council Social and Cultural Standing Policy Committee
- The CEO, Chair and Vice Chair will be presenting the Plan of Service to the Social & Culture SPC tomorrow

**5.8 MOVED by Trustee Koran and SECONDED by Trustee Cummins 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 – NO REPORT**

8. **OTHER BUSINESS**

9. **IN-CAMERA ITEMS**

**MOVED by Trustee Cummins and SECONDED by Trustee Hendsbee that the Board move in-camera at 6:39 to discuss a personnel matter. CEO Terra Plato remained in the meeting.**

**CARRIED**

**MOVED by Trustee Chymboryk and SECONDED by Trustee Lazarus that the board exit in-camera at 6:47**

10. ADJOURNMENT

**MOVED by Trustee Cummins** that the meeting be adjourned at 6:47 pm

**CARRIED**

Chair _____

Trustee_____

**NEXT REGULAR BOARD MEETING DATE** OCTOBER 12, 2022 AT 5:30 P.M. IN THE COMMUNITY MEETING ROOM, MAIN BRANCH