

**CITY OF AIRDRIE LIBRARY BOARD
APRIL 25, 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
N. Russell
S. Sweet

Staff

Director: P. Medland
Recording Secretary: K. Rushford

Absent with Regrets

T. Daigle
D. Fedun

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:28 p.m.

Agenda Item 2

WELCOME GUESTS

Angela Loo and Michelle Lim, PricewaterhouseCoopers, and Palki Biswas, Cody Matthies and Sabu Alexander, City of Calgary Financial Services, were introduced and welcomed to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2017-L-021

MOTION: K. Jessen-White/N. Russell

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

APPROVAL OF MINUTES OF MARCH 28, 2017

2017-L-022

MOTION: S. Sweet/C. Kolson

CARRIED

That the minutes of the regular meeting of March 28, 2017 be adopted as presented.

Agenda Item 5

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 6

2015 YEAR-END FINANCIALS AND AUDITOR'S REPORT

C. Matthies presented the 2016 Audited Financial Statements. A. Loo presented the Audit Findings Report to the Board. There were no questions or concerns.

2017-L-023

MOTION: T. Desrosiers/K. Hegg

CARRIED

That the Airdrie Library Board approves the 2016 Annual Audited

Financial Statements and accepts the PricewaterhouseCoopers Audit Findings Report to the Board.

Agenda Item 7

BUSINESS ARISING FROM THE MINUTES

Agenda Item 7.1

Report to the Board: Checkouts and Check-ins at Genesis Place

In response to a request at the last meeting, the Director presented a report on Checkouts and Check-ins at Genesis Place, for information.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

Meeting with Airdrie City Council

The Chair advised that a meeting has been scheduled with City Council on May 2, 2017 at 6:30 pm in Council Chambers. There was discussion regarding the purpose and desired outcomes of the meeting and how to prepare for the meeting. The Director will send a brief summary of the Facility Needs Assessment to members of Council. Any questions or comments should be sent to the Chair, the Director and/or City Council members.

Agenda Item 8.2

Volunteer Hours for Trustees

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

Agenda Item 9

REPORTS

Agenda Item 9.1

Facility Report

There was nothing new to report.

Agenda Item 9.2

Financial Statements – March 31, 2017

The Director presented Financial Statements as at March 31, 2017 and advised that there was a billing issue with vehicle fuel, which should be corrected by the next meeting. The Director outlined the grants received to date. There was discussion regarding fundraising for operational versus capital needs.

Agenda Item 9.3

Personnel Report

There was nothing new to report.

Agenda Item 9.4

Marigold Report

K. Jessen-White gave an update on the new facility for Library Services headquarters and on new libraries opening soon. Alberta Library Trustees Association is seeking new representatives for the Marigold system (open to any trustee in Alberta). The Director will e-mail the Annual Report and Value for Investment to the Board. The next full Marigold Board meeting will be held on August 26, 2017.

Agenda Item 9.5

Director's Report

P. Medland presented the Director's Report for March 2017. Negotiations are ongoing with Genesis Place for on-site Library summer programming outreach. All Genesis summer program participants will be given the opportunity to participate in the Library's Summer Reading Club (in partnership with RVSD).

Agenda Item 9.5.1

Customer Service Statistics - March 2017

P. Medland presented Customer Service Statistics for March 2017 and advised that an order has been placed for new smartlockers. P. Medland confirmed that there is a duplication of statistics for items circulated at Genesis Place and items circulated at smartlockers (will be corrected for next month).

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

Implications for the Library of the Downtown Visioning Exercise

Councillor Hegg and Councillor Kolson commented on the implications for the Library of the City's Downtown Visioning Exercise. Moving forward on a new library facility is not contingent on completion of a new Downtown Plan for Airdrie.

Agenda Item 10.2

Report to the Board: Potential Facility Expansion

The Director presented a report on the opportunity to expand into an additional 1,900 sq ft currently available in Main Street Square and the costing for same. There was discussion regarding the political implications of moving forward with the expansion while planning a new library building.

Agenda Item 10.3

Motion to Approve Facility Expansion

2017-L-024

MOTION: C. Kolson/K. Jessen-White

CARRIED

That the Library Board approve in principle the expansion of the Library into the 1,900 square feet currently available in Main Street Square, as presented.

Agenda Item 10.4

Motion to Approve Additional 2017 Operating Expenses related to Facility Expansion

2017-L-025

MOTION: K. Jessen-White/L. Cygman

CARRIED

That the Library Board approve up to \$34,702 in additional 2017 operating expenses related to facility expansion as follows:

- Up to \$31,161.96 ongoing operational costs which would need to be paid in 2017; and
- Up to \$3,540 one-time operational costs incurred during the expansion project.

Agenda Item 10.5

Motion to Approve Request to Airdrie City Council for Contingency Funds to cover Additional 2017 Operating and Capital Expenses related to Facility Expansion

2017-L-026

MOTION: L. Cygman/S. Sweet

CARRIED

That the Library Board approve a request to City Council for up to \$185,243 to cover additional 2017 operating and capital expenses related to facility expansion as follows:

- Up to \$154,081 in one-time operating and capital costs; and
- Up to \$31,162 in ongoing operating costs payable in 2017.

Agenda Item 11

CIRCULATION

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

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

ALL Meeting with City Council May 2, 2017

Director Send Facility Needs Assessment to City Council.
Email Marigold Annual Report and Value for Investment to Board.

NEXT REGULAR MEETING OF THE BOARD

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

ADJOURNMENT

The Chair declared the meeting adjourned at 8:47 p.m.


Chairman


Recording Secretary