

CITY OF AIRDRIE LIBRARY BOARD
April 28, 2020

Minutes of a Regular Meeting of the City of Airdrie Library Board, held online through the use of Zoom meeting software, 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
Recording Secretary: K. Rushford

Absent with Regrets

G. Anderson
Councillor A. Jones

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:39 p.m.

Agenda Item 2

WELCOME GUESTS

The Chair welcomed Meghan Bigney and Brendan Nelson, City of Airdrie, and Angela Loo and Cassidy Hides, PricewaterhouseCoopers, to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

Item 11 - add In Camera

2020-L-021

MOTION: T. Petrow/C. Buchanan

CARRIED

That the agenda be accepted as amended.

Agenda Item 4

APPROVAL OF MINUTES – March 31, 2020

2020-L-022

MOTION: K. Jessen/J. Morrison

CARRIED

That the minutes of the March 31, 2020 Board meeting be approved as presented.

Agenda Item 5

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 6

PRESENTATION OF 2019 AUDIT REPORT

Agenda Item 6.1

Report to the Board on 2019 Audited Financial Statements

Meghan Bigney, City of Airdrie Finance Department, presented the 2019 Audited Financial Statements as at December 31, 2019. In

response to a question, M. Bigney advised that the recommended reserves relate to technology items and leasehold improvements and acknowledged that it is difficult for not-for-profit organizations to build reserves.

Agenda Item 6.2

PricewaterhouseCoopers Audit Findings Report 2019

Angela Loo and Cassidy Hides, PricewaterhouseCoopers, presented the Audit Findings Report 2019. By verbal indication, the Board confirmed that they are not aware of any fraud events or any subsequent events other than related to COVID-19. The Marigold cyber security issue was discussed. No financial info was jeopardized and the auditors were able to get satisfactory information for the audit.

2020-L-023

MOTION: T. Petrow/N. Roberts

CARRIED

That the Library Board approve the 2019 Audited Financial Statements and accept the PricewaterhouseCoopers Audit Findings Report 2019 for information.

Agenda Item 7

BUSINESS ARISING FROM THE MINUTES

Agenda Item 7.1

Staffing Update

The Director presented a staffing update and noted that many positive comments and no negative comments have been received from library staff on the new plan.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

Public Library Services Branch (PLSB) Webinars on Library Board Governance During the COVID-19 Pandemic

The Chair presented an invitation from PLSB on webinars being offered during the COVID-19 Pandemic.

Agenda Item 8.2

Volunteer Hours for Board Members

Board members were asked to record all volunteer hours.

Agenda Item 9

REPORTS

Agenda Item 9.1

Facility Report

The Director advised that there was nothing new to report at this time.

Agenda Item 9.2

Financial Report

The Director presented Financial Statements as at March 31, 2020. There were no questions or concerns.

Agenda Item 9.3

Personnel Report

The Chair advised that the annual review is complete. The Personnel Committee will be meeting with the Director soon.

Agenda Item 9.4

Marigold Report

L. Cygman advised that Marigold has completed its audit and there were no administrative or accounting issues. Their IT department is continuing to focus on security and will begin staff training on a platform focusing on phishing. They are also working with a website group to improve patron and user experience. In response to a question, L. Cygman clarified that Marigold is looking at ways to improve the existing platform, not expand it. The building permit for the new building will be submitted shortly, with shovels in the ground by June.

Agenda Item 9.5

Director's Report

Agenda Item 9.5.1

State of the Library Update to Monthly Report

The Director advised that the library management team met today. The programming team is working on a seniors conversation program and interactive programming using Google Classroom. L. Cygman offered his expertise with Google Classroom. The Director advised that a very deep cleaning is being done in the library. The lighting project has been completed and there may be time to do maintenance painting while the library is closed.

Agenda Item 9.5.2

APL Customer Service Statistics, March 2020

The Director presented the service statistics to March 31, 2020. The Director advised that PLSB had said no circulation but are now leaving it up to individual libraries. Service at APL will be phased-in. The management team recommends that acrylic shields be installed at the circulation desk. As transmission is possible through library materials, the management team feel that the time is not right for curbside pickup. Books will have to be quarantined and management is investigating how to sanitize library materials. K. Jessen will reach out to a friend who is on the Provincial COVID-19 team.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

Notice of Motion to Move In-Camera

2020-L-024

MOTION: T. Petrow/L. Cygman

CARRIED

That the Airdrie Library Board enter In Camera at 8:09 p.m.

Agenda Item 10.2

Notice of Motion to Move Out of Camera

2020-L-025

MOTION: T. Petrow/J. Morrison

CARRIED

That the Airdrie Library Board exit In Camera at 8:14 p.m.

RECESS

The Chair called a recess at 8:15 p.m. The meeting reconvened at 8:20 p.m.

Agenda Item 10.3

Report to the Board on Rebranding

The Director provided a Report to the Board on the rationale for rebranding and advised that Switchback Creative selected APL as the recipient of their 2020 Trailblazer Non-profit Award Fund, valued at \$10,000 worth of rebranding design service.

Agenda Item 10.4

Presentation of Draft Logos – Switchback Creative

Suzy Rounce, Switchback Creative, presented the Board with black and white concepts for logos. The Board provided Ms. Rounce with feedback.

Agenda Item 10.5

Notice of Motion to Approve Draft Logo for Further Branding Development

2020-L-026

MOTION: T. Petrow/C. Buchanan

**CARRIED by vote of 7-1
Opposed: L. Cygman**

That the Airdrie Library Board recommends Option #3 as the preferable draft logo for further branding development.

It was noted that there is a typographical error in the Report regarding the branding motion under Summary ("April 38, 2020 meeting").

Agenda Item 11

IN-CAMERA SESSION

There was no In-Camera session.

Agenda Item 12

CIRCULATION

Agenda Item 12.1

Correspondence

There was no correspondence. T. Petrow noted there is an online option to fundraise for Airdrie Urgent Care Centre through the Airdrie Health Foundation Auction.

Agenda Item 12.2

Marigold Newsletter

The Director distributed the Marigold Newsletter for April 2020.

Agenda Item 12.3

Library Link Articles

The Director distributed the Library Link submissions for March 2020.

Agenda Item 13

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

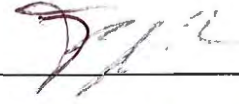
Personnel - Meet with Director re annual review

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on Tuesday, May 26, 2020 at 6:30 p.m. (location/method t.b.d.)

ADJOURNMENT

The Chair declared the meeting adjourned at 8:58 p.m.



Chairman



Recording Secretary

