

**CITY OF AIRDRIE LIBRARY BOARD  
FEBRUARY 24, 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  
Alderman K. Hegg  
K. Jessen-White  
Alderman C. Kolson  
S. Sweet  
M. Weger

*Staff*

Director J. Jevne  
K. Kirkpatrick-Lauzon

*Recording Secretary*

K. Rushford

*Absent with Regrets*

D. Fedun

**Agenda Item 1**

**CALL TO ORDER**

The Chair called the meeting to order at 6:33 p.m.

**2015-L-006**

MOTION: C. Kolson/K. Jessen-White **CARRIED**  
That D. Fedun be excused from the meeting.

**Agenda Item 2**

**CHANGES TO AND ACCEPTANCE OF AGENDA**

- 6.7 Clarification of volunteer hours and opportunities for volunteering
- 8.5 City FOIP request
- 8.6 Friday Library hours

**2015-L-007**

MOTION: S. Sweet/T. Daigle **CARRIED**  
That the agenda be accepted as amended.

**Agenda Item 3**

**APPROVAL OF MINUTES**

Minutes of December 9, 2014 - The Board confirmed that the expanded minutes more accurately represent the discussion re RFQ Fund Development Consultant and that the amendments suggested at the January 27, 2015 meeting are approved.

**2015-L-008**

MOTION: K. Jessen-White/T. Daigle **CARRIED**  
That the minutes of the December 9, 2014 meeting be approved as amended.

Minutes of January 27, 2015 - J. Jevne noted that she had not been asked to finalize the survey questions, but to bring forth the Board's concerns regarding the survey at the next meeting with City staff and ask them to forward questions through her to the Board for review

before finalization. The same change should be reflected in the Action Items. D. Nelles noted that if concerns re decreasing the size of the facility are still present after the New Facility meeting next week, if required, he will draft a letter to City Council. The letter will be sent to the Board for review prior to forwarding to Council. Concern was raised whether the discussion re paring down the size of the facility should have been included in the minutes due to its sensitive nature. There was a brief discussion regarding when items should be In Camera.

**2015-L-009** MOTION: C. Kolson/K. Jessen-White CARRIED  
That the minutes of the January 27, 2015 meeting be approved as amended.

**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 Board Governance Workshop**

M. Weger will attend the Board Governance Workshop on March 21<sup>st</sup>.

**Agenda Item 5.2 Southern Alberta Library Conference**

J. Jevne advised that two staff members will attend the Southern Alberta Library Conference on March 20-21.

**Agenda Item 5.3 Alberta Library Conference**

K. Jessen-White, J. Jevne and the new Adult Services Manager will be attending the Alberta Library Conference in Jasper. Any other Board member interested in attending was asked to advise D. Nelles as soon as possible. J. Jevne will be hosting the Leadership Conference on April 29.

**Agenda Item 5.4 Library Membership Survey - Alberta**

J. Jevne distributed results of an Alberta Library Membership Survey and noted that a number of libraries, including Calgary and Edmonton, offer free memberships. There was a discussion on the pros and cons of offering free memberships. J. Jevne suggested that usage on the building could double if one year free memberships are offered when the new facility opens. A recommendation was made that a notice be put on local TV for residents to ask Library staff for a free membership if they are having financial difficulties.

  
KR

**Agenda Item 5.5 City of Airdrie Library Board Recruitment**

J. Jevne advised that there are two Board positions available and no current applicants. Alderman Hegg will check with Legislative Services about calling people who had previously applied to be on the Board.

**Agenda Item 6**

**BUSINESS ARISING FROM THE MINUTES**

**Agenda Item 6.1**

**Ratification of Email Vote: Budget Allocation for Fund Development Consultant**

The results of the email vote were: 6 Yes, 1 No, 1 abstention.

**2015-L-010**

MOTION: S. Sweet/C. Kolson CARRIED

That the Library Board ratify the email vote regarding the budget allocation for a Fund Development Consultant.

**Agenda Item 6.2**

**Smart Locker Proposal**

J. Jevne has approached the Principal and Business Manager at W.H. Croxford High School and is waiting to hear back. It was questioned whether Rocky View School Division has been approached about smart lockers. J. Jevne advised that Croxford School had already been approached and was interested. J. Jevne will send information on the smart lockers to M. Weger.

**Agenda Item 6.3**

**Plan of Service 2015-17**

There was nothing new to report.

