

CITY OF AIRDRIE LIBRARY BOARD
September 25, 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
K. Jessen
Councillor C. Kolson
S. Sweet

Staff

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

Absent with Regrets

Councillor T Petrow
C. Buchanan
D. Fedun
L. Cygman

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:32 p.m.

Agenda Item 2

WELCOME GUESTS

There were no guests in attendance.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2018-L-045

MOTION: C. Kolson/G. Anderson

CARRIED

There were no additions/deletions to the agenda.

Agenda Item 4

MINUTES OF June 26, 2018

2018-L-046

MOTION: K. Jessen / T. Desrosiers

CARRIED

That the Library Board accept the minutes of the regular meeting of June 26, 2018 as printed.

Agenda Item 5

MINUTES OF July 31, 2018

2018-L-047

MOTION: S. Sweet/ K. Jessen

CARRIED

That the Library Board accept the minutes of the regular meeting of July 31, 2018 as printed.

Agenda Item 6

MINUTES OF August 28, 2018

2018-L-048

MOTION: T. Desrosiers / S. Sweet

CARRIED

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

August 28, 2018, with the addition of the motion numbers.

Agenda Item 7

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 8

BUSINESS ARISING FROM MINUTES

Agenda Item 8.1

Board Report: Ratification of motion passed in-camera at the June 26, 2018, board meeting

The Chair explained that the motion was passed in-camera during the June 26, 2018, board meeting, and needs to be ratified in open session. The Chair noted that it still was in the board's purview to not pass the motion. C. Kolson asked the library Director what information library staff were already aware of. The Director replied that staff were aware of the salary and wage increases approved in-camera in June, and scheduled for implementation in October, 2018.

Agenda Item 8.2

Notice of Motion to Approve increasing APL wage and salary rates halfway to the 55th percentile mark of comparable Alberta public libraries effective October 6, 2018.

2018-L-049

MOTION: K. Jessen/C. Kolson

CARRIED UNANIMOUSLY

That APL wage and salary rates will increase halfway to the 55th percentile mark of comparable Alberta public libraries effective October 6, 2018

Agenda Item 9

BOARD BUSINESS

Agenda Item 9.1

Volunteer hours for Board members (add hours for all events, reading and meetings)

The Chair reminded all trustees to ensure they record their volunteer hours. The Director noted that this includes hours spent reading the Airdrie Public Library Pre-facility Planning study.

Agenda Item 10

REPORTS

Agenda Item 10.1

FINANCIAL STATEMENTS – JUNE, JULY, AND AUGUST 2018

The Director reviewed August financial statements. Director is expecting the budget to come in close to target. The Director noted that a sponsorship of \$10,000 was still outstanding. Desrosiers inquired about where the donations came from. The Director reviewed recently received sponsorships and grants. The Director also noted the \$1500 sponsorship from Kiwanis Club of Airdrie that was carried forward from 2017 for themed backpacks. The Kiwanis Club of Airdrie is providing an additional \$3000 to fill the backpacks.

Agenda Item 10.2

FACILITY REPORT

The Chair reported that nothing new had come to his attention since the presentation of the Airdrie Library Pre-facility Planning Study on August 20, 2018.

The Director explained that Council had received the consultant's report and that they passed a motion for a meeting to be scheduled between the Library Board and Council as a next step. No date has yet been set for the meeting. Discussion. The Chair stated that the next step was for someone from Council or the City staff to contact him.

Agenda Item 10.3

PERSONNEL REPORT

The Chair reported on Marilynne Aalhus' resignation from the library and her new position at the Airdrie Chamber of Commerce as the Executive Director. The Chair sent congratulations to Marilynne on her new position from the Library Board and noted that she would be missed.

Agenda Item 10.4

MARIGOLD REPORT

K. Jessen gave her notice of resignation from the Marigold Board effective immediately. K. Jessen provided information on the duties, time commitment, and benefits of being a part of the Marigold Board. K. Jessen will email all trustees information about the position. The Chair will invite, via email, expressions of interest prior to mid-October.

The Director shared information on the Library's reserve funds held by Marigold. She explained the Marigold Board had questions about timelines for expenditure of these funds. K. Jessen confirmed that the Marigold Executive is willing to hold the funds for APL until a new facility is built. The Director noted there have been discussions among APL staff with regard to expending some of this money in 2019. Discussion. K. Jessen stated that she wanted the money to stay in reserve.

The Director will bring a written report and recommendations back to the Board.

