

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
C. Buchanan
L. Cygman
D. Fedun
Councillor A. Jones
K. Jessen
Deputy-Mayor T. Petrow

Staff

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

Absent with Regrets

G. Anderson
T. Desrosiers
S. Sweet

Agenda Item 1

CALL TO ORDER

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

Agenda Item 2

WELCOME GUESTS

The Chair welcomed Councillor Al Jones, new Trustee, to the Board. Laura Daniels and Michelle Lim, PricewaterhouseCoopers, and Meghan Bigney, City of Airdrie, were welcomed to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2018-L-062

MOTION: C. Buchanan/D. Fedun

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

2018 AUDIT

Agenda Item 4.1

Report on the 2018 Audit Plan

Meghan Bigney, Team Leader, City of Airdrie Accounting Services, gave opening remarks and introduced Laura Daniels and Michelle Lim, PricewaterhouseCoopers.

Agenda Item 4.2

Presentation on the 2018 Audit Plan

Laura Daniels, Engagement Leader, and Michelle Lim, Engagement Member, PricewaterhouseCoopers, presented the 2018 Audit Plan. There were no questions or concerns.

2018-L-063

MOTION: T. Petrow/L. Cygman

CARRIED

That the 2018 Audit Plan be received as presented.

Agenda Item 5

MINUTES OF OCTOBER 30, 2018 BOARD MEETING

A request was made to change “regarding the increase to the ask” to “regarding the increase to the requested municipal grants”.

2018-L-064

MOTION: K. Jessen/C. Buchanan

CARRIED

That the Library Board accept the minutes of the regular meeting of October 30, 2018 as amended.

Agenda Item 6

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 7

BUSINESS ARISING FROM THE MINUTES

Agenda Item 7.1

APL Staff Recognition Dinner

Feedback from the Board was that the evening, location and meal were all fabulous, the Airdrie trivia game and baby photo game were fun, and it was great to have local talent. Lucia and Sheila were commended for their great planning of the event. The Director advised that all of the staff who attended enjoyed the event.

Agenda Item 7.2

Appointment to the Marigold Library System Board

The Chair advised that City Council approved the recommendation to appoint L. Cygman to the Marigold Library System Board. Legislative Services was thanked for expeditious processing of the appointment.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

Board Orientation for New Member

K. Jessen and C. Buchanan will accompany Councillor Jones on his tour of the library. The Director will coordinate the date.

Agenda Item 8.2

Board Elections

Chair - D. Nelles turned the chair over to Deputy-Mayor Petrow for the election of Chair. D. Nelles advised that he was willing to let his name stand. Deputy Mayor Petrow called three times for any other nomination for Chair. Hearing none, and following a vote in favour, D. Nelles was elected by acclamation as Chair for the 2019 year. Deputy-Mayor Petrow turned the chair back over to D. Nelles.

Vice Chair - The Director reported that S. Sweet has expressed interest in continuing as Vice Chair. The Chair called three times for any other nomination for Vice Chair. Hearing none, and following a vote in favour, S. Sweet was elected by acclamation as Vice Chair for the 2019 year.

Personnel Committee – Composition is Chair, Vice Chair and one Trustee. L. Cygman and C. Buchanan expressed interest in the position. C. Buchanan withdrew her name. The Chair called three times for any other nominations. Hearing none, and following a vote in favour, L. Cygman was appointed by acclamation to the Personnel

Committee.

Governance Committee – Composition is Vice Chair as chair and two Trustees. D. Nelles and K. Jessen expressed interest. The Chair called three times for any other nominations. Hearing none, and following a vote in favour, D. Nelles and K. Jessen were appointed by acclamation to the Governance Committee.

Finance Committee – T. Desrosiers transferred proxy to K. Jessen. K. Jessen nominated T. Desrosiers. Concern was raised that because the end result comes before City Council, Councillors should refrain from making financial decisions on behalf of the Board. The Chair advised that every member of the Board is a trustee and is eligible to hold any position. It was recommended that staff ask Legislative Services for clarification about Councillors being appointed to the Finance Committee.

