

**CITY OF AIRDRIE LIBRARY BOARD**  
**January 29, 2019**

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  
G. Anderson  
C. Buchanan  
L. Cygman  
T. Desrosiers  
Councillor A. Jones  
K. Jessen  
Councillor T. Petrow

*Staff* Director: P. Medland  
Customer Service Manager: J. Van Buren  
Recording Secretary: K. Rushford

*Absent with Regrets* D. Fedun  
D. Nelles

**Agenda Item 1**

**CALL TO ORDER**

The Chair called the meeting to order at 6:37 p.m.

**Agenda Item 2**

**WELCOME GUESTS**

The Chair welcomed Jean Van Buren, Customer Service Manager, to the meeting.

**Agenda Item 3**

**ADDITIONS TO AND ACCEPTANCE OF AGENDA**

2019-L-001

**MOTION: T. Petrow/G. Anderson**

**CARRIED**

That the agenda be accepted as presented.

A request was then made to add Item 6.2 Board Member Questions to the agenda.

2019-L-002

**MOTION: K. Jessen/G. Anderson**

**CARRIED**

That the agenda be accepted as amended.

**Agenda Item 4**

**MINUTES OF NOVEMBER 27, 2018 BOARD MEETING**

A typographical error was noted in the minutes of November 27, 2018.

2019-L-003

**MOTION: A. Jones/T. Petrow**

**CARRIED**

That the Library Board accept the minutes of the regular meeting of November 27, 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**

**Report to Board on Councillors being appointed to Library's Finance Committee**

The Director advised that Legislative Services, PLSB and the Board's policy all confirm that a Councillor is not prohibited from being on the Library's Finance Committee. Councillors act as Trustees in Board meetings and as Councillors in Council meetings.

**Agenda Item 6.2**

**Board Member Questions**

C. Buchanan asked about the status of the monthly meetings between the Chair and the Mayor and about the meetings with Airdrie Mainstreet Square. The Director had no information to share and advised that these items will be covered under Facility Report next month. C. Buchanan inquired about the donation policy. The Director advised that the Governance Committee is in the process of reviewing and revising all Board policies. This item will be moved into the policies to be reviewed in February.

**Agenda Item 7**

**BOARD BUSINESS**

**Agenda Item 7.1**

**Nomination and Election to the Finance Committee**

The Chair called for nominations for the Finance Committee. T. Desrosiers, A. Jones and G. Anderson were nominated. The Chair called two more times for any other nominations. Hearing none, T. Desrosiers, A. Jones and G. Anderson were elected to the Finance Committee by acclamation.

**Agenda Item 7.2**

**Trustee Attendance at the Southern Alberta Library Conference and the Alberta Library Conference**

K. Jessen noted an error in the Report to the Board in that she did not attend the Alberta Library Conference in 2017. The Director advised that the budget allows for two Trustees to attend the Alberta Library Conference. D. Nelles has expressed his interest in attending. K. Jessen and S. Sweet will check on availability and advise. L. Cygman will attend as Marigold representative.

**Agenda Item 7.3**

**Volunteer Hours for Board Members**

Board member volunteer hours were recorded.

**Agenda Item 8**

**REPORTS**

**Agenda Item 8.1**

**Facility Report**

There was nothing new to report.

**Agenda Item 8.2**

**Financial Report**

The Director presented the Financial Statements for November 2018, Unaudited Financial Statements for December 2018, the Report to the Board on 2018 Fundraising, and Scotia Wealth Management's Report

on APL Funds Investment. A question was asked about higher risk corporate bonds. The Director advised that the Board has a detailed investment policy and that T. Desrosiers reviewed the investments in October and confirmed they were in line with the policy. T. Desrosiers clarified regarding the percentage of guaranteed yield.

**Agenda Item 8.3**

**Personnel Report**

There was nothing new to report.

**Agenda Item 8.4**

**Marigold Report**

L. Cygman advised that the Member Libraries' Workshop will be held on May 15, 2019 in Calgary. The Marigold grant will be based on revised population figures and \$54,000 has been received from Marigold into Airdrie's account. The Services grant will be \$170,000 for 2019. L. Cygman gave a synopsis of the results of Marigold's customer satisfaction survey which was conducted between Nov 1-22, 2018. There was a Provincial Library Network Nodes meeting in Edmonton on December 6-7, 2018. PLSB has advised they will assist in identifying what must be included in every library's plan of service, but PLSB has no ability to assist libraries with strategic planning facilitation. The Town of Strathmore has approved the land use redesignation for the Marigold site. The parcel will be 5.39 acres in size and Marigold is purchasing 50% of the site.

