

**CITY OF AIRDRIE LIBRARY BOARD  
MARCH 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  
C. Buchanan  
L. Cygman  
T. Desrosiers  
K. Jessen  
S. Sweet

*Staff*

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

*Absent with Regrets*

G. Anderson  
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 G. Anderson and D. Fedun.

**Agenda Item 2**

**WELCOME GUESTS**

There were no guests.

**Agenda Item 3**

**ADDITIONS TO AND ACCEPTANCE OF AGENDA**

2018-L-013

**MOTION: T. Petrow/C. Buchanan**

**CARRIED**

That the agenda be accepted with the following addition:  
6.4 Time Capsule Project Report

**Agenda Item 4**

**APPROVAL OF MINUTES FEBRUARY 27, 2018 BOARD MEETING**

2018-L-014

**MOTION: C. Buchanan/S. Sweet**

**CARRIED**

That the minutes of the regular meeting of February 27, 2018 be accepted as printed.

**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 the delegated portfolio manager from Scotia Wealth has confirmed that the Library holdings directly follow the Board's investment policy. He has offered to present a more in-depth explanation of the day-to-day management of the account, and this will

be added to the April agenda. T. Desrosiers and D. Fedun will e-mail the Director with what they expect to see in his report.

**Agenda Item 6.2**

**2018-2010 Plan of Service Update**

The Director presented the updated Plan of Service and outlined the changes. Trustees were asked to send any feedback to the Director prior to the next meeting. It was suggested that "Airdrian" be changed to "Airdronian".

**Agenda Item 6.3**

**Notice of Motion to Approve 2018-2020 Plan of Service**

This item was postponed to the April meeting.

**Agenda Item 6.4**

**Time Capsule Project**

Councillor Petrow reported on the Time Capsule Project. The Chair will draft a letter from the Board to Airdrie residents of 2067, for the Board to sign at the next meeting.

**Agenda Item 7**

**BOARD BUSINESS**

**Agenda Item 7.1**

**Southern Alberta Library Conference**

Councillor Petrow gave a brief overview of the sessions she attended. Councillor Petrow will forward Conference links to the Board.

**Agenda Item 7.2**

**Volunteer Hours for Board Members**

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

**Agenda Item 7.3**

**Policy Review**

The Chair presented proposed revisions to the Vacation Policy. Concern was raised over Item 8.3 (Employee may at any time cancel vacation time that has already been approved). The Director will speak with J. Van Buren about this. The Director will look at usual 5 comparators, plus Cochrane, and bring back more information and costing.

**Agenda Item 8**

**REPORTS**

**Agenda Item 8.1**

**Facility Report**

The Chair advised that the Steering Committee met on March 8, 2018. The consultants will be reporting back with mock-ups of various sites and costing for different builds.

**Agenda Item 8.2**

**Financial Statements – February, 2018**

The Director presented the Financial Statements for February, 2018.

**Agenda Item 8.3**

**Personnel Report**

This item was moved to the end of the meeting.

**Agenda Item 8.4**

**Marigold Report**

K. Jessen advised that Marigold's Annual General Meeting will be held on April 21, 2018 in Strathmore. Councillor Petrow and L. Cygman will attend with K. Jessen. Marigold and Northern Lights College are offering an Advocacy for Libraries course. K. Kirkpatrick-Lauzon will be taking the course (compliments of Marigold).

**Agenda Item 8.5**

**Director's Report**

**Agenda Item 8.5.1**

Verbal Update to Written Report

The Director gave an update on staffing and reported on the painting and flooring projects. The Paint Night fundraising initiative has been very successful.

**Agenda Item 8.5.2**

February 2018 Customer Service Statistics

The Director advised that circulation is up 11% overall and that there are 20,000 active memberships. K. Kirkpatrick-Lauzon advised that they are using a new computer management software program that tracks usage statistics more accurately.

**Agenda Item 9**

**NEW BUSINESS**

**Agenda Item 9.1**

**Report to Board on 2018 Citizen Satisfaction Survey**

The Director presented the results relating to Library Service from the City of Airdrie's 2018 Citizen Satisfaction Survey. Satisfaction increased from 65% in the 2017 Survey to 76% in the 2018 Survey.

**Agenda Item 9.2**

**Report to Board on One-Stop Service**

The Director presented a report on one-stop customer service.

The Director left the meeting at 7:45 p.m.

Concern was raised about apprehension by staff of the proposed changes. K. Kirkpatrick-Lauzon confirmed that the proposed outline was given to staff, who suggested some changes, and changes were made. There will be a little increase in staffing and a change of scheduling to improve customer service.

**Agenda Item 9.3**

**Notice of Motion to Approve Unbudgeted One-Stop Service Facility and Furniture Adjustments**

2018-L-015

**MOTION: K. Jessen/C. Kolson**

**CARRIED**  
**Opposed: T. Petrow**

That the Library Board approve unbudgeted expenses in the amount of \$3,800 to make physical adjustments required to implement one-stop service. The expenses will be funded from unexpended painting project funds.

**Agenda Item 9.4**

**Report to Board on Market Salary Survey**

The Chair presented a recommendation for a consultant to conduct a market salary survey. It was suggested that the consultant look at total compensation as well as wages and salaries. K. Kirkpatrick-Lauzon will e-mail the Board with the enhanced costing, which will then be ratified by e-mail.

**Agenda Item 9.5**

**Notice of Motion to Approve Unbudgeted Expense for Market Salary Survey**

2018-L-016

**MOTION: C. Kolson/T. Petrow**

**CARRIED**

That the Library Board direct staff to include total compensation in the costing for a Market Salary Survey and to provide the Board with the total cost, to be ratified by e-mail.

**Agenda Item 10**

**CIRCULATION**

Trustees were asked to review the March 2018 Marigold Newsletter and the February 2018 Library Links submissions as circulated.

**Agenda Item 11**

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

ALL	Send feedback on Plan of Service to Director
Director	Finalize Plan of Service Present a more in-depth report from Scotia Wealth at April meeting Speak with Jean about Vacation Policy Item 8.3 Bring back comparables and costing re proposed Vacation Policy
K. K-Lauzon	Email Board with enhanced costing for Market Salary Survey
Chair	Draft letter from Board to Residents of 2067
T. Desrosiers	Email Director re Scotia Wealth presentation
D. Fedun	Email Director re Scotia Wealth presentation
T. Petrow	Send Conference links Conference to Board

**Agenda Item 12**

**Personnel Report**

2018-L-017

**MOTION: L. Cygman/S. Sweet**

**CARRIED**

That the Library Board move in camera at 8:10 p.m.

2018-L-018

**MOTION: T. Petrow/C. Kolson**

**CARRIED**

That the Library Board exit in camera at 9:13 p.m.

**Agenda Item 13**

**NEXT REGULAR MEETING OF THE BOARD**

The next Regular Meeting of the Board will be held on April 24, 2018 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

**Agenda Item 14**

**ADJOURNMENT**

The Chair declared the meeting adjourned at 9:14 p.m.

  
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Chairman

  
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Recording Secretary