

**CITY OF AIRDRIE LIBRARY BOARD
SEPTEMBER 26, 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. Desrosiers
S. Sweet

Staff

Director: P. Medland
Operations Manager: K. Kirkpatrick-Lauzon
Manager, Children's and Youth Services: L. Skeen
Recording Secretary: K. Rushford

Absent with Regrets

Councillor K. Hegg
D. Fedun
K. Jessen-White
N. Russell

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:30 p.m. The Chair received regrets from Councillor Hegg, D. Fedun, K. Jessen-White and N. Russell.

Agenda Item 2

WELCOMES GUESTS

Lindsey Skeen, Manager of Children's and Youth Services, and Mike De Bokx, Councillor Candidate, were welcomed to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

Add 8.4 – Airdrie Library Facility

2017-L-044

MOTION: S. Sweet/L. Cygman

CARRIED

That the agenda be accepted as amended.

Agenda Item 4

APPROVAL OF MINUTES OF JUNE 27, 2017 BOARD MEETING

Two corrections were noted to the minutes: Under Agenda Item 8.4.1, it should say "T. Desrosiers" (not D. Desrosiers); Under Agenda Item 9.1, it should say "currently there are 38 lockers" (not 40).

2017-L-045

MOTION: S. Sweet/C. Kolson

CARRIED

That the minutes of the regular meeting of June 27, 2017 be accepted as amended.

Agenda Item 5

APPROVAL OF MINUTES OF AUGUST 29, 2017 BOARD MEETING

2017-L-046

MOTION: T. Desrosiers/C. Kolson

CARRIED

That the minutes of the special meeting of August 29, 2017 be accepted as presented.

Agenda Item 6

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public. Mr. Mike De Bokx was present to observe.

Agenda Item 7

BUSINESS ARISING FROM THE MINUTES

Agenda Item 7.1

2018 Budget Presentation

The Director presented a Powerpoint of the highlights of the draft 2018 Budget as well as 2016 Benchmark Figures. The Director will confirm Grande Prairie's benchmark numbers with PLSB, and will ask City Finance for a breakdown of the Transfers to City for Services.

There was discussion regarding the elimination of membership fees entirely in 2018. A motion will need to be put forward at the November meeting regarding membership fees.

Agenda Item 7.2

Motion to Approve Draft 2018 Budget

MOTION: T. Desrosiers/C. Kolson

CARRIED

That the Library Board approve the draft 2018 Library Budget presented to the Board at its September 26, 2017 meeting.

Agenda Item 7.3

Update on Library Response to Municipal Election

K. Kirkpatrick-Lauzon provided details of the three voter engagement opportunities which the Library will be providing for the upcoming 2018 municipal election.

Agenda Item 7.4

Update on Expansion Project

The Director outlined the status of the expansion project and a timetable for the grand opening (mid-November, once shelving is complete).

Agenda Item 7.5

Library Tour

The library tour has moved to the end of the meeting.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

Resignation of Tara Daigle

The Chair advised that T. Daigle has tendered her resignation from the Board. The Director will advise T. Daigle that the Library Board will dedicate a book of her choice to the library in her name.

Agenda Item 8.2

October 31, 2017 Meeting of the Board

MOTION: T. Desrosiers/S. Sweet

CARRIED

That the Library Board change its October meeting date to October 24,

2017.

Agenda Item 8.3

Volunteer Hours for Board Members

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

Agenda Item 8.4

Airdrie Library Facility

The Chair advised that he had a conversation with Paul Schulz and Michelle Lock. Although the intent was to get the steering committee going before September, it has been postponed until after the election.

It was requested that "Airdrie Library Facility" be a standing item on the agenda on a going forward basis.

Agenda Item 9

REPORTS

Agenda Item 9.1

Financial Statements – June, July and August, 2017

The Director presented the Financial Statements for June, July and August, 2017 and noted that some items may have been mis-coded. The Director advised that deferred revenue transfers, including memberships, will be done at the end of the year.

Agenda Item 9.2

Personnel Report

The Chair advised that the Personnel Committee has not met since the last report. The Director advised that Lynne McKishnie will be retiring at the end of the year.

Agenda Item 9.3

Marigold Report

Councillor Kolson asked about the \$75,000 allotment that Marigold has put aside for book collection for Airdrie's new library facility. The Director advised that it is actually \$100,000 and that it does come out of our annual allocation.

Agenda Item 9.4

Director's Report

P. Medland presented the Director's Report for June, July and August, 2017. L. Skeen gave an update on pre-school programming.

Agenda Item 9.5

Customer Service Statistics – June, July and August, 2017

The Director presented Customer Service Statistics for June, July and August, 2017 and noted that there have been four consecutive months where circulation has not increased over the previous year. Staff are doing an analysis. Efficiencies were found with automated computer logons. Tracking of directional questions has also changed.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

Council Strategic Priorities

The Chair advised that the Library was added to Council's Strategic

Priorities in June, 2017. The Priorities will be reviewed in January, 2018.

Agenda Item 10.2

May 2017 Customer Satisfaction Survey

K. Kirkpatrick-Lauzon presented results of the May 2017 Customer Satisfaction Survey and noted that the survey included online results for the first time. Another Survey will be done at the end of October. There was a question regarding extending hours of operation. The Director advised that Airdrie Library's hours are not out of line with any other library in the Province.

Agenda Item 10.3

Staff Recognition Dinner

The Staff Recognition Dinner will be held on November 18, 2017 at the Ramada Hotel. Trustees will receive their invitations shortly.

Agenda Item 10.4

Planning to Plan: Plan of Service 2018-2020

The Director advised that the Library must file a Plan of Service with the Province every 5 years, although Airdrie does a 3 Year Plan of Service. The Director would prefer to have it substantially complete by year-end. There was a discussion regarding process, which community stakeholder groups to invite, and costs for room rental and a facilitator (if needed). The consensus was to book a facilitator. Suggested dates were October 28, November 4 and November 25. November 4th was selected as the preferred date.

Agenda Item 11

CIRCULATION

Agenda Item 11.1

Correspondence

The Chair will e-mail correspondence from Dirk Bannister to the Board.

Agenda Items 11.2 & 11.3

Marigold Newsletter and Library Link Articles

Trustees were asked to review the Marigold Newsletter and Library Link articles as circulated.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

ALL	Staff Recognition Dinner Nov 18 at Ramada Hotel.
Chair	E-mail correspondence to the Board.
Director	Check Grand Prairie's benchmark numbers with PLSB. Work on community stakeholder engagement for Plan of Service 2018-2020. Ask T. Daigle to choose a book to be dedicated to the library in her name.

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on October 24, 2017 at 6:30 p.m. in the Program Room at the Library.

ADJOURNMENT

The Chair declared the meeting adjourned at 8:43 p.m.

A tour of the library, including the expansion area, was held immediately after the meeting.



Chairman



Recording Secretary