**Agenda Item 8.5**

**Director's Report**

**Agenda Item 8.5.1**

Director's Verbal Report

The Director advised that holds will be decreased from 10 days to 7 days to save shelf space. One of the action items for 2018 was to put information on the website about how to evaluate fake news. This has now been done. The Director distributed a newspaper article on the new 3D Printer. The Director also distributed copies of the new Volunteer Handbook. Concern was raised over the wording of the dress code. J. Van Buren clarified. A discussion ensued. It was agreed that this is an operational issue which staff can deal with.

A Marigold representative came to the December staff meeting with a member of the Stoney Nakoda Nation to discuss ways that we can make First Nations people feel more welcome in the library. It was decided to make a verbal acknowledgement of Traditional Territories at library events. The Director advised that our acknowledgement does not have to align exactly with the City but should at least meet what the City does. Staff are investigating saying "Welcome" using Treaty 7 languages in a marquee. L. Cygman noted that Mount Royal University has Indigenous signage and suggested that the Director contact the University. Councillor Jones suggested a plaque inside the front door speaking to Indigenous people rather than signage on a marquee.

A comment was made that Listening Tales is fantastic. The Director advised that the library cannot handle the demand for this program due to space, times and availability of dogs. It was asked whether the library could sponsor a program at a local shelter. Concern was raised about liability. It was agreed that this is an operational matter which

staff can deal with.

Agenda Item 8.5.2

Customer Service Statistics, December 2018 and Year-End 2018

The Director presented the Customer Service Statistics for December 2018 and Year-End 2018. The Director and J. Van Buren gave clarification on certain statistics.

Agenda Item 9

**NEW BUSINESS**

Agenda Item 9.1

**Report to Board on New Policy Numbering System**

The Director presented a report to the Board on the new numbering system for APL policies, by-laws and schedules, for information.

Agenda Item 9.2

**Report to Board on Revised Membership and Loans By-laws and Schedules**

J. Van Buren presented a report to the Board on draft revisions to the Membership and Loans By-laws and Schedules which the Governance Committee has reviewed and is in support of. It was suggested that 100 days is too long a time period for books to be borrowed, and that there should be low to no late fees. A discussion followed.

Agenda Item 9.3

**Notice of Motion to Approve Revised Membership and Loans By-laws and Schedules**

2019-L-004

**MOTION: K. Jessen/T. Petrow**

**CARRIED**

That the Library Board approve the revised Membership and Loans By-laws and Schedules as presented to the Board on January 29, 2019.

Agenda Item 9.4

**Report to Board on Reserve Fund Transfers**

The Director presented a request to transfer reserve funds from an internally restricted reserve designated for collection expenditure in the new library facility to the internally restricted operating reserve.

Agenda Item 9.5

**Notice of Motion to Transfer Reserve Funds**

2019-L-005

**MOTION: C. Buchanan/G. Anderson**

**CARRIED**

That the Library Board approve the transfer of \$9,839 from an externally restricted collections reserve established in 2013 to the general operating reserve.

Agenda Item 9.6

**Report to Board on Unbudgeted Expenses for the New Office Space**

The Director presented information to support a request to transfer funds from the capital reserve to cover expenses associated with the move into the new office space. There was discussion as to whether the funds should be paid out of the capital reserve or the contingency reserve. The preference of the Board was to use the contingency reserve.

Agenda Item 9.7 Notice of Motion to Transfer Funds from the Capital Reserve for the New Office Space Project

2019-L-006 MOTION: G. Anderson/L. Cygman CARRIED

That the Library Board approve transfer of up to \$6,000 out of the contingency reserve into the 2019 operating budget to cover expenses associated with occupancy of the new office space.

Agenda Item 10 CIRCULATION

Agenda Item 10.1 Correspondence

There were no items of correspondence.

Agenda Item 10.2 Marigold Newsletter – January 2019

The Marigold Newsletter was distributed for information.

Agenda Item 10.3 Library Link Articles – January 2019

The Library Link was distributed for information.

Agenda Item 11 SUMMARY OF ACTION ITEMS FOR NEXT MEETING

K. Jessen Advise Director on availability to attend ALC  
S. Sweet Advise Director on availability to attend ALC

#### NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on Tuesday, February 26, 2019 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

#### ADJOURNMENT

The Chair declared the meeting adjourned at 8:32 p.m.

  
\_\_\_\_\_  
Vice-Chairman  
  
\_\_\_\_\_  
Recording Secretary

