

CITY OF AIRDRIE LIBRARY BOARD
October 29, 2019

Minutes of a Regular Meeting of the City of Airdrie Library Board, held in the Vincent Room, City Hall, with the following:

PRESENT:

Members

(Chair) D. Nelles
C. Buchanan
L. Cygman
K. Jessen
J. Morrison
Councillor T. Petrow
N. Roberts
S. Sweet

Staff

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

Absent with Regrets

G. Anderson
Councillor A. Jones

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:30 p.m.

Agenda Item 2

WELCOME GUESTS

There were no guests.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2019-L-041

MOTION: T. Petrow/C. Buchanan

CARRIED

That the agenda be accepted as amended with the addition of item 9.5 Marigold Discussion.

Agenda Item 4

APPROVAL OF MINUTES – September 24, 2019

The following changes were made to the minutes:

9.3 – The “Directed” should say “Director”

10.4.1 – Add “, CEO Marigold Library System” after “Michelle Toombs”

2019-L-042

MOTION: K. Jessen/J. Morrison

CARRIED

That the minutes of the September 24, 2019 Board meeting be approved 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

Rural Library Use Funding

A meeting is proposed for Thursday, November 28, 2019. All Board

chairs and directors will attend. Other municipalities such as Beiseker and Chestermere will also attend.

Agenda Item 7

BOARD BUSINESS

Agenda Item 7.1

City Organizational Meeting (Councillor appointments)

There were no adjustments to Councillor appointments as a result of the annual Organizational Meeting. Councillor Petrow and Councillor Jones continue as Library Board members.

Agenda Item 7.2

APL Budget Presentation to Council Budget Committee, October 21, 2019

D. Nelles provided a report on the presentation of the 2020 Airdrie Public Library (APL) budget to Council. He advised there were no questions from council members. The APL Board awaits Council's decision.

There is no change from last year's provincial operating grant. Discussion occurred regarding lobbying and a suggestion was made for Board members to write to MLAs. An advocacy package was suggested. P. Medland reported on the Chair's letter to a Provincial Library Association and advised that no response was received. Alberta Library Directors have had discussions. She suggested it may be beneficial for all Board members to write to lobby MLAs with regard to funding.

Agenda Item 7.3

Board Q&A at All-staff Meeting, November 1, 2019

D. Nelles will talk to staff. Several Board members plan to attend.

Agenda Item 7.4

Mark your calendars for APL's annual staff recognition dinner on November 16, 2019

Board members were asked to reply to Sheila with meal preference and to pay for spouses who plan to attend prior to the deadline.

Agenda Item 7.5

Volunteer hours for Board Members

Board member volunteer hours were recorded.

Agenda Item 8

REPORTS

Agenda Item 8.1

New Facility Report – D. Nelles

P. Medland reported that Procurement is working on the project. C. Aragon was at the meeting in the absence of M. Lock. M. Lock's input is required before Procurement can move forward.

A "Request for Quotation" (RFQ) will be posted. Currently two related projects are underway, including a feasibility study for the multi-use facility. Procurement hopes to post on the provincial website by November 1, 2019. P. Medland advised that staff and Board members may be contacted about the facility project. Those calls should all be directed to the City's Procurement department. The e-mail was

circulated to Board members.

It was asked how this is different than the report which has already been done. T. Petrow advised that it is about what will be in the multi-use facility rather than the library specifically. D. Nelles added that the input will inform the design of the facility. Public consultation will occur to inform the process. He noted the document was originally authored in 2013 and there have been changes since then. November 25, 2019 is the proposed closing date for submissions. The report date for the end of the process is unknown. Concern about previous plans for Airdrie Main Street Square (AMSQ) was raised as well as the importance of ensuring something similar doesn't occur for the Library.

Discussion occurred regarding the square footage of the library. The need is for 50,000 square feet. K. Jessen raised concern about lay people providing input about the space needed for the library. In response to this, it was noted that public consultation will focus on what this building should do for the community – it is more high level.

C. Buchanan asked if the population grows beyond 150,000, would space then be increased beyond 50,000 square feet. D. Nelles noted that beyond that population, the library would look at having branches. P. Medland encouraged library staff and Board members to attend the public meetings.

Agenda Item 8.2

Financial Statements, September 2019 – P. Medland

P. Medland provided highlights of the September 2019 financial statements. It is anticipated that the Library will not be in a deficit at the end of the year. Revenue will be up due to some unexpected grants. She explained the 18-month planning process and how staffing plays into this. She also explained how vacation expense is calculated by City Finance and that an adjustment is made at year end. As a result, the staff line item will be underspent.

C. Buchanan asked about the Kiwanis packs and thought they were purchased by the organization upfront. D. Nelles confirmed that they were purchased by the Library from the Library budget and that the organization provides a cheque. The program cost \$8,000.

