

**CITY OF AIRDRIE LIBRARY BOARD
NOVEMBER 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
Deputy-Mayor C. Kolson
Councillor T. Petrow
G. Anderson
C. Buchanan
D. Fedun
K. Jessen

Staff

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

Absent with Regrets

L. Cygman
T. Desrosiers
S. Sweet

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:31 p.m. The Chair received regrets from L. Cygman, T. Desrosiers and S. Sweet.

Agenda Item 2

WELCOMES GUESTS

Angelo Loo and Michelle Lim, PricewaterhouseCoopers LLP, and Cody Matthews, City of Airdrie Finance, were welcomed to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2017-L-051

MOTION: K. Jessen/C. Kolson

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

2017 AUDIT

Angela Loo presented the 2017 Audit Plan. Michelle Lim discussed the audit approach and risks, materiality and fraud risk. The Chair noted that some items were coded incorrectly and asked if that caused a concern regarding materiality. A. Loo clarified.

The Director asked to be invited to the meeting when Financials are presented to Management. C. Matthews will take that back to senior management. The Board questioned why the Library Board was not included in the audit fee negotiations. The Board needs to be notified earlier of the cost so that a motion for an over-expenditure can be made. C. Matthews will take that back to management as well. The Director will investigate approval of the over-expenditure of the audit line.

It was asked why the Audit Plan and Engagement Plan are addressed to Mayor Brown when the fiduciary duty for the budget lies with the Library Board. A. Loo advised that the audit was a whole was awarded by the City. A. Loo will ensure it is changed in the future to be addressed to the

secret ballot (C. Buchanan abstaining). S. Sweet was declared elected as Vice Chair for the 2018 year.

Governance – Vice Chair, K. Jessen, Director (non-voting)

Finance – T. Desrosiers, D. Fedun, G. Anderson, Director (non-voting)

Personnel – Chair, Vice Chair, L. Cygman

Facility – All Trustees are members of the Facility Committee

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

Contact List Updates

Trustees were asked to check the Contact List for accuracy.

Agenda Item 9

REPORTS

Agenda Item 9.1

Facility Report

The Chair advised that an RFP is underway for "facilitation/consulting services for the pre-planning stage for new library in Airdrie". Key deliverables were to pick a location, make recommendation for a funding model, and make recommendation under guidance of independent facilitator on size of facility. Deadline was November 24. Interviews are scheduled for December 12. Findings are to be completed by March, with report to Library Board on May 29 and final report to Council on June 4.

It was asked whether this will be a duplication of the facility needs assessment done in 2013. The Director confirmed that everything will be considered going forward.

In response to a question, Deputy-Mayor Kolson advised that Councillor Chapman, Councillor Hegg and herself will be the Council members on the Facility Steering Committee.

Agenda Item 9.2

Financial Statements – October, 2017

The Director presented the Financial Statements for October, 2017. The Director noted that the Board had made the choice to budget for salary and wages for employees on long term disability or maternity leaves. As those employees did not return to work, there will be excess unexpended operating funds at year end. Fundraising dollars have also increased over the last few years. The policy is to put some of those funds into operating reserves. Any other revenue is split 50/50 between the general operating reserve and the general capital reserve, to be used for the new facility.

Agenda Item 9.3

Personnel Report

The Chair will be calling a Personnel Committee meeting in the next few

weeks. The Director gave an update on staffing changes and outlined the organizational changes for next year.

Agenda Item 9.4

Marigold Report

K. Jessen attended the Marigold meeting in Drumheller. The new building is moving forward. Funding has been provided so there will be no increase in service fees to member libraries for the new building. There may be 1%-2% increase in Schedule C fees for 2018. The next full Marigold meeting will be held on January 27, 2018 in Airdrie.

Agenda Item 9.5

Director's Report

P. Medland presented the Director's Report for October, 2017. Deputy-Mayor Kolson noted that page 2 refers to February Information Desk Statistics. The Director advised that there is a Naloxone Kit in the library and a pharmacist came in to do a demo. The Director will talk to new members about conference attendance. PLSB and ALTA will be jointly hosting a symposium in Edmonton on February 23-24, 2018.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

Report on Unbudgeted Capital Expenses

The Chair presented a report on Unbudgeted Capital Expenses. There was discussion about renovations to the Den. The Director advised that there is support for turning the Den into a Makers Space. Concern was raised about the noise level in a Makers Space. The Director confirmed that this would be included in the discussion.

Agenda Item 10.2

Motion to Approve Unbudgeted Capital Expenses

2017-L-054

MOTION: G. Anderson/C. Buchanan

CARRIED

That the Library Board approve \$33,000 in unbudgeted capital expenses for painting and carpet replacement.

Agenda Item 10.3

Motion to Carry Forward Unbudgeted Capital Expenses

2017-L-055

MOTION: C. Buchanan/G. Anderson

CARRIED

That the Library Board approve the carrying forward of \$33,000 in unbudgeted capital expenses for painting and carpet replacement.

Agenda Item 10.4

Motion to Carry Forward Sponsorship Funds designated for Future Programs

2017-L-056

MOTION: C. Buchanan/G. Anderson

CARRIED

That the Library Board approve the carrying forward of sponsorship and donor funds externally restricted for future Library programs and services.

Agenda Item 10.5

Report on Plan of Service Community Consultation Day

The Director reported on community feedback provided to the Library at

the November 4, 2017 Plan of Service Community Consultation Day. The consensus was that these priorities reflect well and that the Director can share the information with the City Planning Department.

MEMBER LEAVES

Deputy-Mayor Kolson left the meeting at 8:38 p.m.

Agenda Item 10.6

Motion to Approve 2018-2020 Plan of Service Strategic Priorities

2017-K-057

MOTION: T. Petrow/D. Fedun

CARRIED

That the Library Board approve the six Strategic Priorities recommended by the community at the Library's November 4, 2017 Plan of Service Community Consultation Day, as part of the Plan of Service:

- Community Gathering Space: Physical and Virtual Spaces
- Connect to School-Age Children and Teens
- Engage in Early Childhood Development Opportunities
- Know Your Community
- Understand how to Find, Evaluate and Use Information
- Pursue Personal Interests and Self-Development

Agenda Item 11

CIRCULATION

Agenda Item 11.1

Correspondence

There was no correspondence.

Agenda Items 11.2

Marigold Newsletter and Library Link Articles

Trustees were asked to review the Marigold Newsletter as circulated.

Agenda Item 11.3

APL Statistics – October, 2017

The Director advised that circulation was up 1% in October after being down for a few months; however, visits were 1,500 lower in October.

Concern was raised that the SmartLockers have been full to capacity for the last few months. Has any consideration been given to adding another bank of lockers? The Director advised that it is not in the 2018 budget. It could be looked at in 2019 or as an unbudgeted capital expense in 2018. It would be necessary to investigate whether there is space for more lockers at Genesis Place. Otherwise, we could explore sponsorship opportunities for other locations.

Agenda Item 11.4

Library Links Articles

Trustees were asked to review the Library Links articles as circulated.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

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|----------|---|
| Chair | Call meeting of Personnel Committee. |
| Director | Investigate approval of over-expenditure of audit line.
Talk to new members about conference attendance. |

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on January 30, 2018 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

ADJOURNMENT

The Chair declared the meeting adjourned at 8:50 p.m.



Chairman



Recording Secretary