**Agenda Item 6.4**

**Free a Book / Free a Reader**

J. Jevne advised that \$2,500 has been raised to date (goal was \$5,000). Other goals were to try online fundraising (done through Canada Helps) and to raise awareness (J. Jevne was invited to speak on AIR106).

**Agenda Item 6.5**

**Minute Format**

D. Nelles advised that the Board is interested in anecdotal minutes without being verbatim and noted that the expanded January minutes had better detail. The Chair and Director will review examples of minutes of other City boards and will report back.

**Agenda Item 6.6**

**Committee Membership**

D. Nelles thanked T. Daigle for assembling information on the vacant Committee positions.

**Personnel Committee** - Chair, Vice-Chair, K. Jessen-White  
(Alderman Kolson suggested that the Personnel Committee utilize the City's contacts and resources.)

**2015-L-011**

MOTION: K. Hegg/K. Jessen-White CARRIED

That the Personnel Committee meet and discuss what the review process might look like for the Board's employee, and report back to the Board.

**Finance Committee** - D. Fedun; T. Daigle will assist until another

member comes forward.

**Liaison with Advocates** - D. Nelles; C. Kolson alternate.  
(J. Jevne will mention to the Advocates that Friday evenings do not work well for Library Board liaison.)

**Facilities Committee** - All Board members

**Board Orientation** - Chair and Director (not a standing committee)

2015-L-012

MOTION: K. Hegg/T. Daigle CARRIED  
That the Library Board move to ratify the Committee nominations.

Agenda Item 6.7

**Clarification of Volunteer Hours and Opportunities for Volunteering**

J. Jevne asked that Board members record everything they do on behalf of the Library Board (events, reading, meetings and presentations). The hours are tabulated and added to APL's annual report for PLSB. J. Jevne continues to try to get a Library Board Basics workshop in Airdrie. In the meantime, a pdf of the materials from the previous Board workshop is available for information. It was noted that after three consecutive missed meetings, a member will be contacted by the Chair and could be asked to step down.

Agenda Item 7

**REPORTS**

Agenda Item 7.1

**Financial Report**

Agenda Item 7.1.1

DRAFT 2014 Year End Financial Statements

J. Jevne presented DRAFT 2014 Year End Financial Statements and reviewed the changes to Expenses and Revenue. The Board commended J. Jevne on achieving almost 100% of budgeted Revenue ~~and Expenses.~~ KR *[Signature]*

Agenda Item 7.1.2

April 28 Board Meeting: 2014 Audit

The April Board meeting will include a presentation to the Board by the auditors.

Agenda Item 7.2

**Facility Expansion Committee**

J. Jevne distributed a handout and gave a brief overview of her meeting with the New Facility committee. The City has been exploring partners for a multi-use facility using the space allotted to the library in the Facility Needs Assessment. Alderman Kolson ~~recommended that~~ *noted* ~~when staff present the new facility proposal to City Council, they~~ provide three different space options. J. Jevne noted that 40,000 sq ft was the minimum suggested by the FNA. Less than 40,000 sq ft would cause difficulties within three years. Alderman Hegg suggested that if there are joint use spaces which the library won't use 24-7, some services might be accommodated within a smaller space. A

*one possible option would be for City staff to →*  
KR  
*[Signature]*

comment was made that partnering may include groups that can cover the cost for themselves (i.e. a for-profit art group could sell its art in the foyer and help to support the arts side of the library in a multi-functional facility).

A comment was made that there needs to be better communication from City staff on the total size of the facility, the portions that are exclusive for library use and the portions that are for joint use. Alderman Hegg recommended that the Chair and the Director together meet with City staff, and that City staff be asked to meet with this Board again to answer questions. The Chair and Director will work to bring forward additional information and will ask City staff to come and do a Q&A session.

**Agenda Item 7.3**

**Advocates for Airdrie Public Library**

J. Jevne noted that the Advocates' AGM is the same night as Council's Volunteer Appreciation event. J. Jevne thanked the Advocates for their invitation, but advised that the Library Board representative will not be able to attend.

**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

J. Jevne advised that Lindsey Skeen will begin work on April 7<sup>th</sup>, not March 31, as indicated in the Report.

**Agenda Item 7.5.2**

Plastic Library Cards

Marigold will be rolling-out plastic library cards. The new plastic cards will have barcode ranges which correspond to each Marigold library, which means the opportunity for library specific e-Resource statistics.

