

**CITY OF AIRDRIE LIBRARY BOARD
JANUARY 31, 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

(Acting Chair) S. Sweet
Councillor C. Kolson
L. Cygman
T. Daigle
T. Desrosiers
D. Fedun
N. Russell

Staff

Operations Manager K. Kirkpatrick-Lauzon
K. Rushford

Recording Secretary

Absent with Regrets

Deputy Mayor K. Hegg
K. Jessen-White
D. Nelles
P. Medland

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-001

MOTION: N. Russell/T. Desrosiers

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

APPROVAL OF MINUTES OF NOVEMBER 29, 2016

2017-L-002

MOTION: C. Kolson/N. Russell

CARRIED

That the minutes of the regular meeting of November 29, 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

K. Kirkpatrick-Lauzon advised that in addition to the current gifting structure, staff would prefer a more upscale dinner. The Board made suggestions for possible venues. Staff will check on pricing.

Agenda Item 6.2

Board Orientation for L. Cygman

S. Sweet contacted L. Cygman by e-mail regarding recommended reading and websites to visit, and they will meet in person as well. L. Cygman also attended the City of Airdrie's board orientation session.

Agenda Item 6.3

Monthly Statistical Dashboard on Website

K. Kirkpatrick-Lauzon presented a report on the proposal to add a statistical dashboard to the APL website. The Communications Coordinator will launch the dashboard in early February, with three statistics per month.

Agenda Item 6.4

Program Offerings at Genesis Place

K. Kirkpatrick-Lauzon advised that a letter was sent to Council this week requesting a fee waiver.

Agenda Item 6.5

APL Reserve Investments

K. Kirkpatrick-Lauzon advised the paperwork will be done and investments in place in early February. A report will come to the Board at the February meeting.

Agenda Item 7

BOARD BUSINESS

Agenda Item 7.1

Trustee Attendance at Southern AB Library Conference and the Alberta Library Conference

The Chair circulated a description of the two conferences coming up in March and April. There are funds in the budget to send one trustee to the Southern Alberta Library Conference and two to the Alberta Library Conference.

Agenda Item 7.2

City of Airdrie Board Appreciation Evening

The Chair advised that the City of Airdrie Board Appreciation event will be held on March 10, 2017. All trustees are encouraged to attend.

Agenda Item 7.3

Board Contact List

The Chair circulated a Board Contact List provided by the Library. L. Cygman and D. Fedun noted corrections.

Agenda Item 7.4

Volunteer Hours for Board Members

Board members were asked to record hours for all events, reading and preparation for meetings. It was noted that because there was no December meeting, trustees could not record their volunteer hours for December. The Chair suggested that Board members e-mail the Director with their December volunteer hours.

Agenda Item 8

REPORTS

Agenda Item 8.1

Facility Report

The Chair circulated a handout regarding the Downtown Airdrie Visioning Process. The Director has encouraged trustees to attend the focus group on February 8, 2017 and to complete the online survey.

Agenda Item 8.2

Financial Statements – November 30, 2016

K. Kirkpatrick-Lauzon presented Financial Statements as at November 30, 2016, and noted that the figures will be altered significantly by year-end adjustments. There was discussion regarding the amount and what to do with the year-end surplus. The matter will be discussed again when the Auditor's Report and December Financial Statements are available.

Agenda Item 8.3

Personnel Report

The Chair advised that the Personnel Committee has completed the Director's Annual Review. As a matter of process, the Committee will be reviewing the policy and will report back to the Board with any recommended changes. A comment was made that the Board and staff must have opportunity to give input, whether full review or streamlined.

Agenda Item 8.4

Marigold Report

This report was tabled until the next meeting.

Agenda Item 8.5

Director's Report

K. Kirkpatrick-Lauzon presented the Director's Report on behalf of P. Medland, including information re smartlocker maintenance and repair and a visit to the Red Deer Public library on December 20, 2016.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

Notice of Motion to Transfer Funds to Special, Capital and Operating Reserves

D. Fedun reviewed the Notice of Motion and noted a typographical error in the report - Total of Transfers to Special Reserves should be \$48,000 rather than \$38,000.

2017-L-003

MOTION: D. Fedun/T. Daigle

CARRIED

That the Library Board approve that the remaining surplus be divided between APL's General Operating and Capital Reserves, as per Library policy.

Agenda Item 9.2

Fall 2016 Customer Satisfaction Survey

K. Kirkpatrick-Lauzon presented the May and December survey results. The Board asked that future survey results include comparisons of the number of respondents as well as overall numbers for the previous year versus the current year.

Agenda Item 10

CIRCULATION

- 10.1 Correspondence
- 10.2 Marigold Newsletter
- 10.3 APL Statistics November and December 2016. T. Desrosiers requested the Director look into providing soft (e-mail) copies of the monthly statistics.

2017-L-004

MOTION: D. Fedun/C. Kolson

CARRIED

That Deputy Mayor Hegg, K. Jessen-White and D. Nelles be excused from the meeting.

Agenda Item 11

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- ALL Email December volunteer hours to P. Medland.
Attend Focus Group on Feb 8 and complete online survey re Downtown Airdrie Visioning Process.
- Director Check on pricing for venues for staff recognition dinner.
Report on APL Reserve Investments at February meeting.
- Personnel Propose amendments to policy to conduct full review every two years and streamlined review in between.

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on February 28, 2017 at 6:30 p.m. in the Vincent Room at Airdrie City Hall.

ADJOURNMENT

The Chair declared the meeting adjourned at 7:45 p.m.



Chairman



Recording Secretary