

**CITY OF AIRDRIE LIBRARY BOARD
FEBRUARY 28, 2017**

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. Desrosiers
K. Jessen-White
S. Sweet

Staff

Director P. Medland
Operations Manager K. Kirkpatrick-Lauzon
Recording Secretary K. Rushford

Absent with Regrets

T. Daigle
D. Fedun
N. Russell

Agenda Item 1

CALL TO ORDER

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

Agenda Item 2

WELCOME GUESTS

No guests were in attendance.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2017-L-005

MOTION: C. Kolson/K. Jessen-White

CARRIED

That the agenda be accepted with the following amendments:

- Add Item 7.3 Board Photo Update
- Change order of 9.3 and 9.3.2

Agenda Item 4

APPROVAL OF MINUTES OF JANUARY 31, 2017

2017-L-006

MOTION: S. Sweet/L. Cygman

CARRIED

That the minutes of the regular meeting of January 31, 2017 be adopted with the following amendment:

- Item 8.3 re Personnel Report – Second sentence to read, "As a matter of process, the Committee will be reviewing the policy and will report back to the Board with any recommended changes."

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

Report to the Board – APL Reserve Investments

The Director presented a Report to the Board on Reserve Investments. The Director advised that she had a discussion with City Finance

regarding the level of risk and the need to be able to access funds. It was asked whether there is a standard for the amount that should be in Operating Reserves. Scotiawealth Management was not aware of any standard for libraries; City Finance recommends having 10% of the operating budget in Reserves.

Agenda Item 6.2

Fall 2016 Customer Satisfaction Survey

K. Kirkpatrick-Lauzon presented revised survey results as requested by the Board. Discussion followed regarding the feasibility of being open later on Sundays. The Chair noted the positive feedback received from the community and thanked staff for their efforts and hard work.

Agenda Item 6.3

Notice of Motion to Transfer Funds to Special Reserves

2017-L-007

MOTION: D. Fedun/T. Daigle

CARRIED

That the Library Board approve the following Transfers to Special Reserves (internally restricted):

- \$18,000 Smartlocker reserve
 - \$30,000 Program enhancement reserve
- TOTAL: \$48,000

Agenda Item 7

BOARD BUSINESS

Agenda Item 7.1

Trustee Attendance at the Alberta Library Conference

The Chair advised that N. Russell has indicated interest in attending, and there is space for one more trustee to attend. The Chair will send out an e-mail with details. Please advise the Director or the Chair if interested.

Agenda Item 7.2

Volunteer Hours for Board Members

Board members were asked to record hours for all events, reading and preparation for meetings. As there was no ability to record hours in December, trustees were asked to record any December volunteer hours as well.

Agenda Item 7.3

Board Photo Update

Trustees are asked to be prepared for a Board Photo immediately prior to the March meeting. Trustees will meet at the library at 6:30 for the photo and then proceed to City Hall for the meeting.

Agenda Item 8

REPORTS

Agenda Item 8.1

Facility Report

The Chair advised that N. Russell is participating in a focus group at the same time as this meeting. The Chair noted to Deputy Mayor Hegg and Councillor Kolson that he had sent a letter to Council offering the Board's help and participation in the process, and that the offer still stands.

Agenda Item 8.2

Financial Statements – January 31, 2017

The Director presented Financial Statements as at January 31, 2017. T. Desrosiers will e-mail the Director with the question he would like forwarded to City Finance. The Director advised that she had a discussion with the accountant regarding the general Operating Reserve and the general Capital Reserve. The accountant believes they should both be counted as internally restricted on the balance sheet.

Agenda Item 8.3

Personnel Report

The Director provided an update on staffing. The Director will send a card and plant on behalf of the Board to the staff member in hospice.

Agenda Item 8.4

Marigold Report

K. Jessen-White advised that the January Marigold meeting was held in Airdrie via teleconference. One matter raised was the allocation given to member libraries for materials. The allocation is based on population but does not include rural numbers. If this is changed, it could change the allocation coming to Airdrie. There was discussion regarding urban versus rural library issues. The March meeting will be held next week.

Agenda Item 8.5

Director's Report

P. Medland presented the Director's Report for January 2017. The Canadian Library Association conference will no longer be held, but the Ontario Library Association conference was well worth attending. The Director has instituted supervisor training (emergency facility issues) and will initiate HR/mentorship training. Two award applications have been submitted (Smartlockers and Stuffy Sleepover).

Agenda Item 8.5.2

January 2017 Customer Service Statistics

P. Medland presented Customer Service Statistics for January 2017 vs. 2016. It was suggested that something be posted on social media pointing people to the statistics on the website.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

Report to the Board: Management Team Training

The Director advised that there is an opportunity to provide customized training for the Library's Management Team at a cost of \$6,500.

Agenda Item 9.2

Notice of Motion to transfer funds out of General Operating Reserve to pay for Management Team Training

2017-L-008

MOTION: K. Jessen-White/L. Cygman

CARRIED

That the Library Board approve the transfer of \$6,500 out of the general Operating Reserve to pay for Management Team Training.

Agenda Item 9.3

2016 Annual Report

K. Kirkpatrick-Lauzon presented the 2016 Annual Report including statistical comparisons with 2015. A change was noted to K. Hegg's contact information.

Agenda Item 9.3.2

Notice of Motion to approve 2016 Annual Return for submission

2017-L-009

MOTION: T. Desrosiers/S. Sweet

CARRIED

That the Library Board approve the 2016 Annual Report for submission to Public Library Services Branch.

Agenda Item 9.4

Notice of Motion to approve Funding Request to Airdrie Foundation

2017-L-010

MOTION: K. Jessen-White/L. Cygman

CARRIED

That the Library Board approve the funding request to Airdrie Foundation in the amount of \$8,000 to sponsor the Books for Babies program.

MEMBER LEAVES

T. Desrosiers left the meeting at 8:10 p.m.

Agenda Item 9.5

Report to the Board: Plan of Service 2015-2017 Progress Report

The Director presented a report for the second year of the 3 Year Plan. It was suggested that the voter engagement item be added to the agenda for the June 2017 meeting.

Agenda Item 9.6

Report to the Board: 2016 Fund Development

2017-L-011

MOTION: K. Jessen-White/C. Kolson

CARRIED

That the Library Board enter In Camera at 8:20 p.m.

2017-L-012

MOTION: C. Kolson/K. Jessen-White

CARRIED

That the Library Board exit In Camera at 8:32 p.m.

Agenda Item 10

CIRCULATION

- 10.1 Correspondence
- 10.2 Marigold Newsletter – February 2017
- 10.3 Library Links submissions – February 2017

Agenda Item 11

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

ALL Advise if interested in attending AB Library Conference

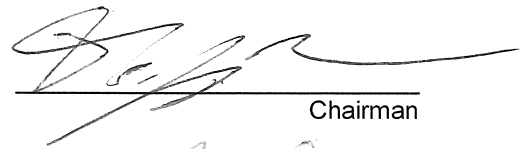
Director Submit 2016 Annual Report to PLSB
Add post on social media pointing people to stats on website
Send card and plant to staff member in hospice

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on March 28, 2017 at 6:30 p.m. in the Vincent Room at Airdrie City Hall. The meeting will be preceded by a Board Photo at the library at 6:30 p.m.

ADJOURNMENT

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



Chairman



Recording Secretary