

CITY OF AIRDRIE LIBRARY BOARD

May 26, 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
G. Anderson
C. Buchanan
L. Cygman
K. Jessen
Councillor A. Jones
J. Morrison
Councillor T. Petrow
N. Roberts
S. Sweet

Staff

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

Absent with Regrets

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:32 p.m.

Agenda Item 2

WELCOME GUESTS

The Chair welcomed Suzy Rounce, Switchback Creative, to the meeting.

Agenda Item 3

ACCEPTANCE OF AGENDA

2020-L-027

MOTION: C. Buchanan/L. Cygman

CARRIED

That the agenda be accepted as presented.

Agenda Item 4

APPROVAL OF MINUTES – April 28, 2020

2020-L-028

MOTION: C. Buchanan/L. Cygman

CARRIED

That the minutes of the April 28, 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

REBRANDING PRESENTATION BY SWITCHBACK CREATIVE

Suzy Rounce, Switchback Creative, presented variations for the new logo and brand. The Board and staff provided feedback. The next step will be for Suzy Rounce to bring back more variations of Logo #1 with options for the colour and font, as well as reverse versions and as separate components. The Board thanked Suzy Rounce for her work.

Agenda Item 6.1 Notice of Motion to Approve New Library Logo and Brand

This item was deferred to the next meeting.

Agenda Item 7 BUSINESS ARISING FROM THE MINUTES

Agenda Item 7.1 Public Library Services Branch Webinar on Library Board Governance during the COVID-19 Pandemic

The Director advised that she and K. Kirkpatrick-Lauzon attended the webinar. The webinar stressed how important it is for library boards to keep meeting during the pandemic. Many libraries have a pandemic policy specifying that the director has authority to open or close the library as needed. The Director would like to meet with the Governance Committee about that. Senior library management are also taking back to their boards a status report on the impact on their plan of service. The Director will report back, likely in the fall, with an impact report on APL's plan of service for this year.

Agenda Item 8 BOARD BUSINESS

Agenda Item 8.1 Volunteer Hours for Board Members

Board members were asked to keep track of all volunteer hours.

Agenda Item 9 REPORTS

Agenda Item 9.1 Facility Report

The Director advised that she received an e-mail about Council proceeding with the hiring of a consultant. The Board needs to decide whether to have a meeting in December or wait until January to discuss this. The Chair indicated that the Board is happy to do anything to participate. The Board agreed to be available to meet in December.

Agenda Item 9.2 Financial Report

The Director presented Financial Statements as at April 30, 2020. There were no questions or concerns. The Director noted that the janitorial service was paid 50% of their monthly contract price in April and completed a lot of projects.

Agenda Item 9.3 Personnel Report

The Director advised that there has been no significant change.

Agenda Item 9.4 Marigold Report

L. Cygman advised that there is nothing new to report.

Agenda Item 9.5 Director's Report

Agenda Item 9.5.1 Verbal Update to Written Report

The Chair expressed appreciation for the comments from members of the public on the first page of the written report. Residents are happy

with the online program. The Director advised that the video programming has been very well received, especially pre-school, with 39 videos produced in April. Staff are looking at inter-active programming in June as well as a Poetry in Motion program and a Summer Reading program. A family literacy partnership has been started with Community Links and Rocky View Adult Education and staff will be delivering a series of online videos with emphasis on parenting and early childhood development. Staff are also maintaining the public service function.

Agenda Item 9.5.2

APL Customer Service Statistics, April 2020

The Director presented the service statistics to April 30, 2020. A question was asked about the fund development position. The Director advised that the position has been put on hold pending the Facility project moving ahead. There was a discussion about grant opportunities for social services.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

APL Report to the Community 2019

The Chair presented the Report to the Community 2019. Comments were made that it is concise, easy to read, and the numbers are impactful. Wyatt and the team were commended on an excellent job.

Agenda Item 10.2

Motion to Approve the APL Report to the Community 2019

2020-L-029

MOTION: T. Petrow/J. Morrison

CARRIED

That the Airdrie Library Board approve the Report to the Community 2019.

Agenda Item 10.3

Tentative Re-opening Plan

The Director presented a confidential report and answered questions from the Board about the Tentative Re-opening Plan.

Agenda Item 11

CIRCULATION

Agenda Item 11.1

Correspondence

There was no correspondence. T. Petrow advised that she is working on a city-wide science fair for certain age groups. She is recruiting judges to look at the science fair projects and is trying to get prize sponsorships. The deadline for presentations, either outdoor or virtual, is June 19th, with judging taking place on June 20th. The Director advised that the library would love to collaborate.

Agenda Item 11.2

Marigold Newsletter

The Director distributed the Marigold Newsletter for May 2020.

Agenda Item 11.3

Library Link Articles

The Director distributed the Library Link submissions for April 2020.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

Director - Meet with Governance about pandemic policy

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board will be held on Tuesday, June 30, 2020 at 6:30 p.m. (online via Zoom).

ADJOURNMENT

The Chair declared the meeting adjourned at 8:29 p.m.



Chairman



Recording Secretary