

CITY OF AIRDRIE LIBRARY BOARD
June 27, 2017

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

PRESENT:

Members

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

Staff

Director: P. Medland
Recording Secretary: K. Bexson

Absent with Regrets

L. Cygman
T. Daigle
T. Desrosiers

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:30 p.m. Regrets were received from L. Cygman, T. Daigle and T. Desrosiers.

Agenda Item 2

WELCOME GUESTS

There were no guests in attendance.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2017-L-038

MOTION: K. Jessen-White/N. Russell

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

APPROVAL OF MINUTES OF MAY 30, 2017

2017-L-039

MOTION: K. Hegg/C. Kolson

CARRIED

That the minutes of the regular meeting of May 30, 2017 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

Report to the Board: Update on Facility Expansion

D. Nelles provided an update. There was unanimous approval from Council for the facility expansion. P. Medland confirmed negotiations with

Longboard Construction are complete and work will start Tuesday. The August 25 deadline will be met. Move in will be in the last week of August. C. Kolson asked if there were any savings through the City. P. Medland responded that City staff helped get three quotes and the City is picking up some expenses as the landlord.

Agenda Item 7

BOARD BUSINESS

Agenda Item 7.1

Request from Legislative Services re move to 6:00 p.m. meeting start

D. Nelles read aloud information provided to him from Legislative Services. Committee members each commented regarding their respective availability for the earlier start time. The earlier start time would be problematic for some board members. C. Kolson provided some background on the request. K. Jessen-White spoke with T. Desrosiers and he prefers the 6:30 time but is okay with the earlier start time. S. Sweet spoke with T. Daigle and she would be fine with the change.

017-L-040

MOTION: Kayla/Dustin

CARRIED

That the start time for regular Library Board meetings not change. The regular meeting start time will remain as 6:30 p.m.

Agenda Item 7.2

Canada Day Parade Library BBQ on July 1, 2017

P. Medland reported there are enough volunteers to help with the event and she invited board members to attend the event regardless. Blake Richards is also attending. The parade is two hours long this year. It was asked how long tickets are on sale. P. Medland indicated tickets will be available up to the day of the event until they sell out. K. Jessen-White asked whether the same organization that helped last year will help this year. P. Medland confirmed the Kinsmen Club is helping out.

Agenda Item 7.3

Volunteer Hours for Board Members

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

Agenda Item 8

REPORTS

Agenda Item 8.1

Facility Report

D. Nelles reported that during the period between the last CBC and Council meetings the mayor asked if he will be at the July 4 Council meeting as a motion for building committee membership will be voted on. It would consist of three city council members and three Airdrie Public Library board members.

Discussion occurred regarding members of the library board that would be interested in sitting on the committee once it is formed. D. Nelles and P. Medland agreed to obtain additional information about the building committee from Legislative Services. K. Jessen-White recommends S. Sweet. S. Sweet recommends D. Nelles. It was suggested to draw the third person for the committee from the hat. T. Desrosiers and L. Cygman's names were also put forward for the committee. T. Desrosiers confirmed his willingness to be on the committee by text message to

another board member.

P. Medland confirmed that when she read the proposal it included a funding model. There is one aspect regarding operations she is uncomfortable with and will get clarity from M. Lock. Further discussion about the building committee members ensued. S. Sweet suggested three names, plus an alternate be put forward for the building committee.

2017-L-041

MOTION: D. Fedun/N. Russell

CARRIED

That the Airdrie Public Library board recommend to Council that K. Jessen-White, D. Nelles, and S. Sweet be appointed to the Library Building Committee.

Agenda Item 8.2

Financial Statements, May 2017

P. Medland presented the report. There has been a challenge with keeping financial reporting up to date as the city staff member that helps with this has left. There are new people from the library as well as the city doing this function now. There haven't been any major issues but a bit of clean up is needed.

Library visits and circulation are down and this impacts book sales, fees and fines in the same way. In April numbers were down and again in May. Staff are not able to pinpoint the reason. The director is not worried and hopes that numbers will be higher by the end of summer.

