

**CITY OF AIRDRIE LIBRARY BOARD**  
**MAY 26, 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  
D. Fedun  
Alderman K. Hegg  
K. Jessen-White  
Alderman C. Kolson  
N. Russell  
S. Sweet  
M. Weger

*Staff*

Director J. Jevne  
H. Finlayson

*Recording Secretary*

K. Rushford

**ABSENT WITH REGRETS:**

T. Desrosiers

**Agenda Item 1**

**CALL TO ORDER**

The Chair called the meeting to order at 6:30 p.m. Nicola Russell was introduced and welcomed to the Board. Heather Finlayson was welcomed to the meeting. Heather will be transitioning into Operations Manager.

**Agenda Item 2**

**CHANGES TO AND ACCEPTANCE OF AGENDA**

- 6.5 Add: Executive Search
- 8.3 Move up to become 7.0
- 8.7 Add: Information on Provincial Library Grant
- 8.8 Add: Marketing and Advocacy Plan Update

**2015-L-026**

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

**2015-L-027**

MOTION: T. Daigle/N. Russell CARRIED  
That T. Desrosiers be excused from the meeting.

**Agenda Item 3**

**APPROVAL OF MINUTES**

The minutes of the meeting of April 28, 2015 were amended as follows:

Item 5.4 – Chamber Presentation PowerPoint

J. Jevne advised that the presentation was well received by the Chamber and **was complimented by a member of the City's Economic Development team.**

Item 6.3 – Telephone System: Research VOIP Systems

J. Jevne advised that the City has changed their phone system to VOIP and has offered to **gift their equipment, with the Library paying labour costs.**

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 portable.**

2015-L-028

MOTION: K. Hegg/S. Sweet

CARRIED

That the minutes of the April 28, 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

**Orientation (Job Shadowing): June 5th**

J. Jevne advised that a former Board member had suggested that there be Job Shadowing for new trustees to meet staff and learn what goes on in the Library. Thank you to T. Desrosiers, N. Russell and M. Weger for agreeing to participate in Job Shadowing next week.

Agenda Item 6

**BUSINESS ARISING FROM THE MINUTES**

Agenda Item 6.1

**Telephone/VOIP System**

J. Jevne advised that staff met today with Telebyte to investigate VOIP options, and will be researching other options and costing.

Agenda Item 6.2

**Provincial Grant Increase**

J. Jevne advised that the Provincial grant was to be based on 2010 population figures; however, the former Government decided to base the operating grant on actual population (2014 figures) plus a 10¢ increase in the per capita formula. Airdrie should receive an additional \$87,000 in Provincial funding, of which \$11,454 will be received by the end of June, with a great possibility of receiving another \$76,000 once the Budget is passed. J. Jevne noted that the Board had agreed to put the additional money towards staffing.

Agenda Item 6.3

**Fund Development Consultant Interim Report**

The Chair presented Goldie's Interim Report. The Chair suggested that trustees review the Interim Report before the next meeting and be prepared to ask questions. Goldie's Final Report will be presented to the Board on June 30. The report will be reviewed immediately following the public portion of the June meeting. The meeting will start at 5:30 and public are welcome to attend from 5:30-6:30 in the Vincent Room at City Hall. J. Jevne advised that the report seems very positive. Concern was raised that Goldie was hired to interview 53 people but stopped after 24 interviews because the results were similar. J. Jevne and M. Aalhus will meet with Goldie next Monday to discuss fund development, marketing and advocacy.

Agenda Item 6.4

**Library Video Production**

In response to a question raised at the last meeting, J. Jevne advised that Pam Ralston has been given the authorization to go ahead with the video production. M. Aalhus and staff have some excellent ideas for the video.

**Agenda Item 6.5**

**Executive Search**

The Chair thanked everyone for responding to his e-mails with their feedback. The information has been submitted to Davies Park, who have finalized the profile and will be compiling a large list of candidates. Interviews will start in early July. A recommendation for composition of the interview committee will be brought forward at the June meeting.

**Agenda Item 7**

**REPORTS**

**Agenda Item 7.0**

**Notice of Motion: Collection Development Policy**

J. Jevne presented revised Policies: Section 9.4.1: Collection Development, Section 9.4.2: Use of Materials, Section 9.4.3: Gifts and Donations, and Section 9.4.4: Reconsideration of Materials. D. Nelles noted a punctuation error in Section 9.4.2.

**2015-L-029**

MOTION: C. Kolson/T. Daigle CARRIED  
That the revised Policies be adopted as presented.

J. Jevne presented revised Schedule C: Loan of Materials. It was questioned whether Schedule C must be approved by Council. J. Jevne will check the Bylaw and discuss with the Chair. There was a brief discussion regarding replacing the term "the Library Director" with "the Library" in Schedule C.

**2015-L-030**

MOTION: C. Kolson/K. Jessen-White CARRIED  
That Schedule C be amended to reference "the Library Director" rather than "the Library".

