

**CITY OF AIRDRIE LIBRARY BOARD  
APRIL 28, 2015**

Minutes of the Regular Meeting of the City of Airdrie Library Board, held at the Airdrie Public Library, with the following:

**PRESENT:**

*Members*

(Chair) D. Nelles  
T. Daigle  
T. Desrosiers  
D. Fedun  
Alderman K. Hegg  
K. Jessen-White  
Alderman C. Kolson  
S. Sweet  
M. Weger

*Staff*

Director J. Jevne  
M. Aalhus  
K. Kirkpatrick-Lauzon

*Recording Secretary*

K. Rushford

**Agenda Item 1**

**CALL TO ORDER**

The Chair called the meeting to order at 6:30 p.m. Tanner Desrosiers was introduced and welcomed to the Board. J. Jevne distributed memory sticks with Board orientation and other information.

**Agenda Item 2**

**CHANGES TO AND ACCEPTANCE OF AGENDA**

There were no agenda additions or deletions. Item 6.4 is part of Item 7.3, which was moved down below New Business.

**2015-L-022**

MOTION: K. Jessen-White/K. Hegg CARRIED  
That the agenda be accepted as amended.

**Agenda Item 3**

**APPROVAL OF MINUTES**

**2015-L-023**

MOTION: T. Daigle/D. Fedun CARRIED  
That the minutes of the March 31, 2015 meeting be approved as presented.

**Agenda Item 4**

**PUBLIC QUESTION AND ANSWER PERIOD**

There were no questions from the public.

**Agenda Item 5**

**BOARD DEVELOPMENT AND ADVOCACY**

**Agenda Item 5.1**

**Report on Board Governance Workshop: March 21**

M. Weger attended the March 21<sup>st</sup> Board Governance Workshop along with members of other community groups. The focus was on the legal responsibilities of Board members and how to analyze financial documents. M. Weger recommended that other Board members attend Board

Governance Workshops if interested. J. Jevne noted that PLSB puts on full day workshops for Library Board members (see link to Workshops on the memory stick). Any Board member interested in attending the May 30<sup>th</sup> Workshop was asked to contact D. Nelles or J. Jevne.

**Agenda Item 5.2**

**Progress re Board Recruitment**

D. Nelles thanked City Council for two new Library Board members.

**Agenda Item 5.3**

**Minister's Awards of Excellence for Public Library Service**

D. Nelles congratulated J. Jevne and all of the Airdrie Library Board staff for winning the Minister's Award of Excellence for Public Library Service for our partnership program, Travelling Tales and Tunes. Presentation of the award will be made at the Jasper Conference.

**Agenda Item 5.4**

**Chamber Presentation PowerPoint: March 19**

J. Jevne presented the PowerPoint which was presented to the Chamber of Commerce on March 19. J. Jevne advised that the presentation was well received by the Chamber and by Economic Development team.

**Agenda Item 6**

**BUSINESS ARISING FROM THE MINUTES**

*was complimented by a member of the City's*

*KR DJV*

**Agenda Item 6.1**

**Board Member Photo**

A. Beaty took photos of the Board.

**Agenda Item 6.2**

**City's Projected Contribution for New Facility including Architect**

J. Jevne advised that the City has budgeted for a \$18.1MM contribution to the new facility. The figure came from previous documents that were circulated and has been included in the Case for Support.

**Agenda Item 6.3**

**Telephone System: Research VOIP Systems**

*KR DJV*  
*equipment, with the library paying labour costs*

J. Jevne advised that the City has changed their phone system to VOIP and has offered to gift ~~and sell some of their digital equipment to the~~ library. Staff will start researching phone options and costs once training for the new print management software "Papercut" is completed.

**Agenda Item 6.4**

**Information from City HR Department re Annual Review Process**

This item will be included in item 7.3 below.

**Agenda Item 7**

**REPORTS**

**Agenda Item 7.1**

**Financial Report**

Agenda Item 7.1.1

Audit 2014 Presentation

J. Jevne introduced Meghan Bigney, City of Airdrie Financial Services and Laura Daniels, Partner, PricewaterhouseCoopers. M. Bigney presented the Staff Agenda Report and the 2014 Audited Financial Statements. L. Daniels presented the 2014 Year End Report to the Board. The auditors had no concerns with the financial accounting policies made by the Board and found no significant deficiencies in internal controls, no fraud risk and no exceptions to the Board's use of grant monies. While no action has been taken on last year's deficiency to maintain separate general ledger accounts for cash balances by fund, the recommendation is not as critical as it was in prior years. The auditors will be providing an unqualified opinion.

In response to the City's comment that information technology and systems support costs have decreased from 2013, J. Jevne advised that staff successfully returned a Digital Library Assistant to 3M but bought a General Management Agreement for self-checkouts in 2013.

**2015-L-024**

MOTION: S. Sweet/D. Fedun

CARRIED

That the Airdrie Library Board approve the 2014 Audited Financial Statements as presented.

Agenda Item 7.1.2

Externally Restricted Program and Services Enhancement Fund

M. Bigney clarified the difference between donations and sponsorships and noted that the restriction for the Services Enhancement Fund relates to service enhancements. At the end of 2015, any surplus will be used to enhance and improve services and programs at the library. Alternatively, the Board could pass a policy to split any surplus between capital and operating.

