

CITY OF AIRDRIE LIBRARY BOARD
March 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
C. Buchanan
L. Cygman
T. Desrosiers
D. Fedun
Councillor A. Jones
S. Sweet

Staff

Director: P. Medland
Operations Manager: K. Kirkpatrick-Lauzon
Fund Development & Marketing Coordinator: K. Altvater
Recording Secretary: K. Rushford

Absent with Regrets

G. Anderson
K. Jessen
Councillor T. Petrow

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:33 p.m.

Agenda Item 2

WELCOME GUESTS

The Chair welcomed Karina Altvater, Fund Development and Marketing Coordinator, to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

Item 7.1 was deferred to the April meeting.

2019-L-011

MOTION: A. Jones/S. Sweet

CARRIED

That the agenda be accepted as amended.

Agenda Item 4

MINUTES OF FEBRUARY 26, 2019 BOARD MEETING

2019-L-012

MOTION: S. Sweet/A. Jones

CARRIED

That the Library Board accept the minutes of the regular meeting of February 26, 2019 as presented.

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

BOARD BUSINESS

Agenda Item 7.1 Southern Alberta Library Conference

As Councillor Petrow was absent, this item was deferred to the April meeting.

Agenda Item 7.2 Volunteer Hours for Board Members

Board member volunteer hours were recorded.

Agenda Item 8 REPORTS

Agenda Item 8.1 Facility Report

The Chair reported that he participated by telephone in Calgary Municipal Land Corporation's engagement session. Council should receive CMLC's report by the beginning of May. The Chair will try to meet with Mayor Brown in April. A question was asked as to what the Board can say if approached by the public about how much progress is being made. The Chair suggested that Trustees can say that Council has committed to building a new library facility, that the new facility is in Council's strategic plan and is represented in the budget, and that Council has engaged a consultant to provide a recommendations report, which is forthcoming. Any further questions should be referred to Council members.

Agenda Item 8.2 Financial Report

The Director presented the Financial Statements for February 2019. A question was asked about Miscellaneous and Program Revenues in January. The Director advised that it is an error that will correct itself in February or March. The \$5,000 donation for facility expansion is actually a donation for programming sponsorship, not facility expansion.

Agenda Item 8.3 Personnel Report

The Chair advised that the Personnel Committee will meet after this meeting. A comprehensive report will be brought forward in April.

Agenda Item 8.4 Marigold Report

L. Cygman advised that the next Marigold meeting will be held tomorrow evening.

Agenda Item 8.5 Director's Report

The Director advised that the library will be hosting a Conversation with Candidates on April 8th.

Agenda Item 8.5.1 Verbal Update to Written Report

The Director noted that there will be a delay in the Alberta Libraries Grant until after the new government passes a budget. The Minister's Award for Excellence will also be delayed because of the election. The library lobby will be made available to the City Planning Department to do a visioning charrette. In response to a question, Councillor Jones clarified why the City is going through the downtown visioning process

again and advised that Council is not expecting the new library facility to wait until the downtown visioning plan has been finalized.

The Director advised that she will be visiting China from March 30 to April 10. K. Kirkpatrick-Lauzon will be the Deputy Director in her absence. K. Kirkpatrick-Lauzon displayed a Themed Backpack and advised that this initiative will launch on April 18th.

Agenda Item 8.5.2

February 2019 Customer Service Statistics

The Director presented the Customer Service Statistics for February. A question was asked about why new registrations are down 18% from February 2018. The Director advised that there was a huge spike in new registrations last year because of the free memberships. It was asked whether there are plans to put smartlockers in Chinook or other new areas. The Director advised that there are pros and cons and that circulation at the main library has increased because people are coming to the main facility. The Chair noted that there are operational and maintenance costs which would need to be built into the budget. The Board could decide to make a motion to direct administration to do costing.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

Report to the Board – Update on 2018 Salary Survey

The Chair presented the Update on the 2018 Salary Survey. The Director clarified regarding the Library Rate Grid.

Agenda Item 9.2

Notice of Motion to Approve New Wage and Salary Grid, Effective June 8, 2019

2019-L-013

MOTION: D. Fedun/S. Sweet

CARRIED

That the Library Board approve a New Wage and Salary Grid, effective June 8, 2019.

Agenda Item 9.3

Citizen Satisfaction Survey 2019

The Director presented the results of the Citizen Satisfaction Survey. The improvement was significant. 89% of respondents felt that library service was good or very good; the Children's Area may be the most significant factor.

Agenda Item 9.4

Report to the Board – Revised Finance Policies

The Chair presented the revised Finance Policies which were reviewed by the Governance Committee. The Director clarified regarding the use of the Procurement Office at the City of Airdrie. The Chair clarified regarding how the use of donated funds is determined.

Agenda Item 9.5

Notice of Motion to Approve Revised Finance Policies

2019-L-014

MOTION: L. Cygman/S. Sweet

CARRIED

That the Library Board approve the revised Finance Policies reviewed

by the Governance Committee on March 14, 2019 and presented to the Board on March 26, 2019.

Agenda Item 10

CIRCULATION

Agenda Item 10.1

Correspondence

There were no items of correspondence.

Agenda Item 10.2

Marigold Newsletter – March 2019

The Marigold Newsletter was distributed for information.

Agenda Item 10.3

Library Link Submissions – February 2019

Library Link was distributed for information.

2019-L-015

MOTION: A. Jones/C. Buchanan

CARRIED

That the Library Board enter In Camera at 7:48 p.m.

2019-L-016

MOTION: C. Buchanan/D. Fedun

CARRIED

That the Library Board exit In Camera at 8:15 p.m.

Agenda Item 11

SUMMARY OF ACTION ITEMS FOR NEXT MEETING


Personnel Prepare Report to Board for April meeting

NEXT REGULAR MEETING OF THE BOARD


The next Regular Meeting of the Board will be held on Tuesday, April 30, 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