2018-L-065

MOTION: K. Jessen/T. Petrow

CARRIED

That the Library Board defer making appointments to the Finance Committee until the next Board meeting.

Agenda Item 8.3

Volunteer Hours for Board Members

Board member volunteer hours were recorded.

Agenda Item 9

REPORTS

Agenda Item 9.1

Facility Report

The Chair advised that the scheduled meeting in mid-November between the Chair and Mayor Brown was cancelled because the AMSQ meeting was in camera so the information could not be shared at this time. However, regular monthly meetings will be set-up. The Director asked whether City or Library staff should be in attendance at the meetings. The Chair advised that after the initial meeting, he will be able to give direction to staff. Councillor Jones advised that Council hopes to move forward with site selection by the end of January.

Agenda Item 9.2

Financial Statements, October 2018

The Director presented the Financial Statements for October, 2018 and noted that confirmation has not been received for the Makerspace sponsorship. Some funding has been received from the Advocates for a number of projects. There was a lengthy discussion about fundraising and sponsorships. It was asked whether there are restrictions on who the library will accept donations from. The Director advised that if any concerns are perceived about accepting a donation, the decision will be referred to the Board. It was asked whether the Fund Development Policy contains anything about partnering with certain businesses or organizations. The Chair will direct this to the Governance Committee.

Agenda Item 9.3

Personnel Report

The Chair advised that the Director's annual review will begin prior to the next Board meeting.

Agenda Item 9.4

Marigold Report

L. Cygman advised that he attended his first Marigold meeting. His first Executive Meeting will be tomorrow by teleconference. The new building is on schedule to go and there will also be a new website coming shortly.

Agenda Item 9.5

Director's Report

The Director advised that an all-staff training meeting was held at the beginning of November, where a Marigold representative discussed services to First Nations. The Director is investigating whether there will be opportunity for an additional marquee in English, French and First Nations, if the library does occupy an additional 600 square feet. A community liaison representative from Airdrie Addictions and Mental Health made a presentation on resources available to the public in the community and staff also toured the Airdrie Food Bank to know what is available.

The Director attended a Public Library Administrators meeting in Ponoka, where she asked that they write to PLSB about freezing the grant at the previous population level. The board voted to write a letter to advocate for grants at current population level. There has been no response to our letter to the Alberta Trustees Association; the Chair will follow-up on that.

Agenda Item 9.6

Customer Service Statistics, October 2018

The Director presented the Customer Service Statistics for October 2018 compared to 2017. A question was asked about exceeding load capacity. The Director advised that there was a substantial increase to load capacity because of the new Children's area. The Children's area has occasionally exceeded capacity, but the overall load in the library has not been exceeded.

A question was asked as to how much time is spent by patrons in the library. The Director advised that research has found that the average library visit is less than 5 minutes. In response to a question, the Director advised that the Art classes have been partially replaced with Craft classes as they fit better within the Plan of Service.

L. Cygman advised that Marigold is piloting new ways to do Holds. K. Kirkpatrick-Lauzon advised that Airdrie will be joining the pilot project in January. K. Jessen noted that there is a 6 month wait to get e-books, audio books and digital media. The Director advised that in 2015-2017, Airdrie was unable to expend the budget allotment from Marigold because of lack of shelving space, so \$5,000-\$7,000 was given to Marigold for e-books.

RECESS/RECONVENE

The Chair called a recess at 8:15 p.m. The meeting reconvened at 8:23 p.m.

Agenda Item 11.3

Library Links – October 2018

Library Links was distributed for information.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

Director Coordinate date for board orientation for new member.
 Ask Legislative Services for clarification about Councillors
 being appointed to the Finance Committee.

Chair Follow-up on letter to Alberta Trustees Association.
 Direct Fund Development Policy to Governance Committee
 for review.

Agenda Item 13

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on Tuesday,
January 29, 2019 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

Agenda Item 14

ADJOURNMENT

The Chair declared the meeting adjourned at 8:38 p.m.



Chairman



Recording Secretary