

CITY OF AIRDRIE LIBRARY BOARD
September 24, 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
G. Anderson
C. Buchanan
L. Cygman
K. Jessen
Councillor A. Jones
J. Morrison
N. Roberts
S. Sweet

Staff

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

Absent with Regrets

Councillor T. Petrow

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:30 p.m. and introduced new trustees, Jared Morrison and Natasha Roberts.

Agenda Item 2

WELCOME GUESTS

There were no guests.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2019-L-033

MOTION: G. Anderson/C. Buchanan

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

APPROVAL OF MINUTES – May 28, 2019

2019-L-034

MOTION: K. Jessen/L. Cygman

CARRIED

That the minutes of the May 28, 2019 Board meeting be approved as presented.

Agenda Item 5

APPROVAL OF MINUTES – June 25, 2019

It was noted that there was, in fact, quorum at the June 25, 2019 Board meeting.

2019-L-035

MOTION: S. Sweet/L. Cygman

CARRIED

That the minutes of the June 25, 2019 Board meeting be approved as presented.

Agenda Item 6

APPROVAL OF MINUTES – August 20, 2019

2019-L-036

MOTION: G. Anderson/C. Buchanan

CARRIED

That the minutes of the August 20, 2019 Board meeting be approved as presented.

Agenda Item 7

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 8

BUSINESS ARISING FROM THE MINUTES

Re May 28, 2019 minutes – 97% of the preschool budget for 2019 has already been spent? The Director confirmed that Administration did overspend in that line item in the first quarter. Books for Babies and two other programs where books were given away will be moved out of this budget.

Re August 20, 2019 minutes – Why is the Library looking at pulling out of the City's benefit plan? G. Anderson advised that the Director is investigating whether the same level of service and benefits is available for decreased costs.

Agenda Item 8.1

Rural Library Use Funding

The Chair advised that there are five library boards who receive funding directly from Rocky View County. The Director gave an overview of payments that Rocky View County makes to Marigold and to APL. The next step is for the Board to decide how they will approach Rocky View County Council about raising their per capita contribution and when to involve Marigold. The consensus was that the chairs of the five library boards should have an informal meeting and give direction. The Chair will start arranging to meet with the other board chairs.

Agenda Item 8.2

Report to the Board on Policy 8.0 – Patron Code of Conduct

The Chair presented background information on Policy 8.0 – Patron Code of Conduct. There was discussion on whether this is an operational issue or policy. The Director confirmed that some parts are operational and that the Code is already enforced in the library, but that banning someone from the library requires it to be policy.

Agenda Item 8.3

Notice of Motion to approve Policy 8.0 – Patron Code of Conduct

2019-L-037

MOTION: A. Jones/S. Sweet

**CARRIED (2 opposed)
Opposed: C. Buchanan
L. Cygman**

That the Library Board approve the revised Patron Code of Conduct as Policy 8.0.

Agenda Item 9

BOARD BUSINESS

Agenda Item 9.1

Introduction of New Trustees

This was done under Agenda Item 1.

Agenda Item 9.2

Finance Committee – Appointment to Vacant Position

The Chair called for nominations to the Finance Committee. J. Morrison volunteered. The Chair called two more times for other nominations. Hearing none, J. Morrison was elected to the Finance Committee by acclamation.

Agenda Item 9.3 **Mark Your Calendars – Voice & Vision – September 28, 2019**

The Director outlined the event. All Board members are invited to attend.

Agenda Item 9.4 **Mark Your Calendars – APL's Annual Staff Recognition Dinner**

All Board members are encouraged to attend the Annual Staff Recognition Dinner on November 16, 2019.

Agenda Item 9.5 **Volunteer Hours for Board Members**

Board members were asked to record all volunteer hours.

Agenda Item 10 **REPORTS**

Agenda Item 10.1

The Chair distributed a handout from Michelle Lock, City of Airdrie Director of Community Services and advised that: Conceptual renderings should be ready by early 2021. There will be community consultations and stakeholder input. The governance structure for the steering committee has not yet been defined, but there will be opportunities for Library Board members once the structure is clarified. The City will pay for a Functional Plan which will be similar to a plan of service. The Library Board should continue to develop its own plans of service in the future.

Agenda Item 10.2 **Financial Statements – June to August 2019**

The Director presented Financial Statements for June to August 2019. There was discussion regarding a possible shortfall and cash flow issue. The Director will be meeting with the City Finance Department in the next two weeks and will report back at the October meeting.

