

CITY OF AIRDRIE LIBRARY BOARD
October 30, 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
C. Buchanan
L. Cygman
D. Fedun
K. Jessen
Deputy-Mayor T. Petrow
S. Sweet

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

Absent with Regrets T. Desrosiers
Councillor A. Jones

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:31 p.m.

Agenda Item 2

WELCOME GUESTS

Miranda Johnson, Airdrie Public Library, was welcomed to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

The following changes were made to the agenda:
9.5 – Move up to follow acceptance of the agenda
11 – Add In Camera meeting

2018-L-055

MOTION: S. Sweet/G. Anderson

CARRIED

That the agenda be accepted as amended.

2018 SUMMER READING CLUB

M. Johnson presented a report on the 2018 Summer Reading Club and other summer events. Participation was up 33% over 2017, despite not running the program at Genesis Place this year. Genesis Place was not used as it was a one-time grant from Rocky View School Division. There was discussion on how to engage high school students to volunteer. Deputy-Mayor Petrow will be meeting with RVSD trustees soon and will bring it up. The Board thanked M. Johnson for her presentation and commended library staff on a successful program.

Agenda Item 4

MINUTES OF SEPTEMBER 25, 2018

A typographical error was noted in the Absent with Regrets section.

2018-L-056

MOTION: G. Anderson/C. Buchanan

CARRIED

That the Library Board accept the minutes of the regular meeting of

September 25, 2018 as amended.

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 2019 Budget Presentation Update

Deputy-Mayor Petrow commented that the presentation to Council went well, with very few questions. The meetings prior to the presentation were helpful to reduce concerns regarding the increase to the ~~ask~~.

Agenda Item 6.2 Expansion Project Update

The Director advised that L. Wiwcharuk clarified the process for asking permission of Council for additional space. The space would be paid for out of the building grant and would be used for staff operations and proctoring.

KL
requested municipal grants
FLZ

Agenda Item 7 BOARD BUSINESS

Agenda Item 7.1 Appointments/Re-appointments to the Library Board

The Chair advised that Councillor A. Jones has replaced Councillor Kolson on the Library Board. The Vice-Chair's term has been extended.

Agenda Item 7.2 Airdrie Representative on Marigold Library System Board

K. Jessen advised that she will be stepping down from the Marigold Executive Board and outlined the responsibilities, commitment and benefits of the position. G. Anderson and L. Cygman were nominated for the position. After a vote by secret ballot, L. Cygman was elected as the Airdrie Public Library Board's nomination for Airdrie representative on the Marigold Library System Board.

2018-L-057 MOTION: G. Anderson/T. Petrow CARRIED

That the Library Board confirm L. Cygman's nomination as the Airdrie representative on the Marigold Library System Board and forward the nomination to City Council for approval.

Agenda Item 7.3 Staff Recognition Dinner

The Staff Recognition Dinner will be held on November 17, 2018.

The Director advised that the Airdrie Hitmen Day has been moved to January 1, 2019. Volunteers are needed to sell 50/50 Tickets. The Director asked if the Board would like to continue receiving Airdrie Hitmen Day tickets as a thank you gift to the Board. A few members commented that they have not been able to use the tickets.

Agenda Item 7.4 Volunteer Hours for Board Members

Board member volunteer hours were recorded.

Agenda Item 8

REPORTS

Agenda Item 8.1

New Facility Report

Feedback on the meeting last night was that the meeting was very informative, very organized and everyone's role was clear. Community engagement and communication were front and centre. There was broad support from Library Board members for the process used by CMLC and it is hoped that Council will adopt a process similar in nature. The Chair will be meeting with Mayor Brown on November 15, 2018 and then monthly to get updates on the project. A Detailed Functional Program will be done to get input from library staff.

Agenda Item 8.2

Financial Statements, September 2018

The Director presented the Financial Statements for September, 2018. There was a discussion regarding the advisability of leaving two positions unfilled until the beginning of January 2019.

Agenda Item 8.3

Personnel Report

There was nothing new to report.

Agenda Item 8.4

Marigold Report

K. Jessen advised that Marigold received budget approval for the new building. Marigold Executive voted to extend the contract outlining the terms by which a reserve collection fund is being held for the Airdrie Public Library.

Agenda Item 8.5

Director's Report

The Director noted that the two items covered on the front page of the Director's Report, Makerspace and Grab & Go Bags, were Plan of Service action items. Airdrie was an official Alberta Culture site in 2018.

Agenda Item 8.6

Customer Service Statistics, September 2018

The Director presented the Customer Service Statistics for September 2018 compared to 2017. It was noted that information desk transactions are down by 31%. The Director advised that the way staff record directional questions has changed but that the expected levelling off of information queries in the summer of 2018 did not occur – queries continue to go down. A question was raised about Marigold internet access. K. Kirkpatrick-Lauzon advised that Marigold has experienced overload on its bandwidth. The long wait for ebooks was noted. There have been staff discussions about Airdrie Public Library doing fundraising for e-books.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

2018 Summer Reading Club

This item was dealt with above.

Agenda Item 9.2

Makerspace

K. Kirkpatrick-Lauzon advised that the Makerspace program was soft-launched on September 17, 2018. K. Kirkpatrick-Lauzon presented a Powerpoint of the projects to date.

Agenda Item 9.3

Report to Board on Policy Revision, Policies 9.1 and 9.3

The Chair presented recommended revisions to Policy 9.1 [Mission] and Policy 9.3 [Hours of Operation] to reflect current practice. It was suggested that "residents of Airdrie and surrounding municipalities" in Section 9.3.1 be changed to "residents of Airdrie and area".

2018-L-058

MOTION: K. Jessen/D. Fedun

CARRIED

That the wording in Section 9.3.1 be changed from "residents of Airdrie and surrounding municipalities" to "residents of Airdrie and area".

2018-L-059

MOTION: C. Buchanan/G. Anderson

CARRIED

That the Library Board approve revised Policy 9.1 [Mission] and revised Policy 9.3 [Hours of Operation] as amended.

Agenda Item 10

CIRCULATION

Agenda Item 10.1

Correspondence

There were no items of correspondence.

Agenda Item 10.2

Marigold Newsletter

The Marigold Newsletter was distributed for information.

Agenda Item 10.3

Library Links Articles

Library Links was distributed for information

Agenda Item 11

IN CAMERA MEETING

2018-L-060

MOTION: S. Sweet/T. Petrow

CARRIED

That the Library Board enter In Camera at 8:45 p.m.

2018-L-061

MOTION: K. Jessen/G. Anderson

CARRIED

That the Library Board exit In Camera at 9:10 p.m.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

ALL Staff Recognition Dinner November 17, 2018

Chair Meet with Mayor Brown on November 15 to get update on the new facility project

Agenda Item 13

NEXT REGULAR MEETING OF THE BOARD

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

Agenda Item 14

ADJOURNMENT

The Chair declared the meeting adjourned at 9:10 p.m.



Chairman



Recording Secretary