

CITY OF AIRDRIE LIBRARY BOARD
June 26, 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
G. Anderson
T. Desrosiers
D. Fedun
K. Jessen
Councillor C. Kolson
Councillor T. Petrow

Staff

Director: P. Medland
Recording Secretary: K. Rushford
(*Transcribed by K. Kitiuk*)

Absent with Regrets

C. Buchanan
L. Cygman
S. Sweet

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:33 p.m.

Agenda Item 2

EXCUSE MEMBERS

2018-L-033

MOTION: K. Jessen/C. Kolson

CARRIED

That the Library Board excuse C. Buchanan, L. Cygman and S. Sweet from the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

There were no additions/deletions to the agenda.

Agenda Item 4

MINUTES OF MAY 29, 2018

2018-L-034

MOTION: G. Anderson/T. Petrow

CARRIED

That the Library Board accept the minutes of the regular meeting of May 29, 2018 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

Letter to Alberta Library Trustees Association on Use of Current Population Statistics

The Chair presented on this item. K. Jessen provided clarification with respect to operations grants for shrinking communities.

Agenda Item 7

BOARD BUSINESS

Agenda Item 7.1

Report on Q&A at Library All Staff Meeting June 22, 2018

The Chair advised that five Trustees were present. The presentation included information on what the Board is about and what it does. The Chair advised that it was a good relationship-building activity and noted that staff asked good questions.

Agenda Item 7.2

Report on Board Basics Workshop

G. Anderson noted that the Workshop was great with a lot of information. He advised that there was a lot of information received that he was already aware of. There was a Q&A from different attendees, the majority of which were town or city councils. Councillor Petrow added that a lot of information was for smaller municipalities trying to get their policies in place. It was nice to know that Airdrie's Library Board was covering off much of this.

G. Anderson noted that he appreciated clarification on the *Library Act* and the Board's role.

In response to a question regarding whether the topic of cannabis was raised, it was noted that it was not, but there was information on safety issues and other issues that smaller libraries face.

Agenda Item 7.3

Canada Day Parade Library BBQ July 1; Mighty Machines July 29

The Director provided a summary on the July 1st BBQ.

The Director advised that the new Mighty Machines event will take place on July 29. Big machines from City departments (such as diggers and the fire truck) will be involved.

Agenda Item 7.4

Mark your Calendars for Board Meetings on July 31 (New Facility) and August 28 (Budget)

There will be a special meeting on July 31 to discuss information from the Steering Committee regarding a new facility. The information will then go forward to Council on August 20, 2018.

There will be a special meeting on August 28 regarding the budget.

Agenda Item 7.5

Volunteer Hours for Board Members

Board member volunteer hours were recorded.

Agenda Item 8

REPORTS

Agenda Item 8.1

Facility Report

The Chair noted that there is nothing to report with the exception of the information already provided in Item 7.4.

Agenda Item 8.2

Financial Statements, May 2018

The Director thanked G. Anderson and D. Fedun for attending the Council presentation of the audit. The audit was received without any

questions or concerns. With respect to the presentation of financial information, there were also no comments or concerns raised.

T. Desrosiers noted the accounts receivable of \$60,000 on the balance sheet. The Director confirmed that this number has been reversed. There was a \$56,000 CFEP grant which the Library was aware was coming but had not yet been received, together with some miscellaneous items. The Director noted that almost all revenue is grant revenue.

T. Desrosiers noted that payables are becoming quite large. The Director responded that this is due to big projects regarding expansion, painting and carpeting. The Library's trade accounts are normally small scale. Discussion continued regarding cleaning costs and 2018 salaries and benefits running light in comparison to 2017. The Director noted that there were two vacant positions which were not filled immediately. There was further discussion regarding budgeting for positions not being filled.

Agenda Item 8.3

Marigold Report

K. Jessen advised that there is no Executive Meeting this month. M. Toombs will be making a presentation to Council on July 3, 2018 regarding the Marigold system. The Chair will be in attendance.

Agenda Item 8.4

Director's Report

Agenda Item 8.4.1

Director's Report – Verbal Update

The Director advised that there is exciting news. The 2017 Summer Reading Club received Honourable Mention out of 2,000 Canadian public libraries and included an award of \$100. This is the most significant recognition the Library has received. A grant from Rocky View County to hire two additional Summer Reading Club students in 2017 allowed for a greatly expanded program.

Discussion continued regarding being unable to proctor exams due to room demand, exceeding occupancy levels in the Children's Area, and an upcoming service point project with new job descriptions and training started.

Agenda Item 8.4.2

Customer Service Statistics – May 2018

The Director advised that circulation figures are amazing. She provided clarification regarding the circulation numbers at Genesis Place and the Smartlockers, adding that Instagram interest is up.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

Report to the Board – Makerspace Plans

Discussion was held on achieving a tech lab, a mixture of hands-on and a computer lab. It was noted that a lot of libraries are using virtual reality labs. A preference for seeing more research done on how to change these labs more often was noted.

In response to a question regarding the \$5,000 grant from Brookfield Residential, the Director advised that this grant is to fund the current Makerspace program, *Makerspace Wednesdays*. There is interest in a digital technology focus.

The Board discussed recommendations including a pop-up learning lab concept and rotating through three different themes. The first session will be a facilitated drop-in program. Space doesn't warrant having a larger program.

The Director advised that a 3-D printer is ready with the need for some coding in robotics, a sound booth, computers for media conversion and virtual augmented reality which requires high-end machines. There could be 10-12 kids participating.

Discussion continued regarding the sound levels of Makerspaces, designating space for quiet time, balancing priorities, and the potential for a senior drop-in time. It was noted that older and younger users could intermingle, with teenagers helping seniors.

There was further discussion regarding a sound booth, including a mobile sound booth, and the purpose of the Makerspace being for kids to work with audio files.

Agenda Item 9.2

Motion to Approve Unbudgeted Expenditure on Makerspace

There was discussion regarding getting a sponsorship proposal out. There will be a one-time capital cost and then nominal costs until more computers need to be purchased. The target is the fall for a hard launch, with a soft launch at the end of the Summer Reading program.

With respect to a question regarding regular operating, the Director advised that the Library is still a bit short on sponsorship and if the funding is taken out of reserves, it can be put back in later.

2018-L-035

MOTION: K. Jessen/G. Anderson

**CARRIED by vote of 6 in favour, 1 opposed
Opposed: Councillor T. Petrow**

That the Library Board approve the unbudgeted expenditure in the amount of \$10,000 and that funds be reallocated from operating reserve to the 2018 operating account to fund the Makerspace program.

Agenda Item 9.3

Report to Board on Personnel Policy Revisions, Part II

The Chair discussed the Governance Committee meeting which included going through the Policy revisions regarding personnel. The Chair reviewed the proposed changes. Suggestions included:

- Subsection 2.4 in Section 7.9 – Add “be” between “will” and “time” in the first line.
- Subsection 2.1 in Section 7.10 – Correct spelling mistake to read “paid time off”.
- Subsection 2.1 in Section 7.10 – Should be 6% of wages and 8% of wages.
- Subsection 5.1 in Section 7.3 – Second line should read “School