**2015-L-031**

MOTION: S. Sweet/M. Weger CARRIED  
That revised Schedule C be adopted as presented.

*amended.* KR  
DAN

**Member Leaves**

D. Fedun left the meeting at 7:32 p.m.

**Agenda Item 7.1**

**Financial Statements**

J. Jevne presented the April 2015 Financial Statements. As the 2015 Budget has not yet received legislative approval, PLSB will pay 75% of the grant at the rate proposed in Budget 2015 by the end of June, and the balance after the Budget has been passed. The County grant should be received soon.

**Agenda Item 7.2**

**Library Director's Report**

J. Jevne presented the Library Director's Report for April 2015 and Library Link for May 2015. The Library was invited to a meeting of the Board of Rocky View School Division on May 21 with many of the Library's partners; J. Jevne was interviewed by the radio station. The Chair will send a thank you letter on behalf of the partners for being part of our award. The next Director's Report will include May/June/July, followed by September.

**Agenda Item 7.3**

**Marigold Report**

K. Jessen-White advised that she was unable to attend Marigold's AGM but was at the last meeting. There will be an 11% increase in grant funding for Marigold and a 32% increase for Airdrie. Marigold is still looking at a Facility Needs Assessment for new headquarters for the Library System. There was discussion regarding relocating the headquarters, but the SuperNet requirements would make that difficult.

**Agenda Item 8**

**NEW BUSINESS**

**Agenda Item 8.1**

**Notice of Motion: Report to the Community**

J. Jevne presented the 2014 Report to the Community. The Report also includes advice from Goldie and promotes the new facility and the Library as an information hub. The Report will be sent in written form with the audit presentation to Council in June. It will also be sent to all of our supporters and partners and to PLSB, Marigold and other libraries by e-mail. It was questioned whether Creative Airdrie could be asked to include the Report with their Airdrie Life magazine and/or to do a story on the library. J. Jevne will ask M. Aalhus to investigate the possibility of distribution through Advance Distribution, if feasible with advertising partners.

**2015-L-032**

**MOTION:** C. Kolson/K. Jessen-White **CARRIED**  
That the Report to the Community be approved as presented.

**Agenda Item 8.2**

**Notice of Motion: Plan of Service**

J. Jevne outlined the Priorities and Goals in the Plan of Service and noted that there is a potential for partnership with Alberta Health Services, with potential sponsorships for the Early Literacy Bags and Books for Babies. A suggestion was made that administration look into purchasing multi-user licenses for e-resources.

**2015-L-033**

**MOTION:** C. Kolson/K. Jessen-White **CARRIED**  
That the Plan of Service be approved as presented.

**Agenda Item 8.3**

**Notice of Motion: Collection Development Policy**

This item was dealt with under Agenda Item 7.0 above.

**Agenda Item 8.4**

**Board Report: Staff Input on Director Recruitment**

The Chair advised that the Library Managers were asked to prepare a short

summary of what we would want in a new Director. The information was forwarded to Davies Park and will form part of the interview process. Composition of the interview panel will be part of the Board's decision making in June. J. Jevne discussed succession planning and how staff's experience and knowledge will be shared to make the process smoother for the new Director.

**Agenda Item 8.5**

**Golf Tournament: May 29**

D. Nelles commended M. Aalhus and the Lions Club for the excellent job they have done in organizing this event. 115 people have registered so far.

**Agenda Item 8.6**

**July 1<sup>st</sup> Barbeque**

J. Jevne reminded trustees that help is needed for pre-sales and serving food.

**Agenda Item 8.7**

**Information on Provincial Library Grant**

This item was dealt with under Agenda Items 6.2 and 7.1 above.

**Agenda Item 8.8**

**Marketing and Advocacy Plan Update**

J. Jevne advised that the marketing/advocacy plan is well underway. The Echo and Cityview have written two great articles on the need for a new library, and Air 101.6 will feature morning interviews with supporters, staff and Board members on June 1-5.

**Agenda Item 9**

**Board Paperwork**

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

**Agenda Item 10**

**CIRCULATING INFORMATION AND CORRESPONDENCE**

Board members were asked to review the Circulating Information and Correspondence and the APL April 2015 Statistics.

**Agenda Item 11**

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

- |          |  |
|----------|--|
| ALL      | - Review Goldie's Interim Report before next meeting   |
| Director | - Research options and costing for telephone/VOIP system   |
|          | - Meet with M. Aalhus and Goldie to discuss fund development, marketing and advocacy                           |
|          | - Prepare thank you letter for Chair to send to RVSD   |
|          | - Ask M. Aalhus to investigate possibility of distribution of Report to Community through Advance Distribution |
|          | - Ask staff to investigate purchasing multi-user licenses for e-resources                                      |

Agenda Item 12

ADJOURNMENT

The Chair declared the meeting adjourned at 8:20 p.m.



Chairman



Recording Secretary