

**CITY OF AIRDRIE LIBRARY BOARD
FEBRUARY 27, 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 C. Kolson
Councillor T. Petrow
G. Anderson
C. Buchanan
L. Cygman
K. Jessen
S. Sweet

Staff

Director: P. Medland
Operations Manager: K. Kirkpatrick-Lauzon
Administrative Assistant: S. Szafron
Recording Secretary: K. Rushford

Absent with Regrets

T. Desrosiers
D. Fedun

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:30 p.m. The Chair received regrets from T. Desrosiers and D. Fedun.

Agenda Item 2

WELCOME GUESTS

Sheila Szafron, Administrative Assistant to the Airdrie Library Board and City of Airdrie Legislative Service Liaison, was introduced and welcomed to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2018-L-008

MOTION: T. Petrow/S. Sweet

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

APPROVAL OF MINUTES OF JANUARY 30, 2018 BOARD MEETING

2018-L-009

MOTION: K. Jessen/T. Petrow

CARRIED

That the minutes of the regular meeting of January 30, 2018 be accepted 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

APL Investments – Alignment with Policy

The Director advised that a meeting has been set up with the Scotia Wealth Portfolio Manager in March to confirm that Airdrie Public Library's

Holdings are aligned with the Board's Investment Policy. A report will be provided at the March, 2018 meeting.

Agenda Item 6.2

APL Mission, Vision and Values Update

The Chair advised that a special meeting to work on the Mission, Vision and Values statements will be held on Tuesday, March 6, 2018.

Agenda Item 6.3

Plan of Service 2018-2020 Update

The Director advised that progress is being made on the Action Items. Once the Mission, Vision and Values statements are finalized, the Plan of Service will be released to the public.

Agenda Item 7

BOARD BUSINESS

Agenda Item 7.1

Trustee Training

The Director advised that PLSB provides Library Board Basic Workshops for new trustees. A workshop could potentially be hosted in Airdrie. The Director will e-mail the Board once dates are known.

Agenda Item 7.2

PLSB Symposium – “We’re Only Human”

The Chair advised that he and the Director attended the PLSB Symposium in Edmonton regarding the Library Act, Board decision-making and personnel matters. The Chair has electronic copies of all of the presentations if any trustee is interested. The Chair and Director suggested that Board members could attend the next full day staff meeting in mid-June to help staff get to know the Board better.

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

The Chair advised that the Steering Committee met on February 3, 2018 to discuss Mission, Vision and Values and to consider location and siting options throughout the city. Information has been sent to City Council. The facilitators, IBI Consulting, were commended for an excellent process. The next meeting is set for March 8, 2018.

Agenda Item 8.2

Financial Statements – January, 2018

The Director presented the Financial Statements for January, 2018. There was discussion regarding Reserve accounts. A question was asked about the materials allocation. The Director advised that the goal is to have 80,000 items in the current space. There was discussion regarding the formula for materials allocation.

Agenda Item 8.3

Personnel Report

The Chair advised that there will be an in camera session at the next meeting to report on Personnel Committee matters.

Agenda Item 8.4

Policy Report

The Chair advised that all of the Policies need to be reviewed on a two year cycle, so Policy Report will be added to the agenda as a standing item. All of the Policies will be sent to the Policy Committee (D. Nelles, K. Jessen, S. Sweet) for review and then to the Board for approval.

Agenda Item 8.5

Marigold Report

K. Jessen advised that Marigold has a new logo. Marigold received \$3MM from the Provincial Government for their new building and will be approaching Wheatland County to discuss financing. K. Jessen noted that there is still room on the bus for the Jasper Conference.

Agenda Item 8.6

Director's Report

Agenda Item 8.6.1

Verbal Update to Written Report

The Director reported on painting and flooring projects, submission for a Minister's Award and staffing, and presented the concept of a one-stop service model for circulation and reference at the circulation desk. It was suggested that the proposal be discussed with every employee who would be impacted by the change. The Director advised that there may also need to be some physical changes to the circulation desk.

Agenda Item 8.6.2

January 2018 Public Service Statistics

The Director presented the January 2018 Public Service Statistics. The Board asked to see month-by-month/year-over-year differences in website traffic and social media tracking, number of visits on academic journal indexes that we maintain through TRAC, and the number of materials pulled off the shelves and left for re-shelving.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

2017 Annual Report to Public Library Services Branch

The Director presented the 2017 Annual Report. Changes were noted to the Board Members contact list.

Agenda Item 9.2

Notice of Motion to Approve 2017 Annual Report for submission to PLSB

2018-L-010

MOTION: G. Anderson/C. Kolson

CARRIED

That the Library Board approve the 2017 Annual Report for submission to the Public Library Services Branch.

Agenda Item 9.3

2017 Customer Satisfaction Surveys

The Director presented the 2017 Customer Satisfaction Surveys for

information.

Agenda Item 9.4

Notice of Motion to Transfer Funds to Carry Forward Reserve

2018-L-011

MOTION: S. Sweet/T. Petrow

CARRIED

That the Library Board approve the transfer to 2018 Carry Forward Reserve (Internally restricted for expenditure on library materials) of \$10,817.53.

Agenda Item 9.5

Time Capsule to mark Canada 150

The Chair advised that the Library Board has been invited to participate in a time capsule project to mark Canada 150.

2018-L-012

MOTION: S. Sweet/T. Petrow

CARRIED

That the Library Board delegate the decision regarding contribution to the time capsule project to three trustees plus one staff member.

C. Buchanan, L. Cygman and Councillor Petrow volunteered to sit on the time capsule sub-committee. Councillor Petrow will act as chair.

Agenda Item 10

CIRCULATION

Trustees were asked to review the Marigold Newsletter and Library Links submissions as circulated.

Agenda Item 11

SUMMARY OF ACTION ITEMS FOR NEXT MEETING


ALL	Meeting March 6 th to discuss Mission, Vision & Values.
Director	Amend and submit 2017 Annual Report to PLSB. Ask Portfolio Manager to provide information showing how APL Holdings correlate with Investment Policy.

NEXT REGULAR MEETING OF THE BOARD


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

ADJOURNMENT

The Chair declared the meeting adjourned at 8:12 p.m.



Chairman



Recording Secretary