It was asked about the e-books numbers. P. Medland confirmed that usage at APL surpasses other marigold libraries in electronic circulation. K. Jessen-White commented that once the expansion opens the numbers will change as when she is at the library there isn't a lot of room which she feels affects usage. P. Medland confirmed the recent survey bears this out. K. Jessen-White asked if room for seating can be accommodated in the expansion. C. Kolson asked about the information statistics. P. Medland confirmed that directional questions are not included in the statistics. Library staff are now doing more one-on-one technology questions that take longer than reference questions.

K. Jessen-White asked about grants. P. Medland confirmed there were discussions with Rocky View County last week. The City Services grant is received at year end and the Alberta Library grant comes in installments, now and end of September. Another question was asked about the Marigold grant and it was confirmed that one installment has been received.

D. Nelles asked about fund development money and whether this should be a concern. P. Medland confirmed the amount is revenue and it's not evenly distributed during the year. D. Nelles asked what the deferred revenue is. P. Medland will get this information. D. Fedun asked about an accounts receivable item; Scotiabank thinks it should be a current cash asset. D. Fedun believes it's in the wrong spot in the financial statements. P. Medland will make sure that it gets changed.

The next Marigold meeting is scheduled for August 26. A presentation will be provided of the new building proposal. Half the assets required are there and Strathmore maybe doing a debenture. The Hoopla program

may be discontinued as the cost out weights the benefits. D. Fedun asked if a marketing campaign has been discussed. K. Jessen-White confirmed the charge is per person charge and this would increase the cost.

Agenda Item 8.4.1

Director's Report

There was brief discussion regarding usage of the APL van. P. Medland thanked D. Fedun regarding information on the grant from the Lucky Foundation; five thousand dollars was received. Another grant from MEG Energy, based on information from T. Desrosiers, was received in the amount of \$2,500. Supervisor training held on June 10 was very successful. An all staff training session was held on June 16 and many ideas were generated. Saturday November 18 is the date for the staff appreciation dinner. A discussion regarding previous events occurred. The director attended the American Library conference in Chicago and she gained a number of ideas from the sessions she attended. She shared with staff information and suggestions regarding useful library practices.

Agenda Item 8.4.2

Customer Service Statistics

There were no questions from committee members regarding customer service statistics.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

Report to the Board – Smartlocker Expansion

P. Medland noted the process is now running smoothly. In fact staff have been teaching the vendors how they work. In response to a question it was confirmed the repair man is from the United States. C. Kolson wondered if the Smartlockers will be full. P. Medland believes the program will continue to grow. Cost for material dispensing machines will be included in the budget. Currently there are 38 lockers. The director would like to have a vending machine added to the Smartlocker locations at Genesis Place (GP).

Agenda Item 10

Correspondence

An email with regard to a Code of Conduct was received from Council. The Chair encouraged board members to provide feedback. K. Jessen-White noted there is nothing about broadcasting on social media. C. Kolson provided detail on the process. D. Nelles also provided information on the process. K. Jessen-White asked if complaints are received regarding board member conduct for the Municipal Planning Commission (MPC) or the Library board would there be a different process. C. Kolson noted according to Municipal Government Act (MGA) only Council can rescind board appointments. D. Nelles noted that if the Code of Conduct is approved then the Library would need to align its policies accordingly.

Agenda Item 11

Marigold Newsletter – May 2017

Agenda Item 12

Library Links Submissions – May 2017

Agenda Item 13

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

ALL	July 1 st Canada Day BBQ
Director/Chair	Obtain further information about the facility expansion building committee
Director	Obtain clarification on expansion operations issue from M. Lock
	Obtain information on deferred revenue item
	Change account receivable item to correct spot on financial statements

2017-L-042

Motion: D. Fedun/K. Jessen-White

CARRIED

That Airdrie Public Library board excuse members L. Cygman and T. Desrosiers from the meeting.

NEXT REGULAR MEETING OF THE BOARD

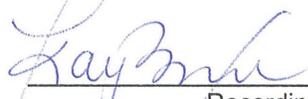
The next Regular Meeting of the Board will be held on August 29, 2017 at 6:30 p.m. in the Vincent Room at Airdrie City Hall.

ADJOURNMENT

The Chair declared the meeting adjourned at 7:46 p.m.



Chairman



Recording Secretary