

**CITY OF AIRDRIE LIBRARY BOARD**  
**November 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  
G. Anderson  
K. Jessen  
Councillor A. Jones  
J. Morrison  
Councillor T. Petrow  
N. Roberts

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

*Absent with Regrets* C. Buchanan  
L. Cygman  
S. Sweet

**Agenda Item 1**

**CALL TO ORDER**

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

**Agenda Item 2**

**WELCOME GUESTS**

The Chair welcomed Meghan Bigney, City of Airdrie, and Angela Loo, Engagement Leader, and Cassidy Hides, Engagement Manager, pwc.

**Agenda Item 3**

**ADDITIONS TO AND ACCEPTANCE OF AGENDA**

2019-L-046

**MOTION: A. Jones/G. Anderson**

**CARRIED**

That the agenda be accepted as presented.

**Agenda Item 4**

**2019 AUDIT**

Angela Loo and Cassidy Hides presented the 2019 Audit Plan.

2019-L-047

**MOTION: A. Jones/K. Jessen**

**CARRIED**

That the Library Board enter In Camera at 6:38 p.m.

2019-L-048

**MOTION: A. Jones/K. Jessen**

**CARRIED**

That the Library Board exit In Camera at 6:58 p.m.

2019-L-049

**MOTION: G. Anderson/K. Jessen**

**CARRIED**

That the Library Board authorize Councillor Jones and Councillor Petrow to share the matter discussed In Camera with Council members In Camera.

**Agenda Item 5**

**APPROVAL OF MINUTES – October 29, 2019**

Approval of the minutes was tabled until the next meeting.

**Agenda Item 6**

**PUBLIC QUESTION AND ANSWER PERIOD**

There were no questions from the public.

**Agenda Item 7**

**BUSINESS ARISING FROM THE MINUTES**

**Agenda Item 7.1**

**APL Staff Recognition Dinner**

The Chair thanked all those who were able to attend and those who organized the event. Councillor Petrow agreed that it was a great event and there should be Karaoke next year. The Director thanked the Board for funding the event and said that staff really appreciated it. K. Kirkpatrick-Lauzon will forward photos from the photo booth.

**Agenda Item 7.2**

**Library System Membership**

The Chair confirmed his understanding that the Director and her management team were to prepare an assessment of being a member of Marigold Library System. The Director will bring a high level calculation of the value received from Marigold in the current situation to the January meeting.

**Agenda Item 8**

**BOARD BUSINESS**

**Agenda Item 8.1**

**Board Elections**

Chair - D. Nelles turned the chair over to the Director. The Director called for nominations for Chair. Councillor Jones nominated D. Nelles. The Director called two more times for nominations for Chair. Hearing none, D. Nelles was declared the Chair for the 2020 year by acclamation. The Director turned the chair back over to D. Nelles.

Vice-Chair – The Chair called for nominations for Vice-Chair. K. Jessen nominated Councillor Petrow. The Chair called two more times for nominations for Vice-Chair. Hearing none, Councillor Petrow was declared the Vice-Chair for the 2020 year by acclamation.

Finance – The Chair called for nominations for the Finance Committee. G. Anderson, J. Morrison and N. Roberts volunteered. The Chair called two more times for nominations. Hearing none, G. Anderson, J. Morrison and N. Roberts were declared members of the Finance Committee for the 2020 year. The Committee will choose their chair.

Governance – The Vice-Chair is a named member and the chair of Governance. The Chair called for nominations for the Governance Committee. K. Jessen, D. Nelles and N. Roberts volunteered. The Chair called two more times for nominations. Hearing none, K. Jessen, D. Nelles and N. Roberts were declared members of the Governance Committee for the 2020 year.

Personnel – The Chair and Vice-Chair are named members. The Chair called for nominations for the Personnel Committee. Councillor Jones volunteered. The Chair called two more times for nominations. Hearing none, Councillor Jones was declared the third member of the Personnel Committee for the 2020 year.