Agenda Item 8.3

Marigold Report – L. Cygman

L. Cygman provided a verbal report noting that the building project is going well and there is a movement to remove red tape in the system with input from directors. Board members are welcome to provide input.

Agenda Item 8.4

Director's Report

Agenda Item 8.4.1

Directors Report – Verbal Update

P. Medland provided a verbal update. An invitation was sent to community sponsors for a lunch meeting - 12 will attend. She hasn't heard about the Provincial Ministers Award for Library Excellence.

The Provincial Government is cancelling the STEP program. The Library has two major fundraisers: Adopt-a-Book and Grow-a-Reader.

Grow-a-Reader is down. A suggestion was made to make the Adopt-a-Book program "mobile".

P. Medland provided detail regarding another program from Inclusion Alberta that provides organizations with opportunity to hire individuals with intellectual challenges. The Library hopes to hire someone for this program.

The "Blind Date with a Book" program was discussed as another fund raising opportunity.

Agenda Item 8.4.2

Customer Service Statistics – September 2019

There were no questions.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

2019 Summer Reading Club Report – E. Pottie

E. Pottie, Manager of the Summer Reading Club, was welcomed to the meeting. He provided a verbal report of the 2019 program. Highlights included the number of kids registered and the number of hours read compared to last year.

The prize structure was changed this year to time spent reading rather than number of books read. 921 people attended the programs during the summer. There were 200 people at the Maker programs. Summer students did a terrific job.

In response to a question, E. Pottie confirmed that during opening day, 460 people attended. A waiting list and other projects were available for people who couldn't attend as the classes were full.

E. Pottie left the meeting at 7:41 p.m.

Agenda Item 9.2

May 2019 Customer Satisfaction Survey – P. Medland

T. Petrow noted plateauing and a decrease in the number of completed customer satisfaction surveys. P. Medland confirmed membership and circulation are going up. The programming has plateaued and she doesn't anticipate this increasing. It was asked whether satisfaction would decrease due to capacity. P. Medland noted a previous change that saw an increase but no new changes have occurred this year.

Some questions were raised about the comments on the survey. One comment was about eating in the library and suggestions were made to have designated eating areas and have signs posted.

It was asked how the 63 surveys were gathered. K. Kirkpatrick-Lauzon advised they were handed out at the service desk or done on-line.

Further discussion about eating in the library occurred. It was asked how big the problem is. P. Medland confirmed it gets discussed at public service or management meetings quarterly. It was suggested that a dedicated area for eating be designated in the new facility.

Parking was discussed. Scotiabank has this in its lease whereas the Library doesn't except for the library van. Recently, a Library drop-off zone has been created in the parking lot.

Agenda Item 9.3 Report to the Board on 2018 Utility Costs Owing

There were no questions about the report.

Agenda Item 9.4 Notice of Motion to Transfer \$8,633.73 from the Operating Reserve for 2018 Utility Costs

2019-L-043 MOTION: S. Sweet/N. Roberts CARRIED

That the Library Board authorizes the transfer of \$8,633.73 from the Operating Reserve for 2018 utility costs.

Agenda Item 9.5 Marigold

K. Jessen spoke regarding funding received from Marigold. She suggests having a discussion with Marigold on what service they would be able to provide to the Airdrie Public Library when the new facility is operational. It is important to have this discussion with Marigold sooner rather than later.

T. Petrow advised the newest timeline for completion of the library in a report from Council is 2024 rather than 2021-2022 as believed by the board. The Library Board needs to know from Marigold the service level they can provide.

2019-L-044 MOTION: K. Jessen/L. Cygman CARRIED

The Library Board directs the Director to bring forward a portion of the 2021 budget for consultant services for investigation of regional library services.

A protracted discussion ensued about Marigold services and having a consultant do research about this.

**2019-L-045 MOTION: N. Roberts/K. Jessen CARRIED
(opposed L. Cygman)**

That the Notice of Motion to have the Director bring forward a portion of the 2021 budget for consultant services for investigation of regional library services be tabled.

Agenda Item 10 CORRESPONDENCE

There was no correspondence.

Agenda Item 11 MARIGOLD NEWSLETTER – October 2019

Paper Bag Princess kits and an event on November 2 in Strathmore were discussed.

Agenda Item 12

LIBRARY LINK SUBMISSIONS – September 2019

There were no items.

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- ALL
- All Staff Semi Annual Meeting – November 1
 - Annual Staff Recognition Dinner – November 16

NEXT REGULAR MEETING OF THE BOARD

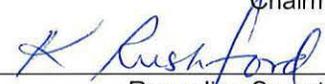
The next Regular Meeting of the Board will be held on Tuesday, November 26, 2019 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

ADJOURNMENT

The Chair declared the meeting adjourned at 9:14 p.m.



Chairman



Recording Secretary