

**CITY OF AIRDRIE LIBRARY BOARD
NOVEMBER 29, 2016**

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

PRESENT:

Members

(Chair) D. Nelles
Deputy Mayor K. Hegg
Councillor C. Kolson
L. Cygman
T. Daigle
K. Jessen-White
N. Russell
S. Sweet

Staff

Library Director P. Medland
Operations Manager K. Kirkpatrick-Lauzon

Recording Secretary

K. Rushford

Absent with Regrets

T. Desrosiers
D. Fedun

Agenda Item 1

CALL TO ORDER

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

Agenda Item 2

WELCOME GUESTS

Leon Cygman was welcomed to the meeting and to the Board.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2016-L-049

MOTION: C. Kolson/T. Daigle

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

APPROVAL OF MINUTES OF OCTOBER 25, 2016

2016-L-050

MOTION: K. Jessen-White/S. Sweet

CARRIED

That the minutes of the regular meeting of October 25, 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

APL Staff Recognition Dinner

The Director thanked everyone who attended the Staff Recognition dinner. There was discussion regarding giving printed certificates, pins or plaques in recognition of years of service. The Director will canvass staff on what would be meaningful to them. It was asked why library staff are not invited to City events. Councillor Kolson will ask City staff. The

Director will ask staff what they would like in that regard.

2016-L-051 **MOTION: K. Jessen-White/N. Russell** **CARRIED**

That the Director investigate options for an expanded Staff Recognition event and report back to the Board with respect to costs.

Agenda Item 6.2 **APL Investment Policy**

The Chair reviewed D. Fedun's comments received by e-mail and advised that T. Desrosiers and Megan Bigney reviewed the Investment Policy and had no concerns. The Director clarified regarding accessibility of funds.

2016-L-052 **MOTION: C. Kolson/L. Cygman** **CARRIED**

That the Library Board approve the Investment Policy as presented.

Agenda Item 6.3 **Removal of Filters on Children's Computers**

K. Kirkpatrick-Lauzon presented a proposed communication rollout. It was suggested that the removal of filters on children's computers be done as a pilot project and that a report to the Board, including revisions to the policy, be brought back in six months.

2016-L-053 **MOTION: S. Sweet/T. Daigle** **CARRIED**

That the Library Board approve a pilot project to remove Internet filters from library computers for a period of six months, with the matter to be reviewed by the Board in six months' time.

Agenda Item 6.4 **Monthly Statistical Dashboard on Website**

The Director advised that staff have discussed the feasibility and believe it can be incorporated into the current work processes without too much difficulty. Staff are reviewing options for infographics.

Agenda Item 6.5 **Program Offerings at Genesis Place**

The Director advised that the Manager at Genesis Place confirmed there should be no problem with booking time, possibly at no charge depending on Council's motion, for APL program offerings in the area above the arenas at Genesis Place.

2016-L-054 **MOTION: T. Daigle/K. Jessen-White** **CARRIED**

That the Director draft a letter to City Council with a request that space at Genesis Place be provided to the Library free of charge.

Agenda Item 7 **BOARD BUSINESS**

Agenda Item 7.1 **Board Orientation**

S. Sweet offered to participate in Board orientation with L. Cygman and pointed Trustees to the Alberta Library Trustees website.

Agenda Item 7.2

Board Elections

Chair: T. Daigle advised that D. Nelles has agreed to allow his name to stand for the position of Chair for the 2017 year. T. Daigle called three times for any further nominations. Hearing none, D. Nelles was declared Chair for the 2017 year by acclamation.

Vice-Chair: T. Daigle advised that S. Sweet has agreed to allow her name to stand for the position of Vice-Chair for the 2017 year. T. Daigle called three times for any further nominations. Hearing none, S. Sweet was declared Vice-Chair for the 2017 year by acclamation.

Finance Committee: D. Fedun, T. Desrosiers (T. Daigle will confirm the appointments by e-mail).

Governance Committee: S. Sweet, K. Jessen-White, T. Daigle.

Personnel – D. Nelles, S. Sweet, N. Russell.

2016-L-055

MOTION: K. Hegg/S. Sweet

CARRIED

That the Library Board ratify the Committee appointments for the 2017 year.

Agenda Item 7.3

Volunteer Hours for Board Members

Board members were asked to record hours for all events, reading and preparation for meetings, including 50/50 Sales at the December 30th Hitmen Game, if volunteering.

Agenda Item 8

REPORTS

Agenda Item 8.1

Facility Report

Deputy Mayor Hegg advised that Council Budget Committee and Council recommended to move ahead with an engagement process for the new Downtown Plan with members of the public. Board members are encouraged to participate.

Agenda Item 8.2

Financial Statements – October 31, 2016

The Director presented Financial Statements as at October 31, 2016. The 1¢ balance in the previous statements was an Excel issue. There was discussion regarding surplus funds and the operating grant request for next year. The Director will e-mail Councillor Kolson and Deputy Mayor Hegg regarding the additional FTE.

Member Leaves

N. Russell left the meeting at 7:55 p.m.

Agenda Item 8.3

Personnel Report

The Chair advised that the Personnel Committee is still working on the Director's review. The Committee hopes to have it finalized by year-end.

Agenda Item 8.4

Marigold Report

K. Jessen-White advised that Marigold is waiting on its facility needs assessment. A full Marigold Board meeting will be held on January 28, 2017 in four different locations, including Airdrie.

Agenda Item 8.5

Director's Report

P. Medland presented the Director's Report for October 2016. A question arose with respect to the cost to repair the Smartlockers return bin. P. Medland said it should not cost anything because the equipment was faulty, but that is not certain. The Board asked that the Director report back with ongoing costs for maintenance and equipment replacement for the Smartlockers. There was a question regarding the number of Airdrie patrons using the TRAC App. The Director will report back and add to ongoing statistics.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

Authorization for Unbudgeted Capital Expenses

The Director recommended spending \$2,000 for caps and sides for the shelving in the washroom hallway, and \$2,000 for stacking chairs. The expenses would be covered by unspent funds in operating reserves.

MOTION: K. Jessen-White/K. Hegg

CARRIED

That the Library Board approve the expenditure of \$2,000 to replace the stackable chairs.

2016-L-045

MOTION: C. Kolson/T. Daigle

CARRIED

That the Library Board approve the expenditure of \$2,000 to finish the shelving in the washroom hallway.

Agenda Item 10

CIRCULATION

- 10.1 Correspondence
- 10.2 Marigold Newsletter
- 10.3 APL Statistics October 2016 – The Director asked that Trustees check and initial their contact information.

Agenda Item 11

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- Director
 - Canvass staff regarding what they would like for staff recognition and if they would like to be invited to City events.
 - Investigate options for an expanded Staff Recognition event and report back to Board with costs.
 - Draft letter to City Council re use of space at Genesis Place.
 - Email C. Kolson & K. Hegg re additional FTE.
 - Report to Board re ongoing costs for maintenance and equipment replacement for Smartlockers.
 - Report to Board re number of patrons using TRAC app.

Personnel Finalize Director's annual review and report to Board.

L. Cygman Board Orientation.

T. Daigle E-mail D. Fedun & T. Desrosiers re Committee appointment.

C. Kolson Ask City why library staff are not invited to City events.

S. Sweet Board Orientation with L. Cygman.

NEXT REGULAR MEETING OF THE BOARD


The next Regular Meeting of the Board will be held on January 31, 2017 at 6:30 p.m. in the Vincent Room at Airdrie City Hall.

ADJOURNMENT

The Chair declared the meeting adjourned at 8:33 p.m.



Chairman



Recording Secretary