

**CITY OF AIRDRIE LIBRARY BOARD
MARCH 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
Councillor C. Kolson
L. Cygman
T. Daigle
T. Desrosiers
D. Fedun
K. Jessen-White
S. Sweet

Staff

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

Absent with Regrets

Deputy Mayor K. Hegg
N. Russell

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:50 p.m.

Agenda Item 2

WELCOME GUESTS

No guests were in attendance.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2017-L-013

MOTION: C. Kolson/D. Fedun

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

APPROVAL OF MINUTES OF FEBRUARY 28, 2017

2017-L-014

MOTION: T. Desrosiers/K. Jessen-White

CARRIED

That the minutes of the regular meeting of February 28, 2017 be adopted, with minor changes in agenda item numbering.

Agenda Item 5

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 6

BUSINESS ARISING FROM THE MINUTES

There was no Business Arising from the Minutes.

Agenda Item 7

BOARD BUSINESS

Agenda Item 7.1

Trustee Attendance at the Alberta Library Conference

The Chair advised that N. Russell will be attending the Alberta Library Conference together with staff members.

Agenda Item 7.2

Volunteer Hours for Board Members

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

Agenda Item 7.3

Volunteer Appreciation Presentation

Councillor Kolson presented D. Fedun with a volunteer appreciation gift and a 5 year pin.

Agenda Item 8

REPORTS

Agenda Item 8.1

Facility Report

2017-L-015

MOTION: K. Jessen-White/S. Sweet

CARRIED

That the Airdrie Library Board enter In Camera at 6:55 p.m.

2017-L-016

MOTION: K. Jessen-White/S. Sweet

CARRIED

That the Airdrie Library Board exit In Camera at 7:30 p.m.

2017-L-017

MOTION: T. Desrosiers/L. Cygman

CARRIED

That the Airdrie Library Board approve an amount up to \$10,000, as required, for purposes of investigating the costing of potential library expansion.

In response to a request from the Mayor's Office to set up a meeting between the Library Board and City Council, the Chair will suggest immediately prior to the April 25th Board meeting, or alternatively, April 24th, and will confirm with the Board by e-mail.

Agenda Item 8.2

Financial Statements – February 28, 2017

The Director presented Financial Statements as at February 28, 2017. There were no concerns raised.

Agenda Item 8.3

Personnel Report

The Director provided an update on staffing.

Agenda Item 8.4

Marigold Report

K. Jessen-White advised that Marigold's annual general meeting will be held in April and invited Board members to attend. K. Jessen-White advised that Municipal Affairs will be granting dollars for renovation of Library Services headquarters.

Agenda Item 8.5

Director's Report

P. Medland presented the Director's Report for February 2017. P. Medland has forwarded a cheque to Scotiawealth Management and will discuss with the Finance Committee the format for reporting to the Board on investments.

Agenda Item 8.5.1

February 2017 Customer Service Statistics

P. Medland presented Customer Service Statistics for February 2017 vs. 2016. An alert has been added on social media pointing people to the statistics on the dashboard. A question was asked regarding the low return of books at Genesis Place. P. Medland will report back with more information.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

Motion to Approve Revised Capital Asset Policy

D. Fedun made, and then withdrew, a motion to amend the capitalization thresholds to \$1,000. Administration will do research on increasing the capitalization of capital assets.

2017-L-018

MOTION: D. Fedun/T. Desrosiers

CARRIED

That the Library Board approve the revised Capital Asset Policy as presented.

MEMBER LEAVES

Councillor Kolson left the meeting at 8:05 p.m.

Agenda Item 9.2

Motion to Approve Revised Investment Policy

2017-L-019

MOTION: K. Jessen-White/D. Fedun

CARRIED

That the Library Board approve the revised Investment Policy as presented.

Agenda Item 9.3

Report to the Board: Citizen Satisfaction Survey 2017

The Director presented the results of the City of Airdrie Citizen Satisfaction Survey 2017.

Agenda Item 9.4

Report to the Board: Technology Greening Plan

The Director presented the Technology Greening Plan and the following recommendations:

- That the Board approve moving \$2,440 from Technology Capital to Technology Hardware/Software in the current (2017) budget year;
- That APL's 2018-2019 budgets be adjusted to reflect greening plan projections; and
- That up to \$22,690 in surplus 2017 operating funds be moved to an internally restricted technology carry-forward reserve to cover the anticipated shortfall in 2019.

The recommendations were discussed and received and the preference of the Board was to make those adjustments in 2018 and 2019 when the budget items come up.

Agenda Item 9.5

Notice of Motion to Approve Additional 2017 Technology Hardware/Software Expenditure

2017-L-020

MOTION: K. Jessen-White/S. Sweet

CARRIED

That the Library Board approve \$2,440 in additional technology hardware/software expenditure in 2017, and that to cover the overage, \$2,440 be moved from the technology capital line to the technology hardware/software line in the Library's 2017 operating budget.

Agenda Item 10

CIRCULATION

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

Agenda Item 11

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

Director Forward cheque to Scotiawealth Management and discuss with Finance Committee format for reporting to Board.
Report back regarding low return of books at Genesis Place.
Research increasing the capitalization of capital assets.

Chair E-mail Mayor's Office and then Board with date of meeting.

N. Russell Attend Alberta Library Conference.

NEXT REGULAR MEETING OF THE BOARD

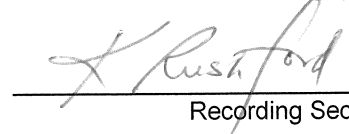
The next Regular Meeting of the Board will be held on April 25, 2017 at 6:30 p.m. in the Vincent Room at Airdrie City Hall.

ADJOURNMENT

The Chair declared the meeting adjourned at 8:22 p.m.



Chairman



Recording Secretary