

**CITY OF AIRDRIE LIBRARY BOARD  
APRIL 26, 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. Daigle  
T. Desrosiers  
D. Fedun  
Councillor K. Hegg  
K. Jessen-White  
Councillor C. Kolson  
S. Sweet

*Absent with Regrets*

N. Russell  
M. Weger

*Staff*

Library Director P. Medland

*Recording Secretary*

K. Rushford

**Agenda Item 1**

**CALL TO ORDER**

The Chair called the meeting to order at 6:32 p.m.

**Agenda Item 2**

**WELCOME AND INTRODUCTION OF GUESTS**

Meghan Bigney, City of Airdrie Financial Services, and Laura Daniels, PricewaterhouseCoopers LLP, were introduced and welcomed to the meeting.

**Agenda Item 3**

**ACCEPTANCE OF AGENDA**

2016-L-020

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

**CARRIED**

That the agenda be accepted as presented.

2016-L-021

**MOTION: K. Hegg/T. Daigle**

**CARRIED**

That N. Russell and M. Weger be excused from the regular meeting of the Airdrie Public Library Board of April 26, 2016.

**Agenda Item 4**

**APPROVAL OF MINUTES – March 29, 2016**

Item 8.4 – K. Jessen-White clarified that Marigold will in fact be raising Schedule C fees, but not to raise additional funds for a new building for Marigold.

Action Items – T. Daigle (not S. Sweet) will respond to Telus re free adult teaching program.

A motion was made (T. Daigle/T. Desrosiers) prior to adjournment of the March 29<sup>th</sup> meeting to excuse D. Fedun from the meeting.

2016-L-022

**MOTION: S. Sweet/T. Desrosiers**

**CARRIED**

That the minutes of the regular meeting of March 29, 2016 be adopted as amended.

**Agenda Item 5**

**2015 YEAR-END FINANCIALS AND AUDITOR'S REPORT**

Meghan Bigney, Financial Services, City of Airdrie presented the 2015 Audited Financial Statements. It was asked whether this year's budget will need to be adjusted for carbon taxes. M Bigney will look into that. Laura Daniels, PricewaterhouseCoopers, presented the Year-End Report to the Board. In response to a question, L. Daniels advised that any line item adjustment over \$5,300 would be reported.

2016-L-023

**MOTION: D. Fedun/S. Sweet**

**CARRIED**

That the 2015 Annual Audited Financial Statements be approved and the PricewaterhouseCoopers Report to the Board be accepted.

**Agenda Item 6**

**PUBLIC QUESTION AND ANSWER PERIOD**

There were no questions from the public.

**Agenda Item 7**

**BUSINESS ARISING FROM THE MINUTES**

**Agenda Item 7.1**

**Smartlocker and Library Van Update**

The Director provided an update on the new library van and installation of the smartlocker at Genesis Place. The Director will e-mail the Board once the date for the official public launch has been finalized. A discussion followed regarding signage.

**Agenda Item 7.2**

**Artist Fees for Art Hung in the Library**

The Director advised that D. Fortier, Community Developer, City of Airdrie, confirmed that the library is currently exempt from paying artist fees, but the Board may want to be supportive of City Council's position. The cost would be \$1,700 annually. The Director noted that the library is not part of the City agreement and that every artist signs a Release before their artwork is hung in the library. Discussion followed regarding various options. The Chair recommended that the matter be tabled for discussion at a later date.

**Agenda Item 7.3**

**City VOIP Telephone System vs Library Telephone System**

The Director advised that J. Stoudt, Information Technology, City of Airdrie, recommended that the library go onto VOIP when the new facility is built and that the library's telephone system should be standalone from the City (will be on Marigold's network). The Director will speak with Marigold about putting libraries on VOIP and will check on the extra cost to go onto VOIP. The Chair recommended that the library maintain the traditional telephone system and talk to Marigold about cost saving opportunities.

**Agenda Item 8**

**BOARD BUSINESS**

**Agenda Item 8.1**

**Annual Library Association of Alberta Conference**

Three people are confirmed to attend the Conference in Jasper on April 28-May 1. The Director will cancel the van.

**Agenda Item 8.2**

**Library Golf Tournament – May 27, 2016**

The Chair distributed tournament information and encouraged Board members to participate.

**Agenda Item 8.3**

**Canada Day Parade Library BBQ**

Board members were asked to e-mail the Director if they are available to volunteer at the Canada Day Parade Library BBQ.

**Agenda Item 8.4**

**Location of Library Board Meetings**

2016-L-024

**MOTION: D. Fedun/K. Hegg**

**CARRIED**  
**Abstaining: S. Sweet**  
**Opposed: T. Desrosiers**  
**K. Jessen-White**

That Library Board meetings be held at City Hall with excursions to the library as required.

**Agenda Item 8.5**

**Volunteer Hours for Board Members**

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

**Agenda Item 9**

**REPORTS**

**Agenda Item 9.1**

**Financial Statements – March, 2016**

The Director presented the Financial Statements for March, 2016. There were no concerns or questions raised by the Board.

**Agenda Item 9.2**

**Facility Committee Report**

The Chair advised that while a public announcement has not yet been made, Mainstreet Square has voted in favour of the proposal.

**Agenda Item 9.3**

**Personnel Report**

The Chair and the Director provided an update on staffing.

**Agenda Item 9.4**

**Marigold Report**

K. Jessen-White advised that Marigold's audit has been completed and a clean audit was received. Marigold has approved Schedule C as presented (with 2% increase). K. Jessen-White has joined the Advocacy Committee and is trying to secure a spot on the Building Committee. The

next full Marigold Board meeting will be held on August 20, 2016 in Canmore. There was discussion regarding nominating an alternate Marigold representative to attend full Marigold Board meetings in the event K. Jessen-White cannot attend.

**Agenda Item 9.5**

**Director's Report**

The Director presented the Director's Report for March, 2016. Harry Potter Day was a huge success (occupancy load exceeded by over 500 people). The Director noted that the library cannot knowingly exceed load limits for liability reasons, so the library will be ticketing for some programs this summer. The Director will report back on how this will impact the Board's ability to achieve its Plan of Service.

**Agenda Item 10**

**NEW BUSINESS**

**Agenda Item 10.1**

**Library Director's Report from Spring 2016 APLAC Meeting**

The Director distributed a report from the Spring 2016 APLAC meeting.

**Agenda Item 10.2**

**Library Director's Report to the Mayor on Resource Access and Checkout at APL**

The Director distributed a report which was prepared for the Mayor in response to requests from the Mayor's Office for statistical information.

**Agenda Item 11**

**CIRCULATION**

- 11.1 Correspondence
- 11.2 Marigold Newsletter
- 11.3 Library Link Articles
- 11.4 APL Statistics – March 2016

**Agenda Item 12**

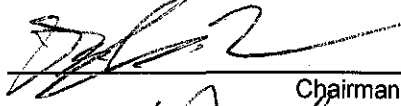
**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**


- Director
- Email Board once date for smartlocker launch is finalized
  - Speak with Marigold about putting libraries on VOIP
  - Check on extra cost to go onto VOIP
  - Report back on how the load limit will impact the Board's ability to achieve its Plan of Service

**Agenda Item 13**

**ADJOURNMENT**

The Chair declared the meeting adjourned at 8:17 p.m.

  
Chairman

  
Recording Secretary