Agenda Item 10.5

DIRECTOR'S REPORT

The library was added to Space Finder Alberta, which allows persons to seek out room availability online. Public library Services Branch released a new document "Best Practises for Libraries in Alberta." The Director shared information on a workshop she attended about changes to Occupational Health and Safety requirements. The library is working on getting everything in place to meet these new requirements.

The Chair stated that he enjoyed seeing all the social media posts from the Summer, and thanked programmers and staff involved in the social media posts.

Agenda Item 11

NEW BUSINESS

Agenda Item 11.1

BOARD REPORT ON THE OPPORTUNITY TO EXPAND INTO AN ADJOINING 600 SQ. FT. SPACE

The Director discussed the conversation she had with City Staff about the potential of taking over 600 Sq. ft. space next to the library. She

discussed timelines as well as possible uses of the space.

Agenda Item 11.2

**NOTICE OF MOTION TO APPROVE EXPANSION INTO AN
ADJOINING 600 SQ. FT. SPACE**

2018-L-050

MOTION: C. Kolson/G. Anderson

CARRIED UNANIMOUSLY

That the Library Board approve expansion into an adjoining 600 sq. ft. space.

Agenda Item 11.3

BOARD REPORT ON THE REVISED 2019 DRAFT BUDGET

The Director shared the details of the report, and the reasons for the changes from August to September 2018. The revision showed a decrease in operating grant requested from the City. K. Jessen noted that the 2019 Budget Notes included information that should not be made public. The Director was asked to remove the date and percentage increase from the personnel line of the report. The note will state, "Wage and salary adjustments. No COLA in 2019."

Agenda Item 11.4

DRAFT 2019 BUDGET REV. SEPTEMBER 18, 2018

Discussion about moving the motion until after discussion the in-camera session.

Agenda Item 11.5

NOTICE OF MOTION TO APPROVE THE 2019 BUDGET

Moved until after in-camera session. Will become agenda item 12.2.

Agenda Item 11.6

MAY 2018 CUSTOMER SATISFACTION SURVEY

The Director discussed the report with Library Board. Overall satisfaction has increased.

Agenda Item 11.7

BOARD REPORT: 2019 AUDIT

The City is going to tender for 2019 for audit services. The Director asked the Library Board if they would like to continue piggybacking on the City's annual audit or if they would like to create an independent request for proposal

T. Desrosiers advised that it would be better to go with the City as it is the most cost effective and efficient way. S. Sweet agreed and noted how integrated the library's financial services are with the City.

The Director noted some of the inefficiencies of the City holding our financial records. The Director will look into efficiencies with regard to the holding of Library records.

2018-L-051

MOTION: T. Desrosiers /G. Anderson

CARRIED

That the Library Board continue to piggyback off the City for auditing services.

Agenda Item 11.8

**STAFF RECOGNITION DINNER, SATURDAY, NOVEMBER 17, 2018,
WOODSIDE GOLF COURSE**

The Chair asked all Library Board members to mark their calendars for this date.

Agenda Item 12

MOVE TO IN-CAMERA SESSION

2018-L-052

MOTION: G. Anderson /K. Jessen

CARRIED

Agenda Item 12.1

MOVE TO come out of IN-CAMERA SESSION

2018-L-053

MOTION: S. Sweet /G. Anderson

CARRIED

Agenda Item 12.2

NOTICE OF MOTION TO APPROVE THE 2019 BUDGET

2018-L-054

MOTION: K. Jessen / G. Anderson

CARRIED

That the Library Board approve the draft 2019 library budget presented to the Board at its September 25, 2018 meeting

Agenda Item 13

CIRCULATION

Agenda Item 13.1

CORRESPONDENCE

Agenda Item 13.2

MARIGOLD NEWSLETTER

Agenda Item 13.3

LIBRARY LINK ARTICLES

Agenda Item 14

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

Agenda Item 10.4

- K. Jessen will email all trustees on the Library Board with her resignation and information on the position, commitment and benefits.
- The Chair will invite, via email, expressions of interest.
- An email vote will happen prior to mid-October.
- The Director will create a report with recommendations for the Board.

Agenda Item 11.3

- the Director will remove the date and percentage increase from the personnel line of the report. The note will state, "Wage and salary adjustments. No COLA in 2019."

Agenda Item 11.7

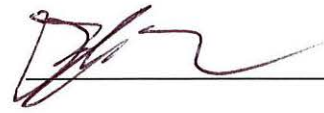
- The Director will look into efficiencies with regard to the storing records at the City.

NEXT REGULAR MEETING OF THE BOARD

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

ADJOURNMENT

The Chair declared the meeting adjourned at 8:56 p.m.


Chairman


Recording Secretary