

**CITY OF AIRDRIE LIBRARY BOARD  
APRIL 24, 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  
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*

Councillor T. Petrow

**Agenda Item 1**

**CALL TO ORDER**

S. Sweet (Acting Chair) called the meeting to order at 6:32 p.m.

**Agenda Item 2**

**WELCOME GUESTS**

S. Sweet welcomed Cody Matthias and Palki Biswas from the City Finance Department and Angela Loo and Michelle Lim from PricewaterhouseCoopers.

**Agenda Item 3**

**ADDITIONS TO AND ACCEPTANCE OF AGENDA**

**2018-L-019**

**MOTION: C. Kolson/C. Buchanan**

**CARRIED**

That the agenda be accepted with addition of a Volunteer Appreciation presentation following item 6.0.

**Agenda Item 4**

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

**2018-L-020**

**MOTION: L. Cygman/K. Jessen**

**CARRIED**

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

**2018-L-021**

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

**CARRIED**

That Councillor Petrow be excused from the meeting.

**Agenda Item 5**

**PUBLIC QUESTION AND ANSWER PERIOD**

There were no questions from the public.

**Agenda Item 6**

**PRESENTATION OF 2017 AUDIT REPORT**

Cody Matthias, City of Airdrie, presented the 2017 Audited Financial Statements. Angela Loo and Michelle Lim, PricewaterhouseCoopers,

presented the Audit Findings and the Year-End Report. K. Jessen requested that "White" be deleted from her surname on the list of Board Members attached as Appendix A.

**Member Arrives**

Daniel Nelles arrived at 6:59 p.m. and took over as Chair.

**2018-L-022**

**MOTION: D. Fedun/C. Kolson**

**CARRIED**

That the Airdrie Library Board approves the 2017 Annual Audited Financial Statements, and accepts the PricewaterhouseCoopers 2017 Audit Findings Report.

**VOLUNTEER APPRECIATION PRESENTATION**

Councillor Kolson presented Volunteer Appreciation gifts to D. Fedun and G. Anderson.

**Agenda Item 7**

**BUSINESS ARISING FROM THE MINUTES**

**Agenda Item 7.1**

**APL Investments, Alignment with Policy**

The Chair presented an e-mail from Scotia Wealth Management confirming that the Library Board's policy on investments is being adhered to. T. Desrosiers advised that the e-mail did not clarify what he wanted, but he has confirmed the mix and is comfortable with it.

**Agenda Item 7.2**

**2018-2010 Plan of Service Update**

The Director presented the final Plan of Service.

**Agenda Item 7.3**

**Notice of Motion to Approve the 2018-2010 Plan of Service**

**2018-L-023**

**MOTION: G. Anderson/S. Sweet**

**CARRIED**

That the Library Board approve the 2018-2020 Plan of Service document, as presented at the April 24, 2018 meeting of the Board.

**Agenda Item 7.4**

**Report on Market Salary Survey Proposals**

The Director presented a report on Market Salary Survey Proposals.

**Agenda Item 7.5**

**Notice of Motion to Ratify Approval of Unbudgeted Expense for a Market Salary Survey**

**2018-L-024**

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

**CARRIED**

That the Library Board approve a \$5,100 unbudgeted expenditure for a Market Salary Survey, to be paid for out of the Library's contingency reserve.

**Agenda Item 7.6**

**Canada 150 Time Capsule Update**

L. Cygman reported that the sub-committee met last month to decide what would go in the time capsule box. Councillor Petrow will complete

the box and deliver it.

**Agenda Item 8**

**BOARD BUSINESS**

**Agenda Item 8.1**

**Volunteer Hours for Board Members**

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

**Agenda Item 8.2**

**Chairing the May, 2018 Board Meeting**

S. Sweet will chair the May, 2018 Board meeting in the Chair's absence.

**Agenda Item 9**

**REPORTS**

**Agenda Item 9.1**

**Facility Report**

The Chair advised that the Steering Committee met at the beginning of March. The consultants are expected to come back in a few weeks with another meeting date and will likely present to Council in late June or early July. The Chair advised that the renovations to accommodate the one-stop service have been completed and look great.

**Agenda Item 9.2**

**Financial Statements – March, 2018**

The Director presented the Financial Statements for March, 2018. In response to a question, the Director advised that all deferrals are recognized at the end of the year, and that it might be preferable to have two lines to segregate the two streams of investment income.

**Agenda Item 9.3**

**Personnel Report**

The Chair had nothing new to report.

**Agenda Item 9.4**

**Marigold Report**

K. Jessen advised that Marigold's Annual General Meeting was held on April 21, 2018 in Strathmore. Councillor Petrow attended with K. Jessen. Marigold is moving ahead with their new building, with a loan from Wheatland County. The Provincial Government may be freezing its grant to Marigold at 2016 population figures. The City will have to pay Marigold on current population but will receive its grant at the lower level. Marigold is willing to meet with City Council.

**Agenda Item 9.5**

**Director's Report**

The Director presented her written Report for March, 2018.

**Agenda Item 9.5.1**

**Verbal Update to Written Report**

The Director advised that the Library has received approval for two Summer Reading Club students and will be receiving a Step Grant. In response to a question, the Director advised that children are fully engaged in the Children's Area. Concern was raised that some parents bring their children but don't pay any attention to them. The Director

advised that staff have had to address that issue. An "Attending Child Policy" has been posted and wording will be posted for staff on how to deal with disruptive behavior. It was asked whether all of the high schools participate in the Art Gala. K. Kirkpatrick-Lauzon advised that four schools usually participate. K. Kirkpatrick-Lauzon will invite Koinonia Christian School to participate next year.

**Agenda Item 9.5.2**

**March 2018 Customer Service Statistics**

The Director presented a report for March, 2018. It was asked whether the Library has considered partnering with Rocky View to do smartlockers. The Director advised that it is not in the plans for this year, but could be discussed in the next budget. As there are significant operational costs for deliveries, the Director recommended adding more lockers at Genesis Place rather than adding a new location. The Chair suggested that a question be added to the Library User Survey. The Director noted that in the last Survey, there was interest in the Library being open on Sunday mornings, and that she would be inclined to look at that before adding more smartlockers.

**Agenda Item 10**

**NEW BUSINESS**

**Agenda Item 10.1**

**Report on Personnel Policy Revision**

The Director presented a report on revisions to the Personnel Policy and the cost implications of the revisions. The revisions will go to the Governance Committee for review in two packages and then come back to the May and June Board meetings for review and approval.

**Agenda Item 11**

**CIRCULATION**

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

**Agenda Item 12**

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

Director	Send Personnel Policy revisions to Governance, then do report to Board for May and June meetings
Governance	Review Personnel Policy revisions
K. K-Lauzon	Invite Koinonia School to Art Gala next year
T. Petrow	Complete and deliver Time Capsule box

**Agenda Item 13**

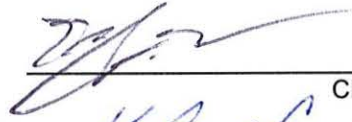
**NEXT REGULAR MEETING OF THE BOARD**


The next Regular Meeting of the Board will be held on May 29, 2018 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

Agenda Item 14

**ADJOURNMENT**

The Chair declared the meeting adjourned at 8:55 p.m.

  
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Chairman

  
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Recording Secretary