

CITY OF AIRDRIE LIBRARY BOARD
February 26, 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

(Chair) D. Nelles
L. Cygman
Councillor A. Jones
K. Jessen
Councillor T. Petrow
S. Sweet

Staff

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

Absent with Regrets

G. Anderson
C. Buchanan
T. Desrosiers
D. Fedun

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:34 p.m.

Agenda Item 2

WELCOME GUESTS

The Chair welcomed Michelle Toombs and Laura Taylor, Marigold Library System, to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2019-L-007

MOTION: A. Jones/T. Petrow

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

MINUTES OF JANUARY 29, 2019 BOARD MEETING

2019-L-008

MOTION: L. Cygman/K. Jessen

CARRIED

That the Library Board accept the minutes of the regular meeting of January 29, 2019 as amended, with Deputy-Mayor A. Jones being changed to Councillor A. Jones.

Agenda Item 5

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 6

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

Agenda Item 7

PRESENTATION FROM MARIGOLD LIBRARY SYSTEM

Michelle Toombs, CEO, Marigold Library System, reported on the progress of the new building. In response to a question as to whether

Airdrie was considered for the new site, M. Toombs advised that Airdrie was considered, but the decision was made to stay in Strathmore. Real estate costs were an important factor and Strathmore is central to the Marigold service area. It was asked whether the levy increases to municipalities will stabilize once construction is complete. M. Toombs advised that the goal is to provide the same level of service without large levy increases and that municipalities without library boards will begin paying levies in 2020.

Laura Taylor, Deputy CEO, advised that Marigold is updating its template websites for libraries and that Airdrie is a test site. K. Kirkpatrick-Lauzon reported that staff are testing the template website and are enjoying the functionality. Marigold is also updating its Wi-Fi and are discussing a new TRAC app with a company in the UK.

L. Taylor presented the "2017 Value of Your Investment" report and advised that \$100,000 is being held by Marigold for Airdrie until the new building or expansion is complete. The Director asked whether there is any opportunity for libraries to speak to the Standards & Services Committee about funds for a start-up collection for new facilities. M. Toombs suggested that the Director write a letter stating Airdrie's case and they will take it forward to the Committee.

Michelle Toombs reported that the Director of PLSB has advised to expect to receive provincial funding late this year and to make sure that all compliance requirements are met.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

Orientation for new Board Member

Councillor Jones advised that his orientation was a good experience.

Agenda Item 8.2

Annual Alberta Library Conference Attendance Confirmation

The Chair and S. Sweet will be attending, as well as L. Cygman, as Marigold representative.

Agenda Item 8.3

Report to the Board – Excessive Absence of Volunteer Members of City Boards, Committees and Commissions

Councillor Jones advised that this is an information piece stemming from the February 4, 2019 Council meeting. It refers to the process that will be taken in the event that Board member attendance is less than 30% (unexcused absences).

Agenda Item 8.4

Volunteer Hours for Board Members

Board member volunteer hours were recorded.

Agenda Item 9

REPORTS

Agenda Item 9.1

Facility Report

As a follow-up to the last minutes, the Chair confirmed that he did meet with Mayor Brown on the second Tuesday of January and they are

looking to meet again in March. The meetings are a mechanism to keep the Chair and the Library Board informed and the conversations are informal. The Chair advised that some interviews with Calgary Municipal Land Corporation were held last week to collect information from key stakeholders in the building process. L. Cygman raised concern over the amount of time the process is taking. The Chair advised that there was extensive discussion with the facilitator about the merits and drawbacks of each site. Councillor Petrow advised that Council met today with CMLC and Council is committed to pick a site by April. Councillor Jones advised that the timeline for shovels in the ground is spring of 2020. K. Jessen asked for clarity on why Council is seeking public input again on the downtown plan.

Agenda Item 9.1.1

Report to the Board – 2019 Facility Expansion

The Director reported that the move into the expansion space is complete. The expansion came in slightly over budget.

Agenda Item 9.2

Financial Report

The Director presented the Financial Statements for January 2019. There were no questions or concerns.

Agenda Item 9.3

Personnel Report

The Chair advised that, as per policy, he solicited feedback from community stakeholders and the Board as well as direct reports of the Director. He has received several feedback statements, but not from the Library Board. Trustees were asked to reply to the Chair as soon as possible, and then the Personnel Committee will meet to review the feedback.

Agenda Item 9.4

Policy Report

The Director advised that this item will be dealt with at the March meeting.

Agenda Item 9.5

Marigold Report

L. Cygman had nothing to report besides what M. Toombs and L. Taylor reported.

Agenda Item 9.6

Director's Report

The Director advised that an offer has been made and the new Marketing and Fund Development Co-ordinator will start on March 11th. The Manager of Programming and Customer Engagement will be leaving and the Director will be looking to fill that position.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

2018 Annual Report to Public Library Services Branch

The Chair presented the 2018 Annual Report to Public Library Services Branch. K. Kirkpatrick-Lauzon provided clarification on some statistics. K. Kirkpatrick-Lauzon noted one change to the report: on page 14, there

were 5 work stations without internet stations. That has been changed to 3 work stations, as the self-check stations were removed from the statistics.

Agenda Item 10.2

Notice of Motion to Approve 2018 Annual Report for Submission to Public Library Services Branch

2019-L-009

MOTION: K. Jessen/S. Sweet

CARRIED

That the Library Board approve the 2018 Annual Report for submission to Public Library Services Branch.

Agenda Item 10.3

Report to the Board: 2018 Customer Satisfaction Surveys

The Director presented the report on 2018 Customer Satisfaction Surveys for information.

Agenda Item 10.4

Report to the Board: Annual Plan of Service Progress Report

K. Kirkpatrick-Lauzon presented the Annual Plan of Service Progress Report. Noise and not enough parking were the two most frequent complaints. Councillor Petrow suggested that Parks and Waste & Recycling give presentations to staff and the public. K. Jessen suggested that staff promote "community sprinkles" more as a way to raise awareness for community and not-for-profit groups.

Agenda Item 10.5

Notice of Motion to Transfer 2018 Operating Surplus to General Capital Reserve (50%) and General Operating Reserve (50%)

2019-L-010

MOTION: T. Petrow/K. Jessen

CARRIED

That the Library Board approve the transfer of 2018 surplus operating funds to the Library's General Operating Reserve (50%) and General Capital Reserve (50%).

Agenda Item 11

CIRCULATION

Agenda Item 11.1

Correspondence

There were no items of correspondence.

Agenda Item 11.2

Marigold Newsletter – February 2019

The Marigold Newsletter was distributed for information.

Agenda Item 11.3

Library Link Submissions – January 2019

Library Link was distributed for information.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

ALL Personnel Provide personnel feedback to the Chair
Meet to review the feedback

Director Submit 2018 Annual Report to PLSB

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on Tuesday, March 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.



Chairman



Recording Secretary

