

**CITY OF AIRDRIE LIBRARY BOARD
NOVEMBER 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
T. Desrosiers
D. Fedun
Councillor K. Hegg
K. Jessen-White
N. Russell
S. Sweet
M. Weger

Absent with Regrets

Councillor C. Kolson

Staff

Recording Secretary

Director P. Medland
K. Rushford

Agenda Item 1

CALL TO ORDER

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

2015-L-085

MOTION: T. Daigle/N. Russell

CARRIED

That Councillor Kolson be excused from the regular meeting of the Airdrie Public Library Board.

Agenda Item 2

CHANGES TO AND ACCEPTANCE OF AGENDA

Addition: 9.8 Article: Businesses That Care

2015-L-086

MOTION: S. Sweet/M. Weger

CARRIED

That the agenda be accepted as amended.

Agenda Item 3

APPROVAL OF MINUTES

Councillor Hegg requested that the minutes of October 27, 2015 and on a going forward basis reflect "Absent with Regrets" rather than "Absent".

2015-L-087

MOTION: T. Desrosiers/M. Weger

CARRIED

That the minutes of the regular meeting of October 27, 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

Board Report: Smart Lockers as part of City of Airdrie's Capital Budget

Meghan Bigney, City of Airdrie Financial Services, has advised that all of the money given by the City to the Library Board is part of the operating grant and therefore the Smart Lockers were not included in the City's capital budget deliberations (City grant monies can be used for capital budget items for the Library but are not capital funds for the City).

Agenda Item 5.2

Board Trip to Canmore and CPL Fish Creek Branch Libraries

D. Nelles advised that there are budget dollars for Trustees to travel to tour other facilities in advance of the facility design plan. A trip has been planned to Canmore and CPL Fish Creek Branch libraries on November 28, 2015; it is hoped that Trustees will be able to tour several other libraries before approving the layout of the new facility.

Agenda Item 6

REPORTS

Agenda Item 6.1

Financial Statements – October 30, 2015

P. Medland presented the Financial Statements as at October 30, 2015 and highlighted the Notes which were added. The over-expenditure for furniture and equipment relates to the shelving project and renovations for the Den. I.T. appears to be under-spent but orders have been placed for several staff computers and peripheral items, so this line item should come in close to budget.

Agenda Item 6.2

Fundraising Report

D. Nelles advised that a very generous donation has been received from Westmark for the new facility. P. Medland noted that the funds will be externally restricted. Westmark would like to have some input into the facility design and would like City Council to be officially notified that this donation has occurred. D. Nelles advised that while the Board cannot confirm that Westmark can have direct input into the design, the Board can confirm that we are aware of what they would like and will take those desires into consideration. Westmark has been advised that the Board would prefer a public announcement of the donation once the capital campaign has been formally launched. K. Hegg confirmed that Council is aware of the donation and that a formal cheque presentation could occur during a City Council meeting. P. Medland will clarify with Westmark what they have in mind regarding the donation and the Chair and Director will prepare a reply. In response to a question, D. Nelles confirmed that the Board will have a place in the decision making process. P. Medland advised that \$5,000 has also been received from TD Bank for the Teen Junior Artist Program.

Agenda Item 6.3

Facility Committee Report

K. Hegg advised that City Council had a meeting last month to discuss site selection and will be meeting again next week to look at more options.

Agenda Item 6.4

Marigold Report

K. Jessen-White advised that she and P. Medland attended the Marigold

Board meeting last week. She will e-mail Marigold's strategic plan for the next three years to the Board. There may be an increase in Marigold fees to help procure a new building and to provide some services that the Provincial government is de-funding. In response to a question, S. Sweet advised that the Schedule C costs went up slightly in 2015 (to reflect CPI) but that other fees held stable with exception of Rocky View and similar Counties. Concern was raised that Marigold has posted surpluses over the last few years, so there is no rationale to raise fees. P. Medland noted that Marigold followed the Province's decision to adopt 2014 population figures. Airdrie received a bigger Marigold grant but had to pay higher fees on a per capita basis. K. Jessen-White advised that it may be beneficial for other Trustees and City Council members to attend Marigold Board meetings to understand the processes and hear deliberations. She will e-mail the Board with dates of upcoming Marigold Board meetings.

Agenda Item 6.5

Director's Report

Agenda Item 6.5.1

Director's Report – October 2015

P. Medland presented a written report for October 2015 and a verbal update. The renovations are expected to be completed by the end of the week; furniture will be delivered in 4-6 weeks. P. Medland attended the opening of the High River library and toured the Camrose library. High River has chosen a very traditional look and has replaced their live theatre with three meeting rooms. Camrose has an older building but a very active library.

Agenda Item 6.5.2

Staff Appreciation Dinner – November 13, 2015

P. Medland thanked the Board for attending the staff appreciation dinner on November 13, 2015.

Agenda Item 6.5.3

Membership Fee Waiver Guidelines

P. Medland included membership fee waiver guidelines for information. The City had approached the library about participating in their discount program for low income people. P. Medland confirmed that the library does provide membership fee waivers and prefers to continue to do so, as the paperwork for the discount is too cumbersome for the small dollar value.

