



## THE CITY OF RED DEER LIBRARY BOARD

6:30 p.m. Wednesday May 31, 2023  
Snell Auditorium

### Minutes

**Present:** Nancy Batty, Gabriel Beck, Valdene Callin, Jerry Moore, David Murphy, Shelley Odishaw, Brian Quigg, Councillor Dianne Wyntjes

**Regrets:** Sabrina Samuel, Laura Thevenaz

**Staff Support:** Shelley Ross (CEO)

### Welcome and Chair's Remarks

Shelley Odishaw called the meeting to order at 6:35 p.m

**Land acknowledgement:** We acknowledge that the land we meet on today is located at the border of Treaty 6, to the North of the Red Deer River, and Treaty 7, to the South of the Red Deer River. We honour and respect the culture, ceremonies and stories of the many nations who made a home on these lands - including the Cree, Blackfoot, Nakota Sioux, Iroquois, Dene, Ojibway, Saulteaux and Inuit - and that this area is a long-established meeting place of the Métis. We are grateful for the traditional knowledge-keepers: elders past, present and emerging. May we live with respect on this land and in peace and friendship with its people.

**Conflict of Interest Declaration** - no conflicts were declared.

### 35. Approval of Agenda

**a. MOTION: That the Board approve the agenda as presented.**

**MURPHY / WYNTJES CARRIED**

### 36. Approval of Minutes from the April 26, 2023 Board Meeting

**a. MOTION: That the Board approve the minutes from the April 26, 2023 Board meeting as presented.**

**MOORE / QUIGG CARRIED**

### 37. Strategic Discussion and Board Development

- Brian and Dave to plan June 17 Board retreat questions.

### 38. Report from Planning and Finance Committee

**a. MOTION: That the Board approve the April 2023 financial statements as presented.**

**MOORE / QUIGG CARRIED**

### 39. Report from Personnel and Administration Committee

-Board policy sections 3 & 4 were reviewed by the Committee.

**a. MOTION: That the Committee recommend that the Board approve the following changes to Policy 3.2 - Appropriate Use Policy, and Policy 4.2 – Protection from Violence and Harrassment.**

i.) 3.2.1 The Board is committed to providing a positive, comfortable, and professional environment, and will not tolerate any form of workplace violence or harassment directed by, or at, any Library employee by another employee, Board member, or member of the public.

**BATTY / WYNTJES CARRIED**

ii.) 3.2.2 The Board is committed to providing a violence and harassment free Library environment. Individuals exhibiting behaviour damaging to a clean, pleasant, quiet, safe Library environment may be excluded from the Library premises for extended periods of time up to, and including, permanent exclusion. Behaviours in violation of Board policy may result in RCMP involvement and/or criminal charges being laid.

**CALLIN / MURPHY CARRIED**

iii.) 3.2.3 The Board is committed to investigating reported incidents of workplace violence or harassment in an objective and timely manner, taking necessary action, and providing appropriate support.

3.2.4 Definitions -**as amended to include "gender" twice:**

- Abuse: language or physical contact intended to cause bodily harm or the use of threats, humiliation, forced social isolation, intimidation, harassment, coercing or restricting from appropriate social contact with the intention of causing emotional harm;
- Discrimination: unfavourable treatment based on racial, sexual, political, age, national, religious, **gender**, gender identity, or gender expression, prejudice, or physical or mental disability;
- Harassment: repeated offensive comments and/or actions which demean and belittle an individual and/or cause personal humiliation. This definition includes sexual harassment;
- Violence: threats, attempts or acts that cause, or are likely to cause, physical injury.

**MOORE / BATTY CARRIED**

iv.) 3.2.5 Reasonable, justifiable, consistent, and non-discriminatory acts of discipline, provided by an individual who has the authority to provide discipline, shall not be construed as harassment. (moved second sentence lower down in this policy)

3.2.6 All branches of Red Deer Public Library are owned and managed by the Red Deer Library Board under the authority of the provincial Libraries Act. Everyone who uses these facilities must abide by the Library's Appropriate Use Policy.

**MURPHY / CALLIN CARRIED**

v.) 3.2.7 Members of the public must not attend the library if they are exhibiting symptoms such as sneezing, coughing, or flu like symptoms of concern to Alberta Health Services or have been directed to self-isolate.

**MOTION: To table 3.2.7 until the June meeting.**

**MOORE / WYNTJES CARRIED**

3.2.8 All library customers are expected to conduct themselves in a manner which enables other customers, Library employees and themselves to accomplish their intended library tasks in a safe, reasonably pleasant, and orderly atmosphere. Library employees will listen to, and respond when appropriate, to complaints voiced by customers. Library employees may involve Security and/or the RCMP in taking appropriate action when customer behaviour causes disruption or unreasonable interference in the delivery or receipt of library services.

vi.) 3.2.9 Employees who are faced with, or who observe a situation involving the threat of violent conduct, where there is reasonable belief that the safety of themselves or others may be in danger, must contact security personnel or the RCMP, or both, immediately.

**BATTY / CALLIN CARRIED**

3.2.10 The library reserves the right to require anyone who engages in disruptive behaviour to leave the premises, the right to restrict privileges for a specified period of time, and the right to ban the individual from the library for a specified period of time or permanently. In most cases, Security will notify the individual that they are in violation of the standards of conduct and will provide one verbal warning. Unlawful activities will be reported immediately to the RCMP.

3.2.11 Disruptive behaviour includes but is not limited to the following: [list remains unchanged]

3.2.12 (Moved lower in policy) A person who has been banned from the library for a definite time period may appeal the banning by writing a letter to the library stating the reason they were banned from the library along with a current phone number. The letter must be addressed to the Security Supervisor and put in the book drop outside the library. Each situation of banning will be dealt with on an individual basis. Failure to follow these procedures will result in a permanent banning.

**- Motion not required for moving clause within policy.**

vii.) 4.2. - Domestic violence becomes a workplace hazard when it occurs or spills over into the workplace. It may put the targeted worker at risk and may pose a threat to coworkers. Employers must take reasonable precautions to protect affected workers if they are likely to be exposed to domestic violence at a work site. Employees have a legal obligation to report workplace hazards to the employer.

**MOTION: To table 4.2 until the June meeting.**

**MOORE / WYNTJES CARRIED**

#### **40. Report from The Friends of the Red Deer Public Library**

-The Friends were pleased with the money raised from their casino, book sale and Mothers' Day gift bags. Board members were thanked and encouraged in their support of the Friends.

#### **41. Information Items**

**- Board Out and About – Board member advocacy reports (verbal)**

- Brian enjoyed participating as a human library book in the well run Grow Kids program at Dawe. Shelley Odishaw was pleased with the public participation in the CBC call in show held in the theatre.

**- April 2023 Reports to the Board**

- Staff accomplishments in the variety and excellence of offerings were applauded.

**42. Adjournment**

- Shelley Odishaw motioned to adjourn the meeting at 7:53 p.m.

**Next Board Meeting: June 28, 2023 @ 6:30 p.m.**