Agenda Item 7.1.3

March 2015 Financial Statements

J. Jevne presented the March 2015 Financial Statements. There were no concerns raised by the Board.

Agenda Item 7.2

**Advocates for Airdrie Public Library**

D. Nelles advised that there is a new Chair for the Advocates. While no notification of meetings has been received, the Advocates did host a Family Fun Event.

Agenda Item 7.3

**Personnel Committee Report**

This item was moved down to follow New Business.

Agenda Item 7.4

**Library Director's Report**

J. Jevne presented the Library Director's Report for March 2015 as well as A. Williamson's written report.

**Agenda Item 7.5**

**Marigold Report**

K. Jessen-White advised that Marigold's 2014 Audit has been completed and no concerns were raised by the auditor. Marigold is looking at a new facility and is in the process of doing a facility needs assessment including warehouse space and loading bays.

**Agenda Item 8**

**NEW BUSINESS**

**Agenda Item 8.1**

**Board Report: Fund Development – Cost Benefit Analysis**

J. Jevne presented a report in response to the Board's request for a cost benefit analysis for Fund Development for 2013-2015. The goal is to raise \$100,000 from sponsorships, donations and other revenue (not including grants). S. Sweet noted that the revenue on the sponsor line is almost all new revenue since M. Aalhus started.

**Agenda Item 8.2**

**Board Report: Marketing/Advocacy Draft Plan**

J. Jevne presented a Marketing/Advocacy Draft Plan. K. Jessen-White commented that the wording, "Not your grandparents' library" may be offensive to some people. More sensitive wording might be, "It's Everyone's Library". It was questioned whether local people have been considered for the video launch and social media involvement. K. Jessen-White will send contact information for a local production company to J. Jevne for forwarding to M. Aalhus.

**Agenda Item 8.3**

**Notice of Motion: Provincial Grant Increase – Staffing Proposal**

D. Nelles presented a Notice of Motion regarding use of the Provincial Grant increase for staffing. J. Jevne advised that staff agree that the top need is for increased staffing to do outreach with the community and specifically with children. K. Kirkpatrick advised that achieving the Plan of Service would be very difficult without this additional position. There was discussion on office space for an additional person. It was questioned whether any consideration has been given to putting the funds into reserve for a fund developer for the new facility. J. Jevne advised that this position is required to keep up with needs for the next three years. It was suggested that the Plan of Service be reviewed first and then a decision be made on this motion. This item was tabled until after Item 8.4.

**Agenda Item 8.4**

**Plan of Service Draft**

J. Jevne presented the draft Plan of Service. It was noted that the outreach position and the marketing/advocacy position will work together to make the library the local charity of choice. A question arose with respect to voter engagement opportunities. J. Jevne advised that the goal is to get people more engaged in municipal politics. Board members were asked to send any comments on the draft to D. Nelles or J. Jevne before May 14. A half day session will be held to review objectives and goals and get input.

**2015-L-025**

MOTION: C. Kolson/K. Jessen-White CARRIED  
That the Airdrie Library Board adopt the recommendations for use of extra funding dollars as presented.

**Agenda Item 8.5**

**Future Space Needs: Renting**

J. Jevne would like an assessment done to see if any use can be made of the land next to the library, and then advocate for a building.

**Agenda Item 8.6**

**Fund Development Consultant Update**

D. Nelles advised that he participated in the interview process with John Phin. S. Sweet has also met with John Phin. A report should be ready for the next meeting.

**Agenda Item 8.7**

**Municipal Election**

J. Jevne advised that the candidates were asked to come and tour the library. Everyone was encouraged to vote.

**Agenda Item 7.3**

**Personnel Committee Report**

D. Nelles presented a report on the annual performance review process of the Library Director. It was suggested that the evaluation/feedback document should be provided to the Director ahead of time. D. Nelles advised that the document will be attached as an appendix to the policy. Board members were asked to e-mail any other feedback to D. Nelles. J. Jevne noted that she appreciates the Board's feedback and support.

D. Nelles advised that the Library Board currently has no policy to grant a request for phased retirement. D. Nelles has received information on the City's Phased Retirement policy and suggested that the Library Board consider a policy which mirrors the City's policy. This item will be brought back as a Notice of Motion to the next meeting.

D. Nelles presented J. Jevne's letter of retirement and his letter in response. An informal discussion ensued.

**Agenda Item 9**

**Board Paperwork**

**Agenda Item 9.1**

**2015 Volunteer Hours**

Board members were asked to review and complete their Volunteer Hours for April 2015.

**Agenda Item 10**

**CIRCULATING INFORMATION AND CORRESPONDENCE**

Board members were asked to review the Circulating information and correspondence.

Agenda Item 11

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

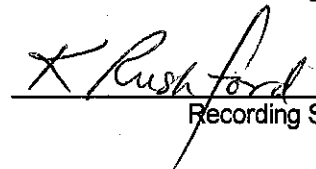
ALL	Vote on May 5 <sup>th</sup> E-mail comments on Plan of Service to D. Nelles or J. Jevne E-mail feedback on Annual Performance Review Process for Library Director to D. Nelles
Director	Add report re Fund Development to next meeting Add Telephone Options to next agenda Add Notice of Motion re Phased Retirement to next agenda
K. Jessen-White	Send contact information for local production company to J. Jevne

Agenda Item 12

**ADJOURNMENT**

The Chair declared the meeting adjourned at 9:30 p.m.

  
Chairman

  
Recording Secretary