

CITY OF AIRDRIE LIBRARY BOARD
May 29, 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 (Acting Chair) S. Sweet
Councillor C. Kolson
Councillor T. Petrow
G. Anderson
C. Buchanan
L. Cygman
D. Fedun

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

Absent with Regrets T. Desrosiers
K. Jessen
D. Nelles

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:34 p.m.

Agenda Item 2

EXCUSE MEMBERS

2018-L-025

MOTION: D. Fedun/T. Petrow

CARRIED

That T. Desrosiers, K. Jessen and D. Nelles be excused from this meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2018-L-026

MOTION: C. Kolson/T. Petrow

CARRIED

That the agenda be accepted with the following changes:
7.2 amend to say, "Board Q&A from 4:00-4:30 on June 22, 2018"
7.4 add Agenda Delivery

Agenda Item 4

APPROVAL OF MINUTES APRIL 24, 2018 BOARD MEETING

2018-L-027

MOTION: G. Anderson/L. Cygman

CARRIED

That the minutes of the regular meeting of April 24, 2018 be accepted as printed.

2018-L-028

MOTION: C. Buchanan/T. Petrow

CARRIED

That a letter be drafted from the Library Board to the Alberta Library Trustees Association inquiring as to whether any queries have been made of the current government relative to the use of current population statistics.

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

2018-2020 Plan of Service presentation folder with action items

The Director distributed presentation folders with the Report to the Community, Plan of Service and Action Plan, and reviewed the action plan items.

Agenda Item 6.2

Canada 150 Time Capsule

Councillor Petrow presented photos of the Library's box and contents for the Canada 150 Time Capsule. The Chair thanked the sub-committee for their work on this project.

Agenda Item 7

BOARD BUSINESS

Agenda Item 7.1

Alberta Library Conference Reports

G. Anderson attended sessions on Programming and designing escape rooms and networked with people from the Trustees Association. C. Buchanan attended sessions on Animation, Branding and Social Media, Culture and Fine Arts, and Igniting a Passion for Reading. The Director reported that Standards and Best Practices have been updated (which will affect the size of our collection in the new facility).

Agenda Item 7.2

Board Question & Answer June 22, 2018 at APL All-Staff Meeting

S. Sweet advised that the Library staff's professional development day is June 22, 2018. The Board's Question & Answer Period will be from 4:00-4:30 and all members are invited to attend. The Director will send a confirming e-mail to the Board.

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 7.4

Agenda Delivery

Concern was raised over when and how the agenda is delivered to the Board. The Director will endeavour to send the agendas on the Wednesday or Thursday of the week before the meeting, and will investigate options for a more efficient way to send the packages.

Agenda Item 8

REPORTS

Agenda Item 8.1

Facility Report

S. Sweet advised that the steering committee has met twice and are in discussions with the consultants to identify an appropriate site and work on a concept plan. The consultants will present to the Library Board on July 31, 2018 and will then present to City Council in August.

Agenda Item 8.2

Financial Statements – April, 2018

The Director presented the Financial Statements for April, 2018. It was asked whether financials from two months before a meeting could be presented so that agenda packages can be sent out earlier. The Director will track the financials and see how often they arrive late.

Agenda Item 8.3

Personnel Report

The Chair advised that the Personnel Committee did not meet in May.

Agenda Item 8.4

Marigold Report

This item was tabled until the next meeting.

Agenda Item 8.5

Director's Report

The Director presented her written Report for April, 2018.

Agenda Item 8.5.1

Verbal Update to Written Report

The Director advised that the current app is being taken out of service as of June 30, 2018 and that staff are investigating a new app. The Fire Department has revised the library's occupancy load and some spaces now have a much higher occupancy load.

Agenda Item 8.5.2

April 2018 Customer Service Statistics

The Director presented a report for April, 2018. In response to a question about the increase in public computer use, K. Kirkpatrick-Lauzon advised that staff have started tracking additional computer time requested by a person already logged on.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

APL Report to the Community 2017

The Director presented the APL Report to the Community for 2017.

Agenda Item 9.2

Motion to Approve the APL Report to the Community 2017

2018-L-029

MOTION: G. Anderson/T. Petrow

CARRIED

That the Library Board approve the Library's 2017 Report to the Community.

Agenda Item 9.3

Report to the Board on Personnel Policy Revisions, Part 1

The Chair and the Director presented Part 1 of the proposed Revisions to the Personnel Policy.

Agenda Item 9.4

Motion to Approve Personnel Policy Revisions, Part 1

2018-L-030

MOTION: C. Buchanan/C. Kolson

CARRIED

That the Library Board approve the Personnel Policy Revisions, Part 1,

as recommended by the Governance Committee, and the following additional revisions:

Policy 7.17 – Amend to read, "If an employee has a grievance or complaint with their supervisor, the employee should first address the grievance with their manager. If an employee has a grievance or complaint with their manager, the employee should first address the grievance with the Director."

Policy 7.22 Appendix A – Increase Meal Allowances (Before Gratuity) to Breakfast: \$15.00, Lunch: \$15.00, Dinner: \$25.00.

Agenda Item 9.5

Report to the Board on Final Cost of 2018 Painting and Flooring Projects

The Director presented a report on the final cost of the 2018 painting and flooring projects, as well as a request for approval of expenditure of excess funds on two additional facility projects.

Agenda Item 9.6

Motion to Approve Unbudgeted Expenditure of Window Tinting

2018-L-031

MOTION: G. Anderson/T. Petrow

CARRIED

That the Library Board approve the unbudgeted expenditure of \$2,200 on window tinting in two staff work areas.

Agenda Item 9.7

Motion to Approve Expenditure of Remaining 2017 Carry Forward Reserve on Lighting Upgrades

2018-L-032

MOTION: G. Anderson/L. Cygman

CARRIED

That the Library Board approve the expenditure of the remaining 2017 Carry Forward Reserve on lighting upgrades.

Agenda Item 9.8

2018 Provincial Operating Grant Application

The Director is in the process of applying for the 2018 Provincial Operating Grant. The deadline is June 15, 2018.

Agenda Item 10

CIRCULATION

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

Agenda Item 11

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

Director	Draft letter to ALTA re use of current population figures. Send e-mail to Board re Q&A Period June 22, 4:00-4:30 p.m. Track financials to see how often they arrive late. Investigate options for more efficient way to send agenda packages.
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Agenda Item 12

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on Tuesday, June 26, 2018 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

Agenda Item 13

ADJOURNMENT

The Chair declared the meeting adjourned at 9:04 p.m.


_____ Chairman


_____ Recording Secretary