

CITY OF AIRDRIE LIBRARY BOARD
September 29, 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 (Acting Chair) Councillor T. Petrow
G. Anderson
C. Buchanan
L. Cygman
N. Roberts
S. Sweet

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

Absent with Regrets D. Nelles
Councillor A. Jones
J. Morrison

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:44 p.m.

Agenda Item 2

WELCOME GUESTS

There were no guests.

Agenda Item 3

ACCEPTANCE OF AGENDA

Item 9.6 – Add update on the Rocky View County Initiative

2020-L-043

MOTION: G. Anderson/C. Buchanan

CARRIED

That the agenda be accepted as amended.

Agenda Item 4

APPROVAL OF MINUTES – February 25, 2020

2020-L-044

MOTION: C. Buchanan/L. Cygman

CARRIED

That the minutes of the February 25, 2020 Board meeting be approved as presented.

Agenda Item 5

APPROVAL OF MINUTES – June 30, 2020

2020-L-045

MOTION: C. Buchanan/N. Roberts

CARRIED

That the minutes of the June 30, 2020 Board meeting be approved as presented.

Agenda Item 6

APPROVAL OF MINUTES – August 25, 2020

2020-L-046

MOTION: S. Sweet/C. Buchanan

CARRIED

That the minutes of the August 25, 2020 Board meeting be approved as presented.

Agenda Item 7

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

Volunteer Hours for Board Members

Board members were asked to e-mail their volunteer hours for July through September 2020 to Sheila Szafron. After October 8, 2020, Board members were asked to e-mail their volunteer hours to the Director, for the time being.

Agenda Item 8.2

Budget Presentation to Council and Operating Grant Request

The Director advised that the Library Budget will be presented to Council Budget Committee on October 19, 2020. G. Anderson, as Chair of the Finance Committee, will speak to the Budget; the Director will speak to Library Services. All Board members are invited to attend. P. Medland will advise the Board about the time and the logistics of the presentation.

Agenda Item 8.3

Upcoming Vacancies on the Library Board

The Chair advised that K. Jessen and S. Sweet will be leaving the Board. They will both be greatly missed. S. Sweet commented that it has been a privilege to be on the Board for over 10 years and she looks forward to seeing all of the successes of this Board.

Agenda Item 8.4

Conference Attendance

The Director advised that the 2021 Alberta Library Association Conference in Jasper has been cancelled.

Agenda Item 8.5

Staff Recognition in 2020

The Director advised that Administration has suggested gift cards in lieu of the annual dinner. The gift cards will be presented at the all-staff meeting on November 4, 2020.

Agenda Item 8.6

Report to Board on Alberta Library Trustees Association (ALTA) Membership Fee Increase

The Director advised that the membership fee for ALTA will increase from \$307.50 for 2020 to \$1,250 for 2021. A discussion followed as to the pros and cons of maintaining membership in ALTA. The Board advised that they had not been receiving the Trustee e-mails which should have been sent to all Trustees. The Director will follow up on that. The consensus of the Board was to support Administration in not renewing the membership for 2021 and to direct the Director to draft a letter for the Chair's signature explaining the rationale and expressing concern that no explanation was given for the increase.

Agenda Item 9

REPORTS

Agenda Item 9.1

Facility Report

Councillor Petrow advised that the RFP process is still moving along and that Council has asked Community Development for an update.

Agenda Item 9.2

Financial Report

The Director presented Financial Statements for July-August 2020. The Library received all of the grants applied for plus some small grants that weren't expected. The Director will re-do the revenue and expenditure figures for the next meeting. It was asked whether a fund developer has been hired. The Director advised that a fund developer has not been hired, but a fund development administrative assistant has been hired and all administrative processes are in place. The position will be re-assessed once the amount of the City grant is known.

Agenda Item 9.3

Personnel Report

This item was tabled until the next meeting.

Agenda Item 9.4

Marigold Report

L. Cygman advised that Airdrie's signed agreement has not been received by Marigold as of Sept 9, 2020. The Director will follow up on that. A ground breaking ceremony for the new facility was held on September 11, 2020 with 100 dignitaries in attendance. Marigold is working with the University of Illinois on a spatial analysis. The analysis will cost \$9,000 but Marigold expects increased efficiencies. Marigold is also working on a Strategic Plan and a new Mission Statement, which should be presented to their Executive in October and to the Board in November.

It was asked whether Airdrie Library has received the Indigenous language books that Marigold said had been sent to all member libraries. K. Kirkpatrick-Lauzon was not aware that they had been received, but will follow up.

