

CITY OF AIRDRIE LIBRARY BOARD
JANUARY 27, 2015

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

PRESENT:

Members (Acting Chair) S. Sweet
T. Daigle
D. Fedun
K. Jessen-White
(by teleconference) D. Nelles
M. Weger

Staff Director J. Jevne
Recording Secretary K. Rushford

Absent with Regrets Alderman K. Hegg
Alderman C. Kolson

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:37 p.m.

2015-L-001

MOTION: K. Jessen-White/D. Nelles CARRIED
That Alderman Hegg and Alderman Kolson be excused
from the meeting.

Agenda Item 2

CHANGES TO AND ACCEPTANCE OF AGENDA

- 6.4 Discussion of composition of sub-committees
- 7.2 Moved up to follow item 4.0
- 8.5 Discussion of minutes and minute format
- 9.2 Clarification of volunteer hours and opportunities for
volunteering

2015-L-002

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

Agenda Item 3

APPROVAL OF MINUTES

The following amendments were noted to the minutes of December
9, 2014:

- 5.3 The Board decided to dedicate a book for Jean McClean's
service
- 6.1 Second sentence should read, "The Board requested more
information and wanted to review and approve the quotes".
- 8.3 K. Kirkpatrick-Lauzon presented the Plan of Service.
S. Sweet/C. Kolson made the motion.

2015-L-003

MOTION: D. Nelles/K. Jessen-White CARRIED
That approval of the December 9, 2014 minutes be
deferred until the February meeting.

Agenda Item 4

PUBLIC QUESTION AND ANSWER PERIOD

There was no public in attendance.

Agenda Item 7

REPORTS

Agenda Item 7.2

Facility Expansion: New Facility Planning Staff Committee

J. Jevne introduced Patti Murray and Clay Aragon, City of Airdrie, who reported on the work done by the New Facility Planning Staff Committee over the last few months. The work included an initial meeting with J. Jevne, Library staff and key City staff, reviewing the needs assessment and gathering information, researching opportunities for partnership, and meeting with community groups for potential connection fits. P. Murray confirmed that groups expressing an interest in locating in a multi-use building would be required to commit to financial contributions. The next step will be a public online/telephone survey by an outside agency in response to a request from Council for more information. The intention is to roll out the survey in late February or early March.

It was questioned how this survey will differ from the survey for the needs assessment. C. Aragon advised that the survey will build on what was gleaned from the needs assessment. It will also be a way of building support. P. Murray advised that the survey will test the financial appetite of the public for providing funding for a new library. Concern was raised that residents may not give a positive response to questions that involve tax dollars, even though they may be supportive of a new library. The questions needs to be worded sensitively and provide options rather than closed-ended questions. P. Murray advised that good governance requires financial transparency and that researchers specialize in what to ask and how to ask it. S. Sweet noted that this Board wants to be transparent and to engage the community in whatever way possible to achieve success.

A comment was made that the needs of the library will look very different to regular patrons than to residents who do not frequent the library. C. Aragon advised that people being surveyed could be directed to the needs assessment for more information. Mr. Aragon noted that the needs assessment contains a recommendation for what the first year of operation could look like.

P. Murray advised that the New Facility Planning Staff Committee has done a comprehensive review of meeting spaces available in the community. Contrary to public opinion, there is an abundant supply of meeting space, but not necessarily for free for not-for-profit groups.

A comment was made that the Steering Committee is to include a member of the Library Board. P. Murray confirmed that there is clearly an interest in having a Steering Committee when the time is right.

The Chair thanked Ms. Murray and Mr. Aragon for their report.

A discussion followed with respect to the survey questions. J. Jevne will finalize the questions and e-mail to the Board for review prior to the New Facility meeting next week.

J. Jevne advised that she has been tasked by the Director of Community Development with reviewing the size of every space in the new facility. K. Jessen-White and T. Daigle strongly disagreed that Ms. Jevne should review the space with a view to what could be cut, as a smaller space would not portray the wishes of the community in the needs assessment and the Board needs to stand firm on its due diligence. After the New Facility meeting next week, J. Jevne will meet with D. Nelles, who will prepare and email a report to the Board.

Agenda Item 5

BOARD DEVELOPMENT AND ADVOCACY

Agenda Item 5.1

PLSB Board Basics Workshops

J. Jevne advised that a request has been submitted to PLSB to hold a workshop in Airdrie in March.

Agenda Item 5.2

Calgary Public Library Special Report

J. Jevne presented Calgary Public Library's Special Report for information.

Agenda Item 5.3

Southern Alberta Library Conference

J. Jevne advised that the Library budget includes costs for this conference including transportation, meals and rooms. Board members were asked to advise Ms. Jevne if interested in attending.

