

**CITY OF AIRDRIE LIBRARY BOARD  
OCTOBER 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  
T. Desrosiers  
Alderman K. Hegg  
N. Russell  
M. Weger

*Absent with Regrets*

D. Fedun  
K. Jessen-White  
Alderman C. Kolson  
D. Nelles

*Staff*

*Recording Secretary*

Director P. Medland  
K. Rushford

**Agenda Item 1**

**CALL TO ORDER**

The Chair called the meeting to order at 6:34 p.m.

**2015-L-079**

MOTION: T. Daigle/M. Weger

CARRIED

That D. Fedun, K. Jessen-White, Alderman Kolson and D. Nelles be excused from tonight's regular meeting of the Airdrie Public Library Board.

**Agenda Item 2**

**CHANGES TO AND ACCEPTANCE OF AGENDA**

**2015-L-080**

MOTION: N. Russell/T. Desrosiers

CARRIED

That the agenda be accepted as circulated.

**Agenda Item 3**

**APPROVAL OF MINUTES**

In the minutes of the September 29, 2015 meeting, the first two sentences in the second paragraph under Fund Development should read: "There was discussion regarding the Advocates for the Airdrie Public Library Society. Clarification of that organization was provided ...".

**2015-L-081**

MOTION: T. Daigle/T. Desrosiers

CARRIED

That the minutes of the regular meeting of September 29, 2015 be adopted as amended.

**Agenda Item 4**

**PUBLIC QUESTION AND ANSWER PERIOD**

There were no questions from the public.

**Agenda Item 5**

**BUSINESS ARISING FROM THE MINUTES**

**Agenda Item 5.1**

**Notice of Motion: Ratify Approval of the 2016 Budget**

2015-L-082

MOTION: K. Hegg/M. Weger

CARRIED

That the Airdrie Library Board ratify the e-mail motion of October 9, 2015 approving the 2016 draft budget.

**Agenda Item 5.2**

**Board Report: 2015 Fund Development Balance YTD**

P. Medland advised that the Board had requested information on the cost of fundraising compared to sponsorships that have been received since the fundraising coordinator started. While marketing expenses to support fundraising campaigns are difficult to quantify, the net balance is almost \$27,000 to end of September. Wages for M. Aalhus will be considerably over the budgeted amount as her hours have increased from 20 to 27 hours per week. In response to a question, P. Medland confirmed that M. Aalhus has brought in sponsorships that the Library would not otherwise have had, and that her involvement helps to ensure the success of the Advocates for the Airdrie Public Library Society. A donation was received in October from Wawanesa to fund multi-media equipment and other sponsorships are in the works.

**Agenda Item 5.3**

**Board Report: Smart Locker Discussions with W.H. Croxford**

P. Medland advised that the Board passed a motion in December 2014 to investigate a potential Smart Locker partnership with W.H. Croxford High School. J. Jevne had several conversations with W.H. Croxford High School but never received a formal response from the Principal. Potential issues included limited access for the public at the school. There was potential for a reduced rate for the Smart Lockers if the Airdrie Public Library agreed to be a test site; however, the timeline for test site negotiation has now expired. P. Medland will continue trying to negotiate. The Library cannot commit to the Smart Lockers until the budget has been approved, so this matter was tabled until the City budget has been finalized. Alderman Hegg will check to see if the Smart Lockers were separated out or included in the Library's overall funding request. P. Medland will also check with City Finance and report to Alderman Hegg.

**Agenda Item 5.4**

**Board Report: Extra Funding Dollars for One-Time 2015 Expenditures**

P. Medland advised that the estimates to create a staff work area in the document retention storage room were considerably lower than what will be required. The Board had approved an expenditure of up to \$4,500 but the lowest quote was \$5,700. Furniture and telephone installation costs will be additional to the construction costs.

**Agenda Item 6**

**REPORTS**

**Agenda Item 6.1**

**Financial Statements – September 30, 2015**

P. Medland presented the Financial Statements as at September 30, 2015. While technology is considerably under-spent, it is expected that

this line item will be close to budget by year end. Overages in wages, furniture & equipment, recruiting costs and professional fees will be covered by the extra grants from Marigold and the Province of Alberta. The Board noted that formal monthly forecasts, with notes, would be useful for comparisons. P. Medland reviewed her notes to the Financial Statements and will provide same on a going forward basis.

**Agenda Item 6.2**

**Budget Presentation to Council October 21, 2015**

T. Daigle reported on the Budget Presentation to Council on October 21, 2015. There were questions about door counts and some of the benchmarking numbers on the comparative charts. Alderman Hegg commented that the Budget Presentation was very clear and to the point.

