

**CITY OF AIRDRIE LIBRARY BOARD**  
**May 28, 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  
T. Desrosiers  
K. Jessen  
Councillor A. Jones  
Councillor T. Petrow

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

*Absent with Regrets* G. Anderson  
C. Buchanan  
D. Fedun  
S. Sweet

**Agenda Item 1**

**CALL TO ORDER**

The Chair called the meeting to order at 6:36 p.m.

**Agenda Item 2**

**WELCOME GUESTS**

There were no guests.

**Agenda Item 3**

**ADDITIONS TO AND ACCEPTANCE OF AGENDA**

Item 9.6 - Finance Committee Membership was added to the agenda.

2019-L-022

**MOTION: T. Petrow/L. Cygman**

**CARRIED**

That the agenda be accepted as amended.

**Agenda Item 4**

**MINUTES OF APRIL 30, 2019 BOARD MEETING**

An error was noted in the spelling of PriceWaterhouseCoopers.

2019-L-023

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

**CARRIED**

That the Library Board accept the minutes of the regular meeting of April 30, 2019 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 the Board on 2018 Scotiawealth Management Investment Costs**

The Director advised that in the Audit Report, banking costs and investment costs were combined. The costs were broken down in the

financial statements. Transactions on investments were in the library's favour in the amount of \$17,762. After banking costs were deducted, there was almost \$15,000 to the library's favour.

**Agenda Item 6.2**

**Report to the Board on Rocky View County Grant**

The Director advised that Marigold negotiated the membership for Rocky View County (RVC) as a whole. In 2009, RVC determined to fund individual member libraries as well as Marigold. Schedule C fees for Marigold have been increased but individual libraries are still receiving \$4 per capita from RVC. It was asked whether Airdrie can charge RVC residents a fee. The Director advised that it might not be possible because of the agreement with Marigold. Concern was raised over making RVC residents pay a fee; the onus should be on RVC Council. It was suggested that the five libraries could approach RVC as a group to negotiate the same terms for all of the libraries as well as automatic incremental increases. Councillor Petrow would like to review Marigold's policy. If their policy does not mandate RVC paying the individual libraries, the policy should be changed. L. Cygman will research the Marigold policy. It was asked if the library has information on what areas RVC residents using the library come from. The Director will pull that information. There was discussion on options to move forward.

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

That the Library Board create a sub-committee for the purposes of investigating and approaching Rocky View County Council for a per capita fee increase.

2019-L-024

**MOTION: T. Petrow/T. Desrosiers**

**CARRIED**

That the motion be amended to read: That the Library Board create a sub-committee for the purposes of assessing rural library funding.

Constitution of the sub-committee will be the Chair, L. Cygman and T. Petrow as voting members and the Director as a non-voting member. Additional resources may be added later.

**Agenda Item 7**

**BOARD BUSINESS**

**Agenda Item 7.1**

**Volunteer Hours for Board Members**

Board member volunteer hours were recorded.

**Agenda Item 8**

**REPORTS**

**Agenda Item 8.1**

**Facility Report**

The Director distributed the packages that will be presented to Council on June 3, 2019. Library Board members were encouraged to attend the June 3<sup>rd</sup> Council meeting. A discussion followed.

**Agenda Item 8.2**

**Financial Report**

The Director presented the Financial Statements for April 2019. A

comment was made that 97% of the pre-school budget for 2019 has already been expended. The Director advised that the pre-school books which have been purchased will be used throughout the year.

**Agenda Item 8.3**

**Personnel Report**

The Director advised that a new Manager of Programming and Customer Engagement has been hired.

**Agenda Item 8.4**

**Marigold Report**

**2019-L-025**

**MOTION: L. Cygman/K. Jessen**

**CARRIED**

That the Library Board enter In Camera at 7:30.

**2019-L-026**

**MOTION: T. Petrow/L. Cygman**

**CARRIED**

That the Library Board exit In Camera at 8:04.

**2019-L-027**

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

**CARRIED**

That the Library Board engage outside legal counsel regarding Marigold technology services.

**Agenda Item 8.5**

**Director's Report**

**Agenda Item 8.5.1**

Verbal Update to Written Report

The Director advised that eight staff attended the Marigold Library one day conference. Airdrie Library received the Large Library Marigold Award for its Mighty Machines Day last year. The Director gave a presentation on library accessibility and K. Kirkpatrick-Lauzon gave a presentation on Planning Makerspaces.

**Agenda Item 8.5.2**

Customer Service Statistics, April 2019

The Director presented APL Customer Service Statistics for April, 2019. It was noted that circulation went down 1% for the first time in years, likely because of the timing of Easter, but it does indicate plateauing. A comment was made about the impact of the malware attack on Marigold's servers in April.

**Agenda Item 9**

**NEW BUSINESS**

**Agenda Item 9.1**

**APL Report to the Community 2018**

The Chair thanked staff for the Report to the Community. It was noted that the auditors have asked for the investment income to be rounded to 2%. It was also noted that Here's the Scoop should be added as a media supporter.

**Agenda Item 9.2**

**Notice of Motion to Approve APL's Report to the Community 2018**

**2019-L-028**

**MOTION: T. Petrow/L. Cygman**

**CARRIED**

That the Library Board approve Airdrie Public Library's 2018 Report to

the Community with two amendments:

- that investment income be rounded to 2%; and
- that Here's the Scoop be added as a media supporter.

**Agenda Item 9.3**

**Report to the Board on Facility & Equipment By-laws 10.1, 10.2 and Schedule G**

The Director presented background on draft revisions to the Facility & Equipment by-laws and Schedule G.

**Agenda Item 9.4**

**Notice of Motion to Approve Facility & Equipment By-laws 10.1, 10.2 and Schedule G**

**2019-L-029**

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

**CARRIED**

That the Library Board approve By-laws 10.1, 10.2 and Schedule G.

**Agenda Item 9.5**

**Provincial Operating Grant 2019**

The Director advised that Administration has not yet heard what the 2019 Provincial operating grant will be.

**Agenda Item 9.6**

**Finance Committee Membership**

T. Desrosiers advised that he will be stepping down from the Library Board due to employment with the City of Airdrie. This will leave a vacancy on the Finance Committee. The Chair will send a call-out for nominations by e-mail.

**Agenda Item 10**

**CIRCULATION**

**Agenda Item 10.1**

**Correspondence**

An updated organizational chart was distributed for information.

**Agenda Item 10.2**

**Marigold Newsletter – May 2019**

The Marigold Newsletter was distributed for information.

**Agenda Item 10.3**

**Library Link Submissions – April 2019**

The Library Link was distributed for information.

**Agenda Item 11**

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

- ALL - Council meeting June 3<sup>rd</sup> re new facility
- Chair - Send e-mail for nominations for Finance Committee
- Director - Revise Report to the Community 2018
- Pull information on what areas RVC residents using Airdrie library come from
- L. Cygman - Research Marigold's policy regarding RVC

**NEXT REGULAR MEETING OF THE BOARD**

The next Regular Meeting of the Board will be held on Tuesday, June 25, 2019 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

**ADJOURNMENT**

The Chair declared the meeting adjourned at 8:25 p.m.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Recording Secretary