Agenda Item 10.3 **Marigold Report**

L. Cygman reported on the recent ransomware episode. Marigold will be adding additional insurance coverage for such claims and will be providing staff with cyber smart training. L. Cygman advised that the building project is moving ahead.

Agenda Item 10.4 **Director's Report**

P. Medland presented the Director's Report for June, July and August 2019.

Agenda Item 10.4.1 **Director's Report – Verbal Update**

The Director advised that she had a positive meeting with Angela Pitt, MLA and Michelle Toombs, CEO Marigold Library System.

The Director advised that the e-resource of training videos has been

bought out by Microsoft and will be called Linked-In Learning. Concern was raised at the Marigold Library Leaders meeting about privacy issues and the Director asked Marigold to put an alert on the website. The Director advised that APL has met its legal responsibility but also has a professional responsibility. A comment was made that the Board needs to have a discussion with Marigold about flexibility in our agreement with them, including which resources to offer to our patrons.

K. Kirkpatrick-Lauzon gave an update on the Makerspace and the new digital literacy facilitator.

All Board members are invited to come and chat with staff at the all-staff semi-annual meeting on November 1, 2019.

Agenda Item 10.4.2

Customer Service Statistics

The Director presented Customer Service Statistics for June to August 2019.

Agenda Item 11

NEW BUSINESS

Agenda Item 11.1

Report to Board on Use of Collection Reserve

The Director presented background information and a recommendation on expenditure of the collection reserve fund which the Marigold Library System has earmarked for the APL. A discussion followed regarding the handling cost of utilizing the reserve fund versus the cost of books.

Approve Item 11.2

Notice of Motion to Approve Use of Collection Reserve

2019-L-038

MOTION: K. Jessen/J. Morrison

CARRIED

That the Library Board approve expenditure of \$25,000 from the collection reserve in 2020 and authorize the Library Director to notify Marigold of our intent by October 1, 2019.

A comment was made that the handling fee for utilizing the reserve fund is outrageous. K. Kirkpatrick-Lauzon clarified that the fee includes the acquisition cost plus handling and cataloguing. The Director will investigate the cost of pulling reserve funds now versus later.

Agenda Item 11.3

Notice of Motion to Transfer \$2,000 from the Capital Reserve

2019-L-039

MOTION: A. Jones/G. Anderson

CARRIED

That \$2,000 be transferred from the Capital Reserve to cover the cost of an unbudgeted 2019 Plan of Service Action Item: installation of pull-out reference shelves in the adult non-fiction stacks.

Agenda Item 11.4

Report to the Board on Policies 1, 2 and 3

S. Sweet presented background information on new Policies 1 and 2 and revised Policy 3. The Director presented the Policies in detail.

Agenda Item 11.5

Notice of Motion to Approve Policies 1, 2 and 3

2019-L-040

MOTION: N. Roberts/G. Anderson

CARRIED

That the Library Board approve new Policy 1 (By-law of Incorporation) and Policy 2 (Mission, Values and Vision), as well as the revised and re-numbered Policy 3 (Board Governance).

Agenda Item 12

CORRESPONDENCE

There was no correspondence.

Agenda Item 13

MARIGOLD NEWSLETTER

The Director distributed the Marigold Newsletter for September 2019.

Agenda Item 14

LIBRARY LINK SUBMISSIONS

The Director distributed the Library Link submissions for July to August 2019.

Agenda Item 15

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- | | |
|----------|--|
| ALL | - Voice & Vision – September 28 |
| | - All Staff Semi Annual Meeting – November 1 |
| | - Annual Staff Recognition Dinner – November 16 |
| Director | - Meet with City Finance about potential shortfall and cash flow issue |
| | - Investigate cost of pulling reserve funds out of Marigold now versus later |
| Chair | - Start arranging to meet with library board chairs |

Councillor Jones welcomed Jared Morrison and Natasha Roberts to the Board. L. Cygman agreed that Airdrie's relationship with Marigold should be a point of discussion at a future meeting. S. Sweet suggested the Board could look at hiring a third party to do a feasibility study with and without Marigold or somewhere in between.

NEXT REGULAR MEETING OF THE BOARD

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

ADJOURNMENT

The Chair declared the meeting adjourned at 8:41 p.m.



Chairman



Recording Secretary