

CITY OF AIRDRIE LIBRARY BOARD
January 28, 2020

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
K. Jessen
Councillor A. Jones
N. Roberts
S. Sweet

Staff

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

Absent with Regrets

G. Anderson
L. Cygman
J. Morrison
Councillor T. Petrow

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:35 p.m.

Agenda Item 2

WELCOME GUESTS

There were no guests.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2020-L-001

MOTION: C. Buchanan/K. Jessen

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

APPROVAL OF MINUTES – October 29, 2019

Under Item 8.1, New Facility Report, the last sentence of the 5th paragraph was struck from the minutes. Under Item 11, Marigold Newsletter, *Paper Prince* was changed to *Paper Bag Princess* kits.

2020-L-002

MOTION: K. Jessen/N. Roberts

CARRIED

That the minutes of the October 29, 2019 Board meeting be approved as amended.

APPROVAL OF MINUTES – November 26, 2019

Under Item 7.2, Library System Membership, the Director noted that the level of detail provided is not required. The wording was changed to "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 8.2

Financial Report

Agenda Items 8.2.1 & 8.2.2

Financial Statements

The Director presented Financial Statements for November 2019 and unaudited Financial Statements for December 2019. There should be some surplus to transfer to Operating and Capital Reserves and to the Unrestricted Contingency Reserve.

Councillor Jones will talk to the City on behalf of the Library. In his opinion, the outside windows are part of the building envelope and should be the responsibility of the landlord, not the tenant.

Agenda Item 8.2.3

Report to Board on 2019 Fundraising

The Director presented a report to the Board on 2019 Fundraising. It was noted that the Library will receive 20% of profits of the Airdrie Hitmen Day 50/50 Draw rather than 50% as in the past. The Director advised that this is a new change this year and participation in this fundraising initiative is under discussion by the Rotary Club. In response to a question, the Director advised that there is a statement in our brochures, on our bookmarks and on the website soliciting donations as well as a collection jar on the counter. The Director will look into sponsorship memberships in lieu of membership fees. Board members were asked to pass on any other fundraising ideas to the Director.

Agenda Item 8.3

Personnel Report

The Chair advised that the annual review has been initiated. The deadline for feedback is February 7, 2020.

Agenda Item 8.4

Marigold Report

The Chair, on behalf of L. Cygman, presented a report from Marigold. Members were asked to review the attachments which were sent by e-mail. The Chair advised that Schedule C and the per capita levy rates will not change for 2021 and 2022. A comment was made that the Provincial Grant will be based on the federal census. It was asked whether the per capita increase will be based on the federal census or on the Municipal Affairs population report. The Director will confirm. The Chair noted that the Board had advised our auditors of an issue with Marigold. The auditors are working to get a report from the Marigold CEO.

Agenda Item 8.5

Director's Report

Agenda Item 8.5.1

Director's Report

P. Medland presented the Director's Report for November/December 2019. It was asked whether the Board was advised beforehand that we would only receive 20% of profits of the 50/50 Draw. The Director advised that she was advised three weeks before.

Agenda Item 8.5.2

APL Customer Service Statistics

The Director presented the statistics for November/December 2019 and

a brief synopsis of the 2019 statistics. A full report of 2019 statistics will be provided at the next meeting.

Agenda Item 9

NEW BUSINESS

Agenda Item 9.1

Notice of Motion to Move In-Camera

2020-L-004

MOTION: N. Roberts/C. Buchanan

CARRIED

That the Airdrie Library Board enter In-Camera at 8:04

2020-L-005

MOTION: K. Jessen/C. Buchanan

CARRIED

That the Library Board exit In-Camera at 9:03 p.m.

Agenda Item 9.2

Notice of Motion to Approve Revised 2020 Budget

2020-L-006

**MOTION: C. Buchanan/S. Sweet CARRIED by 5 in favour 1 opposed
Opposed: K. Jessen**

That the Library Board approve a revised 2020 budget that reflects the changes discussed and approved at the January 28, 2020 meeting of the Board.

Agenda Item 9.3

Report to Board on Reserve Fund Transfers

The Director presented a Report to the Board on Reserve Fund Transfers.

Agenda Item 9.4

Notice of Motion to Transfer Funds into the Unrestricted Contingency Reserve

2020-L-007

MOTION: A. Jones/K. Jessen

CARRIED

That the Library Board approve the transfer of \$11,369.27 from surplus 2019 operating funds into the Library's Unrestricted Contingency Reserve.

2020-L-008

MOTION: K. Jessen/C. Buchanan

CARRIED

That the Library Board adopt the recommendations in the Value of Investment in Marigold Library System report as follows:

- 1) The Airdrie Public Library (APL) Board Chair, Library Director and Marigold representative meet with the Marigold Chair, CEO and Deputy CEO to inform Marigold that the APL Director has been instructed by the APL Board to investigate the business case for remaining in Marigold after we move to a new facility.
- 2) The same APL representatives share the same information with the Public Libraries Services Branch (PLSB), seeking their feedback on what would be involved from PLSB's perspective and asking for their assistance in the information-gathering process.
- 3) The Director work with the City of Airdrie Procurement department to prepare a Request for Quotation, to be posted in October 2020 (with

work completed and presented to the Board in November 2020).

- 4) APL disengage its business files and staff-facing processes from the Marigold network. These would include (to start): e-mail; and business file sharing, storage and back-up. Public service would continue to be hosted on and facilitated by the Marigold network.

Note: this will entail additional annual costs and an initial outlay in technological infrastructure but is strategically important for APL in terms of our ability to withdraw in the future.

- 5) APL investigate what is involved in building its own digital book and e-audiobook collection, one that we would take with us if we withdrew from Marigold.
- 6) APL staff closely monitor coming changes to Alberta's inter-library loan (ILL) processes and communicate with stand-alone libraries of similar size (Red Deer, St. Albert and Strathcona) to understand how they handle inter-library loans and respond to coming ILL changes.
- 7) The Director prepare a draft 2021 budget that includes costs to establish an independent network for APL business files; costs to establish an independent e-mail system; and the cost of an independent consultant's report on potential withdrawal from the Marigold Library System.

Agenda Item 9.5

Notice of Motion to Transfer Surplus 2019 Operating Funds into Reserves

2020-L-009

MOTION: S. Sweet/C. Buchanan

CARRIED

That the Library Board approve the transfer of 2019 surplus operating funds to the Library's General Operating Reserve and General Capital Reserve in a 50/50 ratio once all other year-end transfers have been made.

Agenda Item 10

CIRCULATION

Agenda Item 10.1

Correspondence

There was no correspondence.

Agenda Item 10.2

Marigold Newsletter

The Director distributed the Marigold Newsletter for December 2019-January 2020.

Agenda Item 10.3

Library Link Articles

The Director distributed the Library Link submissions for November-December 2019.

Agenda Item 11

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- ALL
- Provide feedback for annual review.
 - Review attachments to Marigold e-mail.

- Director - Look into sponsorship memberships in lieu of fees.
- Confirm figures per capita increase will be based on.
- Chair - E-mail Board re attendance at Conferences.
- Meet with chairs and managers of Marigold member libraries and Marigold rep in February.
- A. Jones - Talk with City about outside windows of library

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on Tuesday, February 25, 2020 at 6:30 p.m. in the Vincent Room, Airdrie City Hall.

ADJOURNMENT

The Chair declared the meeting adjourned at 9:08 p.m.



Chairman



Recording Secretary