

**CITY OF AIRDRIE LIBRARY BOARD  
SEPTEMBER 29, 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
  - Alderman K. Hegg
  - K. Jessen-White
  - Alderman C. Kolson
  - N. Russell
  - S. Sweet
- Absent*
  - D. Fedun
  - M. Weger
- Staff*
  - Director P. Medland
  - M. Aalhus
  - H. Finlayson
- Recording Secretary*
  - K. Bexson

**Agenda Item 1**

**CALL TO ORDER**

The Chair called the meeting to order at 6:30 p.m.

Alderman Kolson advised the Board that D. Fedun and M. Weger are unable to attend tonight's meeting.

**2015-L-070**

**MOTION: C. Kolson/K. Jessen-White CARRIED**

That Board members D. Fedun and M. Weger be excused from tonight's regular meeting of the Airdrie Public Library Board.

**Agenda Item 2**

**CHANGES TO AND ACCEPTANCE OF AGENDA**

**2015-L-071**

**MOTION: N. Russell/S. Sweet CARRIED**

That the agenda be accepted as circulated.

D. Nelles welcomed new Airdrie Public Library Director P. Medland to the meeting.

**Agenda Item 5**

**BUSINESS ARISING FROM THE MINUTES**

**Agenda Item 5.1**

**Fund Development Committee**

**Agenda Item 5.1.1**

**Board Report: Annual Fund Development Committee**

M. Aalhus advised that she and former Director J. Jevne did additional research and confirmed that community members can be involved in a standing committee. Two options for the Annual Fund Development Committee were presented, one being a standing sub-committee of the Board; the other, a special committee of the Board. A brief synopsis of the

difference between the two options was provided by M. Aalhus. The standing committee is a long term committee. The special committee has a specific timeline and could cease operating at a later date, or it could be turned into another committee which is not a committee of the Board.

There was discussion regarding the Friends <sup>Advocates</sup> committee. Clarification of that committee was provided, noting that it is not a fundraising <sup>organization</sup> committee. It was asked whether it is an ARRES committee. In response, it was noted that a capital committee is different but may overlap with other committees. The special committee would be responsible to create the fund development plan and then another committee could implement the plan.

M. Aalhus confirmed there are people interested in sitting on the standing committee, but haven't been invited to come forward as the committee doesn't yet exist. A discussion about the Advocates ensued. P. Medland explained that the Advocates are an arm's length group and there is need to keep the fund development committee within the library.

In response to a question, M. Aalhus provided information regarding the goals and objectives of fund development within the library. Clarification was provided that the Advocates can have fundraising events which the library isn't able to have.

In response to another question it was confirmed that M. Aalhus and P. Medland would be on the fund development committee.

**Agenda Item 5.1.2**

**Notice of Motion: Annual Fund Development Committee**

**2015-L-072**

MOTION: K. Hegg/N. Russell

CARRIED

That the membership of the Annual Fund Development Committee be amended to include two trustees from the Airdrie Public Library Board.

It was decided that N. Russell and T. Daigle would be the two trustees to serve on the Annual Fund Development Committee. S. Sweet will serve as an alternate member of the committee.

**2015-L-073**

MOTION: S. Sweet/K. Jessen-White

CARRIED

That the Airdrie Public Library establishes an Annual Fund Development Committee as a special committee of the Board.

**Agenda Item 3**

**APPROVAL OF MINUTES**

**2015-L-074**

MOTION: K. Jessen-White/T. Daigle

CARRIED

That the minutes of the regular meeting of June 30, 2015 be adopted as circulated.

**2015-L-075**

MOTION: S. Sweet/N. Russell

CARRIED

That the minutes of the special meeting of July 13, 2015 be adopted as circulated.

**Agenda Item 4**

**PUBLIC QUESTION AND ANSWER PERIOD**

There were no questions from the public.

**Agenda Item 6**

**REPORTS**

**Agenda Item 6.1**

**Financial Statements – August 2015**

P. Medland provided an overview of the financial statements. It was noted that information on other grants, including the summer employment grant, is still to come. An additional \$76,000 operating grant from the Province will be coming soon and the third installment of Marigold funds is also expected.

It was noted that Personnel Expenses for recruiting were higher than expected. Technology purchases are low and further follow-up on this item will occur. Board Events & Appreciation will be expensed under a different line. Expenses for natural gas will increase in the coming months and the Library is still waiting for an invoice for shelving.

A question arose regarding sponsorships. In response, it was noted that Vitreous is a huge supporter of the Library.

**Agenda Item 6.2**

**Library Director Report**

**Agenda Item 6.2.1**

**Director's Report – July-August**

P. Medland commented on the great support from staff before she took her post as the new Director of the Library. Several staffing changes occurred over the summer.

The 2016 budget was done before P. Medland arrived.

**Agenda Item 6.2.2**

**Library Link – July August**

A folder containing Library Link items was circulated to Board members.

**Agenda Item 6.3**

**Marigold Report**

K. Jessen-White provided a report of the Marigold Board meeting held in Gleichen in August. It was reported that a five year plan is going forward. The new building is the key issue. P. Medland will attend the next meeting.