Agenda Item 6

BUSINESS ARISING FROM THE MINUTES

Agenda Item 6.1

Board Report: Fund Development Consultant RFQ

J. Jevne distributed a report including an executive summary of the top three consultants and a recommendation. The Chair called a recess from 7:35 pm - 7:48 pm to allow the Board to review the report. A lengthy discussion followed.

2015-L-004

MOTION: D. Nelles/S. Sweet CARRIED by 4 in favour, 2 opposed
OPPOSED: D. Fedun/K. Jessen-White

That the Library Board approve the recommendation of staff for the engagement of Goldie as a fund development consultant pending completion of interview reference.

Agenda Item 6.2

Smart Locker Proposal

This item was tabled pending further information.

Agenda Item 6.3

Board Report: Marigold Representative

J. Jevne announced that Council has appointed K. Jessen-White as the Marigold representative. Ms. Jessen-White advised that she has had one meeting with the CEO of Marigold. The money coming back from Marigold to the municipalities will be based on 2013 population figures but will be amended after the 2014 figures are in. The payment will be made in three segments.

Agenda Item 6.4

Discussion of Composition of Sub-Committees

This item was tabled until the next meeting.

Agenda Item 7

REPORTS

Agenda Item 7.1

Financial Report

Agenda Item 7.1.1

November Financial Statements

J. Jevne presented the November, 2014 Financial Statements and advised that detailed change statements have been submitted to the City.

Agenda Item 7.1.2

Board Report: Fund Development Reserve

J. Jevne advised that an email was sent to the City Finance department requesting confirmation that CRA and the auditor would approve our sponsorship agreement. P. Biswas did not see any issues with the agreement. If more comes in than budgeted for fund development, anything extra will go to an externally restricted fund that can be drawn on.

Agenda Item 7.2

Facility Expansion Committee

This item was dealt with above.

Agenda Item 7.3

Advocates for Airdrie Public Library

See Library Director's Report.

Agenda Item 7.4

Personnel Committee Report

The committee had nothing new to report.

Agenda Item 7.5

Library Director's Report

Agenda Item 7.5.1

Director's Report

See written report.

Agenda Item 7.5.2

Library Link: December, January

See circulating correspondence.

Agenda Item 7.6

Marigold Report

K. Jessen-White will be hosting the upcoming Marigold Executive meeting.

Agenda Item 8

NEW BUSINESS

Agenda Item 8.1

New Children and Youth Services Manager

J. Jevne advised that a Children and Youth Services Manager has been hired but is relocating and cannot start until March 30th. Heather Finlayson will move into that position in the interim. Marigold will provide up to \$2,000.00 for moving costs. J. Jevne will provide a draft policy re moving expenses for Board review at a later date.

Agenda Item 8.2

Free a Book / Free a Reader

Free a Book / Free a Reader will be held from February 2nd to February 28th. M. Aalhus has suggested opening up online giving for this initiative. Advocates, Board members, staff members and volunteers are invited to set up a group to free a book. J. Jevne will email information to the Board.

Agenda Item 8.3

Plan of Service 2015-2017 Update

An update was presented for information.

Agenda Item 8.4

Notice of Motion: New Policy Proposal - Social Media

2015-L-005

MOTION: K. Jessen-White/D. Nelles CARRIED
That the Airdrie Library Board accept the Social Media Policy as presented.

Agenda Item 8.5

Discussion of Minutes and Minute Format

A comment was made that the Board minutes have been confusing lately. More detail would be helpful. Examples of other City Board meetings will be presented at the next meeting.

Agenda Item 9

BOARD PAPERWORK

Agenda Item 9.1

2014 Volunteer Hours

Board members were asked to review and complete all of their Volunteer Hours for 2014 as they will be tabulated to add to our annual report for PLSB.

Agenda Item 9.2

Clarification of Volunteer Hours and Opportunities for Volunteering

This item was tabled until the next meeting.

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

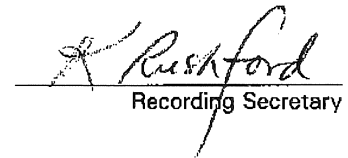
Director	Attend New Facility Planning meeting next week Finalize survey questions and e-mail to Board Provide examples of minutes of other City Boards for review at next meeting Bring forward to next meeting: Discussion of composition of sub-committees and Clarification of volunteer hours and opportunities for volunteering
Facility Expansion meeting	J. Jevne/D. Nelles to meet after New Facility meeting D. Nelles to prepare and email report to Board
K. Jessen-White	Host Marigold Executive meeting

Agenda Item 12

ADJOURNMENT

The Chair declared the meeting adjourned at 8:58 p.m.


Chairman


Recording Secretary