

**CITY OF AIRDRIE LIBRARY BOARD
JANUARY 30, 2018**

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 T. Petrow
G. Anderson
C. Buchanan
L. Cygman
T. Desrosiers
D. Fedun
K. Jessen
S. Sweet

Staff

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

Absent with Regrets

Deputy-Mayor C. Kolson

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:30 p.m. The Chair received regrets from Deputy-Mayor C. Kolson.

Agenda Item 2

WELCOME GUESTS

There were no guests in attendance.

RECESS

The Chair called a recess at 6:31 p.m. for a Board photo and Code of Conduct presentation.

Agenda Item 3

CODE OF CONDUCT PRESENTATION

Sharon Pollyck, Director of Office of the CAO, presented the Elected Officials' Code of Conduct and Respectful Workplace Guidelines for information.

RECONVENE

The meeting reconvened at 7:26 p.m.

Agenda Item 4

ADDITIONS TO AND ACCEPTANCE OF AGENDA

In the interest of time, the Marigold Report was tabled until the next meeting.

2018-L-001

MOTION: T. Petrow/G. Anderson

CARRIED

That the agenda be accepted as amended.

attend the Alberta Library Conference on April 26-29, 2018, in Jasper. The Director advised that PLSB will be hosting a symposium called *Public Libraries: We're Only Human* on February 23-24, 2018, in Edmonton. D. Fedun and S. Sweet expressed interest and will advise whether they can attend.

Agenda Item 8.2

Volunteer Hours for Board Members

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

Agenda Item 9

REPORTS

Agenda Item 9.1

Facility Report

The Chair advised that the Steering Committee will meet on February 10, 2018. The Director advised that staff have compiled a senior management report on which aspects of the 2014 Facility Needs Assessment may have changed. The Director will send the report to the three Library Board members of the Steering Committee, and will also send M. Aalhus' remarks on the Goldie report, and the report itself, to all Board members.

Agenda Item 9.2

Financial Report

Agenda Item 9.2.1

Financial Statements – November, 2017

The Director presented the Financial Statements for November, 2017.

Agenda Item 9.2.2

Unaudited Financial Statements – December, 2017

The Director presented unaudited Financial Statements for December, 2017.

Agenda Item 9.2.3

Report to the Board on 2017 Fundraising

The Chair advised that \$2,000 was unexpectedly found for the Advocates. The Director presented a report on the 2017 Fund Development Balance. The Board expressed thanks to the Fund Development Co-ordinator for a fabulous job.

Agenda Item 9.2.4

Scotia Wealth Management Report on APL Funds Investment

The Director presented a Holdings Detail report from Scotia Wealth Management on APL Funds Investment. A question was asked as to how this distribution of assets correlates to the Board's investment policy. The Director will ask the Portfolio Manager to provide information in writing showing that the holdings follow through with the distribution as outlined in the Board's investment policy.

Agenda Item 9.3

Personnel Report

The Chair advised that the annual Director Evaluation is proceeding. Requests for input will be sent to staff and stakeholders next week. The goal is to have a report for the Board at the February meeting. The Director gave an update on Library staffing.

Agenda Item 9.4

Marigold Report

This item was tabled until the next meeting.

Agenda Item 9.5

Director's Report

Agenda Item 9.5.1

Director's Report

P. Medland presented the Director's Report for November/December, 2017.

Agenda Item 9.5.2

APL Customer Service Statistics 2017

The Director presented Customer Service Statistics for 2016/2017. There was discussion regarding the increase in e-book circulation, decrease in visits, and plateau in some service counts.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

2015-2017 Plan of Service Final Progress Report

K. Kirkpatrick-Lauzon presented the Final Progress Report on the 2015-2017 Plan of Service. It was questioned why the numbers for Priority 4, Goal 2, Objective 1 went down so dramatically. K. Kirkpatrick-Lauzon advised that staff focused on other areas where more focus was needed.

Agenda Item 10.2

Notice of Motion to Transfer Funds

2018-L-005

MOTION: D. Fedun/K. Jessen

CARRIED

That the Library Board approve Transfers to Special Reserves (internally restricted) as follows:

- \$33,000 Painting and Carpet Replacement Capital Reserve
 - \$17,950 Program Enhancement Reserve
- Total \$50,950

Agenda Item 10.3

Notice of Motion to Approve Closure for Flooring Project on March 31, 2018

2018-L-006

MOTION: T. Petrow/C. Buchanan

CARRIED

That the Library Board approve closure of the Library on Saturday, March 31, 2018 to facilitate completion of the flooring project.

Agenda Item 10.4

Notice of Motion to Approve APL Airdrie Foundation Request

2018-L-007

MOTION: S. Sweet/G. Anderson

CARRIED

That the Library Board approve a motion to request \$2,500 in funding from the Airdrie and District Community Foundation.

Agenda Item 10.5

Report to the Board on VAD Accessibility Audit Report

K. Kirkpatrick-Lauzon presented a report on the Voice for Albertans with Disabilities' audit of APL facilities including successes and suggestions

for improvement.

Agenda Item 11

CIRCULATION

The Chair advised that the Advocates are applying for a license to work a casino and have asked for a letter of support from the Board. Trustees confirmed their support for this initiative.

Trustees were asked to review the Marigold Newsletter, Library Link articles and APL Statistics for November and December, 2017 as circulated.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING


- | | |
|----------|--|
| Chair | E-mail Board with dates for special meeting to discuss Mission, Values and Vision. |
| Director | Send Senior Management's report on the 2014 Facility Needs Assessment to Board members on the Steering Committee.
Send M. Aalhus' comments on the Goldie report, along with the report itself, to the Board.
Ask Portfolio Manager to provide information showing how holdings correlate with investment policy. |

NEXT REGULAR MEETING OF THE BOARD


The next Regular Meeting of the Board will be held on February 27, 2018 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

ADJOURNMENT

The Chair declared the meeting adjourned at 9:12 p.m.



Chairman



Recording Secretary