A question was asked whether Marigold has funds for the new building. K. Jessen-White indicated that there is about \$2M available and some fundraising could occur to augment funds already set aside for the project. S. Sweet provided further information regarding challenges with fundraising for Marigold.

K. Jessen-White noted that a motion to increase fees was defeated.

**Agenda Item 6.4**

**Facility Committee Report**

D. Nelles reported that no additional information has been received since the June meeting; however, City staff is close to bringing information forward. Mayor Brown has committed to call D. Nelles with an update. An upcoming presentation to Council may or may not involve a decision regarding the facility. It was confirmed that if a question came forward from Council, it would be brought to the whole Airdrie Public Library Board.

**Agenda Item 7**

**NEW BUSINESS**

**Agenda Item 7.1**

**Budget 2016**

P. Medland provided a brief PowerPoint presentation regarding the 2016 budget. It was noted that revenues are up 9.9%. Additional operating grants have made a difference in this regard. The Library has asked for an increase in the City grant of 15%, which may not be approved, so the additional grants have made a difference. An increase in the amount of \$73,644 was requested for the operating grant. A decrease in the per capita support was noted. If fundraising efforts don't collect as much money as anticipated, then funds will be transferred from other reserves to cover operating expenses.

A question was asked about the smart lockers for the high schools. D. Nelles believed the schools don't want to go ahead with that program.

A question was asked about the sponsorship budget and whether the other fund development position was included. It was confirmed that it only covers M. Aalhus' position.

Expenses for personnel were discussed with regard to staff currently on maternity leave and how it compares to the per capita cost. P. Medland will provide additional information to Board members with the different budget scenarios.

Expenses for administration were reviewed. Capital transactions were reviewed with a focus on the van and smart lockers.

The Chair asked for amendments to the proposed budget to result in an increased per capita amount. He suggested that staff make recommendations on the use of additional funds. P. Medland will provide additional information as requested to Board members by e-mail. As a result, agenda item 7.2 will not be considered.

**Agenda Item 7.2**

**Notice of Motion: Special Budget Meeting October 6, 2015**

This motion was not considered as additional budget information will be provided by the Director for consideration by the Board.

**Agenda Item 7.3**

**Notice of Motion: Extended Illness Notice of Return to Work or Termination**

P. Medland explained this is a housekeeping item. It was asked whether this situation has occurred in the past. It was clarified that the change is for staffing purposes. It provides leeway if other staff are hired to cover while a staff member is on sick leave.

**2015-L-076**

**MOTION:** K. Jessen-White/C. Kolson

**CARRIED**

That the Airdrie Public Library amends the Sick Leave Policy (policy number 7.11) to require employees on extended illness to provide the Library with a 4-week notice of return to work or a 2-week notice of termination of employment.

**Agenda Item 7.4**

**Notice of Motion: Phased Retirement**

In response to a question about the Phased Retirement options, it was clarified that only one option could be applied for and that staff applying for the program could not make a request that combines the two options.

In response to another question, it was confirmed that benefits are included for positions which work 25 hours per week or more. For positions working under 25 hours per week, a percentage is added to pay in lieu of benefits. D. Nelles noted that approval for the program would be done judiciously.

There was a request to change the word "expiration" to "completion" in the Phased Retirement Guidelines document. After discussion, it was decided that the word "expiration" will be left in the document.

**2015-L-077**

**MOTION:** K. Jessen-White/T. Daigle

**CARRIED**

The Airdrie Public Library adopts Phased Retirement as part of its Personnel Policy (policy number 7.24).

**Agenda Item 7.5**

**Notice of Motion: Extra Funding Dollars for One-time Expenditures in 2015**

P. Medland noted that there could be some additional costs for Automated External Defibrillator (AED) training.

**2015-L-078**

**MOTION:** K. Hegg/N. Russell

**CARRIED**

The Library use up to \$7,500 in the additional Provincial funding dollars for one-time expenditures in 2015 for the following items:

- AED Defibrillator to a maximum cost of \$3,000;
- Office renovations to accommodate a new Outreach Coordinator to a maximum cost of \$4,500.

**Agenda Item 8**

**BOARD PAPERWORK**

**Agenda Item 8.1**

**Volunteer Hours for Board Members**

Paperwork was circulated to Board members.

**Agenda Item 9**

**CIRCULATION**

**Agenda Item 9.1**

**Correspondence**

Correspondence was circulated to Board members.

**Agenda Item 9.2**

**Marigold Newsletter**

The newsletter was circulated to Board members.

**Agenda Item 9.3**

**APL 2015 Statistics – June to August**

Statistics for June to August were circulated to Board members.

**Agenda Item 10**

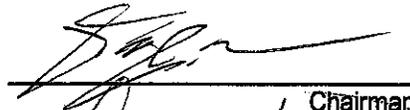
**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

Director: Provide additional budget information to Board members.

**Agenda Item 11**

**ADJOURNMENT**

The Chair declared the meeting adjourned at 8:28 p.m.

  
Chairman  
Recording Secretary