

**CITY OF AIRDRIE LIBRARY BOARD  
SEPTEMBER 27, 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 C. Kolson  
T. Daigle  
T. Desrosiers  
D. Fedun  
K. Jessen-White  
N. Russell  
S. Sweet

*Absent with Regrets*

Councillor K. Hegg

*Staff*

Library Director P. Medland  
K. Kirkpatrick-Lauzon

*Recording Secretary*

K. Bexson

**Agenda Item 1**

**CALL TO ORDER**

The Chair called the meeting to order at 6:22 p.m.

**Agenda Item 2**

**Welcome Guests**

There were no guests attending the meeting.

**Agenda Item 3**

**ACCEPTANCE OF AGENDA**

2016-L-034

**MOTION: K. Jessen-White/N. Russell**

**CARRIED**

That the agenda be accepted as circulated.

**Agenda Item 4**

**APPROVAL OF MINUTES**

2016-L-035

**MOTION: T. Desrosiers/T. Daigle**

**CARRIED**

That the minutes of the regular meeting of June 28, 2016 be adopted with the following amendment:

Under Action items – page 4 – change S. Sweet to T. Daigle; and

Follow up to Action items – Councillor Hegg to check with Legislative Services on which municipalities the City uses for population comparisons.

**Agenda Item 5**

**APPROVAL OF MINUTES**

2016-L-036

**MOTION: C. Kolson/S. Sweet**

**CARRIED**

That the minutes of the special meeting of August 30, 2016 be adopted with the following amendment.

Agenda item 3, 2<sup>nd</sup> paragraph – change wording to indicate a discussion regarding an increase to fines occurred.

**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**

**Approval of the 2017 Budget**

P. Medland provided a short presentation and related commentary on the 2017 draft budget. Based on feedback from the board P. Medland will ensure that the final budget presentation to Council can be presented with and without the building grant information.

D. Fedun asked about the outsourcing of the website. P. Medland noted the web designer held a part-time position with the library and she is now under contract. This change allows her freedom to work different hours, whereas, hours under the part-time position were more restrictive.

T. Desrosiers asked about user fees and the difference from past years. P. Medland explained there are two revenue streams; one is booking of the library room. The other is exam proctoring; this has changed and has resulted in a drop in revenue.

**2016-L-037**

**MOTION: K. Jessen-White/D. Fedun**

**CARRIED**

That the Library Board approves the 2017 Budget as presented.

**Agenda Item 7.2**

**Unexpended Funds from the SmartLocker Project**

P. Medland provided a verbal report.

**2016-L-038**

**MOTION: D. Fedun/T. Desrosiers**

**CARRIED**

That residual funds from the SmartLocker program be retained and used to fund the SmartLocker program.

**Agenda Item 8**

**BOARD BUSINESS**

**Agenda Item 8.1**

**Appointment to the Marigold Library Board**

K. Jessen-White confirmed her willingness to be re-appointed to the Marigold Library System Board.

**2016-L-039**

**MOTION: N. Russell/S. Sweet**

**CARRIED**

That the Library Board approves re-appointment of K. Jessen-White to the Marigold Library System Board.

**Agenda Item 8.2**

**Confirmation of Life-time Membership of Janine Jevne**

D. Nelles noted J. Jevne's long standing commitment and work as former director of the Airdrie Public Library and confirmed a lifetime membership has been granted to her.

**Agenda Item 8.3**

**Volunteer Hours of 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 – June, July and August, 2016**

P. Medland noted some items are not showing on the financials, such as credit card purchases. She also noted the ARTember grant is no longer received.

T. Desrosiers asked the director for an end of year forecast including what could go into reserves. Pam confirmed she could do this.

2016-L-040

**MOTION: K. Jessen-White/S. Sweet**

**CARRIED**

That approval of pooling of the Library's reserve funds with those of the City of Airdrie, for investment purposes is tabled.

**Agenda Item 9.2**

**Personnel Report**

D. Nelles provided a verbal report on annual review discussions. He also noted that the library facility will be used on October 23 for the Celebration of Life for Anne Beaty.

**Agenda Item 9.3**

**Marigold Report**

K. Jessen-White provided a verbal report including that the facility needs assessment is being finalized to determine if purchase space/land is required. She also noted the RISE equipment will be replaced.

**Agenda Item 9.4**

**Director's Report**

The director welcomed Kelly back. She also noted that Donna Lohnes, one of the Library's longest serving staff members has retired. The Library's organizational chart is being updated.

**Agenda Item 10**

**NEW BUSINESS**

**Agenda Item 10.1**

**Unbudgeted Facility Costs**

2016-L-041

**MOTION: K. Jessen-White/N. Russell**

**CARRIED**

That the Board approve directing \$9,500 in unbudgeted expenses for facility upgrades for toilets and front lobby project costs.

**Agenda Item 10.2**

**2016 Staff Recognition Dinner November 26, 2016**

Board members are welcome to attend. P. Medland will prepare a seating plan so board members are interspersed with library staff. Board members are asked to rsvp to the director.

**Agenda Item 11**

**CIRCULATION**


- 11.1 Correspondence
- 11.2 Marigold Newsletter
- 11.3 Library Link Articles
- 11.4 APL Statistics – June, July and August 2016

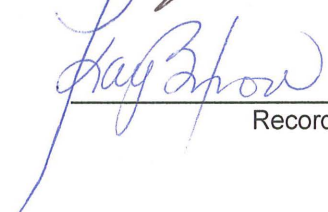
**Agenda Item 12**

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

- ALL - Staff recognition dinner November 26, 2016. RSVP attendance to the director
- Director - Final budget presentation will be prepared with and without building grant information
  - Prepare and provide a year-end forecast that includes what could go into reserves
- K. Hegg - Follow up on information from Legislative Services regarding municipalities the City used for population comparisons

The Chair declared the meeting adjourned at 7:24 p.m.

  
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Chairman

  
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Recording Secretary