

**CITY OF AIRDRIE LIBRARY BOARD
FEBRUARY 23, 2016**

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. Desrosiers
Councillor K. Hegg
Councillor C. Kolson
N. Russell
S. Sweet
M. Weger

Absent with Regrets

T. Daigle
D. Fedun
K. Jessen-White

Staff

Director P. Medland
J. Van Buren

Recording Secretary

K. Rushford

Agenda Item 1

CALL TO ORDER

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

Agenda Item 2

WELCOME AND INTRODUCTION OF GUESTS

Jean Van Buren, Acting Operations Manager, was introduced and welcomed to the meeting.

2016-L-008

MOTION: N. Russell/S. Sweet

CARRIED

That T. Daigle, D. Fedun and K. Jessen-White be excused from the regular meeting of the Airdrie Public Library Board of February 23, 2016.

Agenda Item 3

CHANGES TO AND ACCEPTANCE OF AGENDA

Add 7.6 Board Business - Board Representative with Airdrie Public Library Advocates

2016-L-009

MOTION: C. Kolson/K. Hegg

CARRIED

That the agenda be accepted as amended.

Agenda Item 4

APPROVAL OF MINUTES

2016-L-010

MOTION: S. Sweet/M. Weger

CARRIED

That the minutes of the regular meeting of January 26, 2016 be adopted as presented.

Agenda Item 5

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 6

BUSINESS ARISING FROM THE MINUTES

There was no Business Arising from the minutes.

Agenda Item 7

BOARD BUSINESS

Agenda Item 7.1

Minute Taking – Alignment with the City's Change

The Chair advised that Board minutes would be more concise on a going forward basis to align with the City's change in minute taking.

Agenda Item 7.2

Attendance – Annual Library Association of Alberta Conference

D. Fedun has confirmed that he will attend the Conference on April 28-May 1. S. Sweet may attend. K. Jessen-White will attend as Marigold representative and Councillor Kolson as City of Airdrie representative.

Agenda Item 7.3

Board Visit to New Libraries in May

The Chair suggested that the Board do a tour of new libraries in May. It was suggested that more research be done on various libraries. The Director will prepare a list of libraries and key features.

Agenda Item 7.4

City of Airdrie's Volunteer Appreciation Evening

The City of Airdrie's Volunteer Appreciation Evening will be held on March 11th at The Woods Restaurant.

Agenda Item 7.5

Volunteer Hours for Board Members

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

Agenda Item 7.6

Board Representative with Airdrie Public Library Advocates

It was suggested that a Board member be appointed as the official Library Board representative for the Advocates. The Director suggested that a Board member attend the AGM in March and some other events. A memo will be sent out with the date of the AGM and other events, and the Terms of Reference once finalized.

Agenda Item 8

REPORTS

Agenda Item 8.1

Financial Statements – December 31, 2015

The Director presented the unaudited Financial Statements as at December 31, 2015.

Agenda Item 8.2

Facility Committee Report

This Committee had nothing new to report. The Director will send T. Desrosiers and M. Weger contact information to arrange to see the

City's presentation.

Agenda Item 8.3

Personnel Report

P. Medland and J. Van Buren left the meeting at 7:10 p.m.

2016-L-011

MOTION: S. Sweet/M. Weger

CARRIED

That the Airdrie Library Board go In Camera at 7:10 p.m.

2016-L-012

MOTION: C. Kolson/T. Desrosiers

CARRIED

That the Airdrie Library Board exit In Camera at 7:25 p.m.

2016-L-013

MOTION: S. Sweet/M. Weger

CARRIED

That the Airdrie Library Board approve the offering of continuing contract status to Pamela Medland as Director of Airdrie Public Library.

Agenda Item 8.4

Marigold Report

This Committee had nothing new to report.

Agenda Item 8.5

Director's Report

Agenda Item 8.5.1

Director's Report – January 2016

P. Medland presented a Director's Report for January 2016. It was noted that Heather will be off until mid "2017". A discussion followed regarding sponsorships and potential for partnership with Baby Boxes.

Agenda Item 8.5.2

Collection Merchandising

The Director presented a Powerpoint on Collection Marketing. A discussion followed regarding weeding of the collection.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

Motion to Approve the 2015 Annual Report

2016-L-014

MOTION: K. Hegg/S. Sweet

CARRIED

That the 2015 Annual Report be approved for submission to Public Library Services Branch.

Agenda Item 9.2

Report to the Board – Plan of Service Report Card

This item was postponed until the March meeting.

Agenda Item 9.3

Report to the Board – 2015 Fund Development

The Director presented a report on the 2015 Fund Development Balance.

Agenda Item 9.4

Report to the Board – 2015 Customer Satisfaction Survey

The Director presented a report on the 2015 Customer Satisfaction Survey. A question was asked as to what the average satisfaction rate is for Alberta libraries overall. The Director will research that information.

Agenda Item 10

CIRCULATION

- 10.1 Correspondence
- 10.2 Marigold Newsletter
- 10.3 Library Link Articles
- 10.4 APL Statistics – January 2016

Agenda Item 11

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

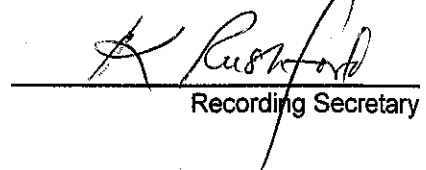
- ALL - Volunteer Appreciation Evening March 11th
- Director
 - Prepare list of new libraries and key features
 - Send memo re dates of Advocates AGM and other meetings
 - Send contact information re City presentation to T. Desrosiers and M. Weger
 - Send 2015 Annual Report to PLSB
 - Research average satisfaction rate for Alberta libraries overall

Agenda Item 12

ADJOURNMENT

The Chair declared the meeting adjourned at 8:03 p.m.


Chairman


Recording Secretary