Agenda Item 6.5.4

Semi-annual Staff Development Day – December 11, 2015

The library will be closed on December 11, 2015 for the Semi-annual Staff Development Day.

Agenda Item 6.5.5

Holiday Closures

The library will be closed on December 24-25, 2015 and on January 1, 2016. The library will close at 5:00 pm on December 31, 2015. A question was asked as to how many patrons use the library on December 31st. P. Medland will find out and email that information.

Agenda Item 6.5.6

Upcoming Event: Library Design Session with Rachel Van Riel

Rachel Van Riel, President of Opening the Book, will do a presentation on December 15th on contemporary library design principles and their application in the layout and use of interior library space. Library Board and City Council members are invited. Some of the cost will be recouped by charging outside people \$50 for the session.

Agenda Item 6.5.7

Calgary Hitmen Airdrie Day – December 30, 2015

P. Medland distributed Calgary Hitmen tickets for the December 30, 2015 game. The library will receive the net proceeds of the 50/50 draw and could make between \$5,000-\$30,000.

Agenda Item 7

NEW BUSINESS

Agenda Item 7.1

Notice of Motion: Dissolve Annual Fundraising Committee

2015-L-088

MOTION: K. Jessen-White/D. Fedun

CARRIED

That the Annual Fundraising Committee be dissolved.

Agenda Item 7.2

Notice of Motion: Dissolve Art Displays Committee

2015-L-089

MOTION: T. Daigle/M. Weger

CARRIED

That the Art Displays Committee be dissolved.

Agenda Item 7.3

Notice of Motion: Include Library Director on Facility Committee

2015-L-090

MOTION: S. Sweet/K. Hegg

CARRIED

That the Library Director is a non-voting member of the Facilities Committee. The Chair of the Library Board is a voting member of the Facilities Committee.

Agenda Item 7.4

Notice of Motion: Revise Policy 5.1.4 Committees – Structures and Mandates, and Policy 5.2.2 - Responsibilities of Library Board, Officers and Trustees

D. Nelles advised that a previous Board had made a decision to dissolve all of the committees. This notice of motion formally re-establishes the Personnel, Governance and Finance Committees. P. Medland advised that the City's Committee Profile states that the Library Board has three standing committees. With re-establishment of the Governance Committee, P. Medland would forward any suggested policy updates to the Governance Committee, and the Committee would bring forward a Notice of Motion to the Board.

2015-L-091

MOTION: K. Hegg/T. Desrosiers

CARRIED

That the Library Board formally re-establish three standing committees of the Board: the Personnel Committee, the Finance Committee and the Governance Committee.

Agenda Item 7.5

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

2015-L-092

MOTION: K. Jessen-White/M. Weger

CARRIED

That the Library Board approve up to \$8,000 for several one-time expenditures in 2015, funds coming from the unbudgeted increase in the 2015 Provincial operating grant.

Agenda Item 8

BOARD

Agenda Item 8.1

Election of Chair, Vice Chair and Committee Chairs

T. Daigle advised that D. Nelles has agreed to allow his name to be put forward for the position of Chair for 2016. T. Daigle called three times for any further nominations. Hearing none, D. Nelles was declared Chair for the 2016 year by acclamation.

T. Daigle advised that S. Sweet has agreed to allow her name to be put forward for the position of Vice Chair for 2016. T. Daigle called three times for any further nominations. Hearing none, S. Sweet was declared Vice Chair for the 2016 year by acclamation.

Finance Committee – D. Fedun and T. Desrosiers (both by acclamation)

Governance Committee – Chair, Vice Chair and N. Russell (by acclamation)

Personnel Committee – Chair, Vice Chair and K. Jessen-White (by acclamation)

Agenda Item 8.2

Refreshments at Board Meetings

The consensus of the Board was to have light refreshments only at Board meetings on a going forward basis.

Agenda Item 8.3

Board Package Distribution

A suggestion was made that Board packages be distributed by Dropbox. The consensus of the Board was to receive Board packages by e-mail. Hard copies will be available at the meeting.

Agenda Item 8.4

Volunteer Hours for Board Members

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

Agenda Item 9

CIRCULATION

9.8 Article: Businesses That Care – added

Agenda Item 10

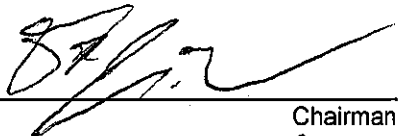
SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- ALL Tour of Canmore & Fish Creek Branch libraries Nov 28
 Library Design Session with R. Van Riel Dec 15
- Director Clarify with Westmark what they have in mind re donation
 Work with Chair on reply to Westmark
 Email number of patrons that use library on Dec 31 to Chair
- D. Nelles Work with Director on reply to Westmark
- K. Jessen- Email Marigold's three year strategic plan to Board
White Email dates of upcoming Marigold Board meetings to Board

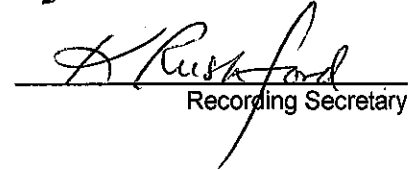
Agenda Item 11

ADJOURNMENT

The Chair declared the meeting adjourned at 7:38 p.m.



Chairman



Recording Secretary