**Agenda Item 7.5.3**

Library Link: January/February

See written report.

**Agenda Item 7.5.4**

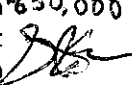
Updated Organizational Chart

J. Jevne distributed APL's 2015 Organizational Chart. A comment was made that the Facility Expansion Planning Team should be located under the Library Board rather than under the Director.

**Agenda Item 7.6**

**Marigold Report**

K. Jessen-White attended a Board meeting on February 21, hosted the Marigold Executive meeting on February 18, and went through

orientation. Various Marigold information sheets were circulated. K. Jessen-White noted concern over the ~~\$300,000~~ surplus which <sup>\$650,000</sup> was rolled into savings. S. Sweet advised that Marigold does not budget for a surplus and the auditors will make recommendations on any surplus. It was noted that the Provincial grants are still being paid on 2010 population figures. 

**Agenda Item 8**

**NEW BUSINESS**

**Agenda Item 8.1**

**PLSB Annual Report**

K. Kirkpatrick-Lauzon reviewed the customer satisfaction survey comments and evaluation, a report on APL's major achievements for 2014, comments from patrons and staff re APL, and key 2014 statistics. A suggestion was made that the Survey comments may be helpful to City staff. J. Jevne advised that in response to comments, more e-Resource training will be provided for patrons. J. Jevne will email the complete PLSB annual report to the Board.

**2015-L-013**

**MOTION:** K. Hegg/S. Sweet **CARRIED**  
That the Library Board move to approve the annual report with key details and comments, for submission to Public Library Services Branch.

**Agenda Item 8.2**

**Notice of Motion: Proposed Policy Revision - Vacation Allotment for Permanent Part-Time Staff**

**2015-L-014**

**MOTION:** K. Hegg/S. Sweet **CARRIED**  
That the Airdrie Library Board move that permanent part-time employees (25 hours and above) accrue vacation entitlement at an annual rate of 6% (approximately three weeks) of annual regular hours worked. The policy revision will be implemented once library staff have been able to make the appropriate adjustments with the City of Airdrie.

**Agenda Item 8.3**

**Notice of Motion: Proposed Policy Revision - Capital**

**2015-L-015**

**MOTION:** C. Kolson/S. Sweet **CARRIED**  
That the Airdrie Library Board move that the Capitalization policy be revised as follows:

**Capital Items:**

**Furniture/Shelving:** An item will be considered a capital item if it has a value of over \$500 or an aggregate value of over \$500, with all items to be **purchased on the same invoice**.  
Life Expectancy = ten years.

**Technology:** An item will be considered a capital item if it has a value of over \$500 or an aggregate value of over \$500, with all items to be purchased **on the same invoice**.  
Life Expectancy = three years.

\* **Peripherals (such as monitors, keyboards, UPS's) are not considered capital items and will be booked as operational,**

irrespective of an aggregate value of over \$500.

**Agenda Item 8.4**

**Board Report: Fine Reduction Initiative**

2015-L-016

MOTION: K. Hegg/T. Daigle CARRIED  
That the Library Board move to accept the Board Report re  
Fine Reduction Initiative for information.

**Agenda Item 8.5**

**City FOIP Request**

Board members were asked to complete the form authorizing City  
staff to display their email address when emailing Board members.

**Agenda Item 8.6**

**Friday Library hours**

J. Jevne recommended that money to keep the library open for three  
extra hours on Friday evenings should be a focus for Budget 2016.

**Agenda Item 9**

**Board Paperwork**

Agenda Item 9.1

2015 Volunteer Hours

Board members were asked to review and complete their Volunteer  
Hours for January and February 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**

Director report	Review examples of other Board minutes and back to Board. Bring forward more information from New Facility cor Send smart locker information to M. Weger. Advise Advocates that Friday evenings do not
work	work well for Board liaison. Submit annual report to PLSB and e-mail complete annual report to Board.
Chair report	Review examples of other Board minutes and back to Board. Bring forward more information from New Facility cor
Personnel	Discuss review process for Board's employee and report back to Board.
K. Hegg	Ask Leg Services about calling people who had previously applied to be on Board.

M. Weber Board Governance Workshop March 21.

**Agenda Item 12**

**ADJOURNMENT**

The Chair declared the meeting adjourned at 8:55 p.m.

  
Chairman

  
Recording Secretary