**Agenda Item 8.2**

**Rural Library Use Funding**

The Chair advised that a meeting of Library Board Chairs has been scheduled for Thursday. Cochrane has pulled out of the meeting. The Chair will report at the next meeting.

**2019-L-050**

**MOTION: A. Jones/G. Anderson**

**CARRIED**

That the Library Board enter In Camera at 8:11 p.m.

**2019-L-051**

**MOTION: K. Jessen/G. Anderson**

**CARRIED**

That the Library Board exit In Camera at 8:19 p.m.

**Agenda Item 8.3**

**Volunteer Hours for Board Members**

Board members were asked to record all volunteer hours.

**Agenda Item 9**

**REPORTS**

**Agenda Item 9.1**

**Facility Report**

There was nothing new to report.

**Agenda Item 9.2**

**Financial Statements – October 2019**

The Director presented Financial Statements for October 2019. A comment was made that fund development revenue is down. In response to a question, the Director will bring a report to the January meeting on fund development revenue versus the cost of the fund developer. The Director noted that the fund developer has experience with direct mail solicitation and will do a campaign in 2020 for people who have given to the library previously. Councillor Petrow commented that the cost for direct mail solicitation is high compared to the return. It was asked whether the Board could do an advocacy campaign. Councillor Petrow suggested that Board members attend as many public events as possible. In response to a question, the Chair advised that the Board cannot do a casino or a 50/50, but the Advocates could, if still an option under the present government.

**Agenda Item 9.3**

**Marigold Report**

There was nothing new to report.

**Agenda Item 9.4**

**Director's Report**

P. Medland presented the Director's Report for October 2019 and encouraged everyone to support the Adopt-a-Book campaign in December. The library had a successful all-day staff training event including Occupational Health & Safety training. Public Library Services Branch is going to adopt the use of the federal census to calculate the Provincial grant.

Agenda Item 9.4.1

Customer Service Statistics

The Director presented Customer Service Statistics for October 2019. The fluctuation in membership renewals is still due to the effect of free memberships. A comment was made that customer satisfaction is down for electronic resources and the downloadable collection. K. Kirkpatrick-Lauzon advised that the problem is availability.

A comment was made that the Smartlockers are 82% full. In response to a question, K. Kirkpatrick-Lauzon advised that overall, the number of Smartlockers we currently have does suffice. A comment was made that it would be good to have banks of Smartlockers in different quadrants of Genesis Place. K. Kirkpatrick-Lauzon advised that another bank of Smartlockers would cost \$30,000-\$40,000.

Agenda Item 10

**NEW BUSINESS**

Agenda Item 10.1

**Report to Board on Digital Literacy at APL**

The Director presented a Report to the Board on Digital Literacy at APL. No action is required.

2019-L-052

**MOTION: G. Anderson/J. Morrison**

**CARRIED**

That the Library Board enter In Camera at 8:43 p.m.

2019-L-053

**MOTION: N. Roberts/A. Jones**

**CARRIED**

That the Library Board exit In Camera at 8:51 p.m.

Agenda Item 11

**CIRCULATION**

Agenda Item 11.1

**Correspondence**

There was no correspondence.

Agenda Item 11.2

**Marigold Newsletter**

The Director distributed the Marigold Newsletter for October 2019.

Agenda Item 11.3

**Library Links**

The Director distributed the Library Link submissions for October 2019.

Agenda Item 12

**IN CAMERA**

This item was dealt with above.

Agenda Item 13

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

- ALL - Adopt-a-Book campaign in December
- Director - Report to Board in January with high level calculation of value currently received from Marigold.
- Report to Board in January on fund development

revenue versus the cost of the fund developer.

Chair - Meet with Library Board Chairs re Rural Library Use  
Funding

**NEXT REGULAR MEETING OF THE BOARD**

The next Regular Meeting of the Board will be held on Tuesday,  
January 28, 2020 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

**ADJOURNMENT**

The Chair declared the meeting adjourned at 8:55 p.m.



Chairman



Recording Secretary