

**CITY OF AIRDRIE LIBRARY BOARD  
JUNE 28, 2016**

Minutes of the Regular Meeting of the City of Airdrie Library Board, held at the Vincent Room, City Hall, with the following:

**PRESENT:**

*Members*

*(Chair)* D. Nelles  
Councillor K. Hegg  
T. Daigle  
T. Desrosiers  
D. Fedun  
K. Jessen-White  
N. Russell  
S. Sweet

*Absent with Regrets*

Councillor C. Kolson  
M. Weger

*Staff*

Library Director P. Medland  
K. Rushford

*Recording Secretary*

**Agenda Item 1**

**CALL TO ORDER**

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

**Agenda Item 2**

**ACCEPTANCE OF AGENDA**

**2016-L-028**

**MOTION: N. Russell/T. Daigle**

**CARRIED**

That the agenda be accepted as amended

**Agenda Item 3**

**EXCUSE MEMBERS**

**2016-L-029**

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

**CARRIED**

That Councillor Kolson and M. Weger be excused from the regular meeting of the Airdrie Public Library Board of June 28, 2016.

**Agenda Item 4**

**APPROVAL OF MINUTES**

**2016-L-030**

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

**CARRIED**

That the minutes of the regular meeting of May 31, 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**

**Agenda Item 6.1**

**Board Library Visits**

The Director provided recommendations on libraries for the Board to visit. An e-mail will be sent to the Board with more information.

**Agenda Item 6.2**

**Library Golf Tournament Fundraising Update**

The Director advised that \$6,500.00 in total was raised, to be shared between the Airdrie Public Library and the Airdrie Lions Club.

**Agenda Item 6.3**

**Canada Day Parade Library BBQ**

The Director advised that more volunteers are needed for the Canada Day Parade Library BBQ.

**Agenda Item 6.4**

**Process for Handling of Outstanding Fees**

The Director has put forward a query to the City Finance Department. A report will be brought back to the September meeting.

**Agenda Item 6.5**

**Recommendation for Funds Saved by Donation of Van and Insurance**

This matter will be discussed at the budget meeting in August and will be brought back to the September meeting once a recommendation has been made.

**Agenda Item 6.6**

**Population Figures for Municipalities with Free Library Cards**

The Director provided population figures for municipalities with free library cards. It was asked whether the funds saved by the donation of the van and insurance could be used to reduce or offset membership fees. This matter will be discussed at the budget meeting in August. Councillor Hegg will check with Legislative Services on which municipalities the City uses for comparables.

**Agenda Item 7**

**BOARD BUSINESS**

**Agenda Item 7.1**

**Staffing Update**

The Director gave an update on staffing.

**Agenda Item 7.2**

**Matters Related to Library Budget 2017**

The Director reported on matters related to Library Budget 2017, including the budget for staffing.

**Agenda Item 7.3**

**Report on Staff Development Day – June 10, 2016**

The Director reported on the Staff Development Day on June 10, 2016. A guest speaker presented a wellness session for staff. Marigold was advised on the plans for the new building.

**Agenda Item 7.4**

**Volunteer Hours for Board Members**

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

**Agenda Item 8**

**REPORTS**

**Agenda Item 8.1**

**Financial Statements – May, 2016**

The Director presented the Financial Statements for May, 2016. It was

asked whether temporary employees could be brought in with the surplus in the staffing budget. The Director reviewed the most immediate needs in staffing.

**Agenda Item 8.2**

**Facility Committee Report**

Councillor Hegg gave an update on the new facility. The Chair advised that public consultations will likely begin in September.

**Agenda Item 8.3**

**Personnel Report**

This item was handled under Item 8.1 above.

**Agenda Item 8.4**

**Marigold Report**

K. Jessen-White spoke with M. Toombs about Airdrie having two votes on the Marigold Board due to its size. K. Jessen-White has requested a copy of the policy and will bring it forward to this Board. The RFP has gone out for an architectural consultant for the new Marigold building.

**Agenda Item 8.5**

**Director's Report**

The Director presented the written Director's Report for May, 2016 and a verbal update.

**Agenda Item 9**

**NEW BUSINESS**

The Director advised that the Report to the Community 2015 has been completed and distributed.

S. Sweet asked whether there is a way to let Council know the outreach that is happening through the smartlockers, the van and the Outreach Coordinator. The Director advised that it will be part of the budget presentation to Council in October. In response to a question, staff have reported about 25% use of the smartlockers on a regular basis, and at times, every locker is full.

The Director advised that Monique Fiedler, Outreach Coordinator, has started a Teen Advisory Council and will soon be launching a Teen Advisory Council website. S. Sweet will pass on information to the Director regarding a Teen Program on Smart Internet Safety.

**Agenda Item 10**

**CIRCULATION**

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

**Agenda Item 11**

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

- ALL - Canada Day Parade Library BBQ – July 1<sup>st</sup>
- Director - Email Board with recommendations for library visits
- K. Hegg - Ask Leg Services about which municipalities the City

uses for comparables

- T. Daigle - Provide Director with information regarding the Teen Program on Smart Internet Safety

**Agenda Item 12**

**ADJOURNMENT**

The Chair declared the meeting adjourned at 7:13 p.m.

  
Chairman

  
Recording Secretary