**Agenda Item 6.3**

**Facility Committee Report**

This item was tabled until the next meeting.

**Agenda Item 6.4**

**Marigold Report**

This item was tabled until the next meeting.

**Agenda Item 6.5**

**Director's Report**

Agenda Item 6.5.1

Director's Report – September 2015

P. Medland presented her written report for September 2015 and noted that a huge number of people attended last week's Family Fun Night sponsored by the Advocates. P. Medland attended a Community Service Provider meeting on Monday to hear information on the Airdrie Foundation. The Airdrie Foundation will be a conduit for people who want to leave legacy dollars and will be another avenue of funding for Airdrie non-profit organizations. The Foundation will do a call for proposals in March 2016.

Agenda Item 6.5.2

APL Promotional Video

P. Medland advised that the new promotional video was presented to Council with the Budget Presentation. The video can be viewed on the library's website.

Agenda Item 6.5.3

Board Report: Voter Engagement

P. Medland presented a written report on Voter Engagement for the recent federal election.

Agenda Item 6.5.4

Upcoming Events

Staff Appreciation Dinner - November 13, 2015 at Hampton Inn

APL Author Series – November 6 with Tyler Trafford and & November 27, 2015 with Ali Bryan

Calgary Hitmen Airdrie Day December 30, 2015 – The Library will receive the proceeds of the 50/50 draw and each Board member will

receive two tickets.

**Agenda Item 7**

**NEW BUSINESS**

**Agenda Item 7.1**

**Notice of Motion: Amend Financial Policy to Accommodate Credit Cards**

P. Medland reviewed the proposed additions/changes to the policy. It was suggested that the words, "by one staff and one board member" in the last line be changed to, "by either the Director or Operations Manager and one board member" and that the words, "by one staff" in the sentences above be changed to, "by one designated staff".

2015-L-083

MOTION: T. Desrosiers/M. Weger

CARRIED

That the words "one staff" be changed to "one designated staff" and that the following be added to Financial Policy Section 6.1 Signing Authorities:

The Director or a board member will approve the Operations Manager's credit card statement, subject to the limitations below.  
The Operations Manager or a board member will approve the Director's credit card statement, subject to the limitations below.

Credit card statements will be approved by the Director or Operations Manager up to an aggregate amount of \$5,000. Credit card statements with an aggregate amount over \$5,000 and less than \$10,000 will be approved by the Director or a board member. Credit card statements with an aggregate amount of \$10,000 or more must be approved by either the Director or the Operations Manager and one board member.

**Agenda Item 7.2**

**Notice of Motion: Approve Extra Funding Dollars for One-Time 2015 Expenditures**

2015-L-084

MOTION: T. Daigle/N. Russell

CARRIED

That the Board approve the following unbudgeted expenditures, to be paid for out of the extra operating grant funds received in 2015:

<u>Additional Staffing Hours to Dec. 17, 2015</u>	\$3,162.13
3 additional circulation hours per week	
8.5 additional Senior Page hours per week	

<u>Construction costs to convert storage space to office space</u>	\$5,700.00
Note: renovations will also require additional furnishings & equipment	

Total	\$8,862.13
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**Agenda Item 8**

**BOARD**

**Agenda Item 8.1**

**Volunteer Hours for Board Members**

Board members were asked to record hours for all events, reading and meetings.

**Agenda Item 8.2**

**Board Report: Facility Expansion Committee – Trip to Canmore and CPL Fish Creek**

P. Medland recommended that the Board plan a trip to the Canmore Public Library and CPL Fish Creek branch. An email will be sent to the Board with suggested dates.

**Agenda Item 8.3**

**Board Organization at November Meeting – Election of Chair, Vice Chair and Committee Chairs**

T. Daigle will chair the Nominating Committee and will put out a call for nominations for Chair, Vice Chair and committee members. P. Medland will send a list of the committees to T. Daigle.

**Agenda Item 8.4**

**Election Results – Letter of Congratulation to The Honourable Blake Richards, MP**

A copy of the letter that will be sent by the Chair to The Honourable Blake Richards, MP was circulated for information.

**Agenda Item 9**

**CIRCULATION**

Correspondence, Marigold Newsletter, Library Link, and APL Statistics for September 2015 were circulated for information.

**Agenda Item 10**

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

Director: Check with City Finance re Smart Lockers and advise K. Hegg  
Email T. Daigle with list of committees  
Email Board with suggested dates for library tours

K. Hegg: Check library's funding request re Smart Lockers

T. Daigle: Put out call for nominations

**Agenda Item 11**

**ADJOURNMENT**

The Chair declared the meeting adjourned at 7:48 p.m.

  
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Chairman

  
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Recording Secretary