Agenda Item 9.5

Director's Report

Agenda Item 9.5.1

Verbal Update to Written Report

The Director advised that all of the Library Use Measures have decreased except for digital circulation and online programming. The Library received an unexpected grant to deliver resources to seniors and has received positive feedback from Luxstone Manor. A fall program brochure has been prepared. There was discussion about the Poetry In Motion contest, the Summer Reading Program and Story Time in the Park. A question was asked about the repairs to the emergency exit in the programming room. The Director advised that the threshold of the door was disintegrating from a leak at the exit door, but the Landlord bore the cost as it was part of the building shell.

The Director advised that Administration is not aware of another library in Alberta that has tried combining Zoom and in-person programming, as was done with Airdrie Library's Voice & Vision 2020. It was suggested that a press release be sent to the media. The Director noted that the media was in attendance, but she will follow up. An

article will also be done for the Marigold newsletter.

Agenda Item 9.5.2

July-August 2020 Customer Service Statistics

The Director presented the service statistics for July-August, 2020. K. Kirkpatrick-Lauzon clarified the numbers for card renewals.

Agenda Item 9.6

Update on Rocky View County (RVC) Initiative

The Director provided an update on the RVC initiative. The Chair and the Director met to discuss projects that are currently on hold. The consensus was that now is not the appropriate time to approach RVC but that we should move forward with asking PLSB about Airdrie becoming a node. This will be added to the October agenda. Councillor Petrow advised that municipalities also work on inter-municipal matters through the Calgary Metropolitan Regional Board.

Councillor Petrow advised that two resolutions were brought to the floor at the recent AUMA Convention: AUMA requested that the Government review the *Libraries Act* and that current population figures be used for provincial funding. Tracy Allard was appointed Minister of Municipal Affairs on August 25, 2020 and Councillor Petrow is looking forward to working with her.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

Report to Board on Re-branding

This item was tabled until the next meeting.

Agenda Item 10.2

Report to Board on Plan of Service Progress

K. Kirkpatrick-Lauzon presented a report to the Board on progress on the Plan of Service. Every goal and objective has been affected by COVID. The Board commended the Director and her staff for the great statistics despite what is happening in the community.

Agenda Item 10.3

Report to Board on APL Investments

The Director presented a report to the Board on APL Investments including comments from Scotia Wealth Management.

Agenda Item 10.4

Report to Board on Use of Collection Reserve

The Director presented a report to the Board on the expenditure of \$25,000 out of the collection reserve which Marigold is holding for APL. There was a discussion on the pros and cons of spending the money or leaving it in the collection reserve fund.

Agenda Item 10.5

Notice of Motion to approve Use of Collection Reserve

2020-L-047

MOTION: G. Anderson/L. Cygman

CARRIED

That the Airdrie Library Board approve expenditure of \$25,000 from the collection reserve in 2021 and authorize the Library Director to notify Marigold of our intent by October 1, 2020.

Agenda Item 10.6

Report to Board on New Policy 16.0 Emergency

Councillor Petrow presented a report to the Board on new Policy 16.0 Emergency.

Agenda Item 10.7

Notice of Motion to approve Policy 16.0 Emergency

2020-L-048

MOTION: C. Buchanan/G. Anderson

CARRIED

That the Airdrie Library Board replace Policy 16.0 Pandemic with Policy 16.0 Emergency.

Agenda Item 11

CIRCULATION

Agenda Item 11.1

Correspondence

The Director distributed correspondence received since the last Board meeting, for information.

Agenda Item 11.2

Marigold Newsletter

The Director distributed the Marigold Newsletters for July to September 2020.

Agenda Item 11.3

Library Link Articles

The Director distributed the Library Link submissions for July to August 2020.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- Director
- Follow up on signed Marigold agreement.
 - Follow up on Trustee e-mails that ALTA was supposed to send to all Trustees.
 - Draft letter to ALTA re 2021 membership.
 - Update Finance Committee and Board on time and protocols for presentation to Council on October 19.
 - Prepare article for Marigold newsletter and ensure local media has information on Voice & Vision 2020.
 - Add Re-branding and RVC Initiative to October agenda.

K. Kirkpatrick- Lauzon - Check to see if the Indigenous language books were received from Marigold


G. Anderson - Present budget to Council on October 19, 2020.

NEXT REGULAR MEETING OF THE BOARD

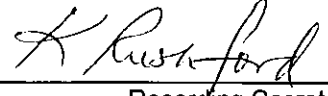
The next Regular Meeting of the Board will be held on Tuesday, October 27, 2020 at 6:30 p.m.

ADJOURNMENT

The Chair declared the meeting adjourned at 8:43 p.m.



Chairman



Recording Secretary