

CITY OF AIRDRIE LIBRARY BOARD
October 27, 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
J. Morrison
N. Roberts
S. Sweet

Guests J. Morrissey
R. Summers

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

Absent with Regrets G. Anderson
Councillor A. Jones
Councillor T. Petrow

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:33 p.m.

Agenda Item 2

WELCOME GUESTS

Jeanna Morrissey and Renee Summers were welcomed to the meeting.

Agenda Item 3

ACCEPTANCE OF AGENDA

2020-L-049

MOTION: C. Buchanan/J. Morrison

CARRIED

That the agenda be accepted as printed.

Agenda Item 4

APPROVAL OF MINUTES – July 31, 2020

2020-L-050

MOTION: J. Morrison/S. Sweet

CARRIED

That the minutes of the July 31, 2020 Board meeting be approved as printed.

Agenda Item 5

APPROVAL OF MINUTES – September 29, 2020

2020-L-051

MOTION: L. Cygman/J. Morrison

CARRIED

That the minutes of the September 29, 2020 Board meeting be approved as printed.

Agenda Item 6

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 7

BUSINESS ARISING

Agenda Item 7.1

Budget Presentation to Council and Operating Grant Request

The Chair and the Director presented the draft Library Budget and Operating Grant Request to Council on October 19, 2020. Council had questions about the impact of Covid on the budget projections for next year and about the staff conference and travel line items. The Director will send the draft Budget documents to J. Morrissey and R. Summers.

Agenda Item 7.2

Report to Board on Re-branding

P. Medland presented the final Re-branding package from Switchback Creative. The Director hopes to hire a fund development lead to help with the new facility fundraising campaign and will use their input to complete the Key Message particulars in the Re-branding package.

Agenda Item 7.3

Update on Rocky View County (RVC) Initiative

The Chair advised that he met twice with surrounding library boards and their directors. The second meeting in February included the Executive Director from Marigold. The discussions were productive but no further progress has been made since then.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

Council's Organizational Meeting – Library Appointments

The Chair advised that Council had their Organizational Meeting on October 26, 2020. Councillor Jones will be replaced by Councillor Belyk as Councillor representative on this Board.

Agenda Item 8.2

Board Committee Nominations

The Chair explained the process and that an e-mail will be sent to all Board members soliciting interest in the committee positions. An election will take place at the November meeting for the 2021 calendar year.

Agenda Item 8.3

Volunteer Hours for Board Members

Board members were asked to e-mail their volunteer hours for October 2020 to the Director.

Agenda Item 9

REPORTS

Agenda Item 9.1

Facility Report

The Chair advised that he has not received an update from City Procurement on the progress of the new facility but Council has re-affirmed that a new building is a high priority and that Council intends to continue in that direction. It was asked whether a community consultation will be done. The Director advised that a public process was done in 2013. M. Lock has indicated that another public process is not anticipated and that the RFP did not include a public process. The Chair will follow-up with the Mayor and Planning about the status.

Agenda Item 9.2

Financial Report

The Director presented Financial Statements for September 2020 and provided some year-end projections. The Director has confirmed with ScotiaWealth and City Finance Department that money was not lost on the investments. Rather, some investments have cashed out and are waiting to be re-invested.

Agenda Item 9.3

Personnel Report

There was nothing new to report on this item.

Agenda Item 9.4

Marigold Report

L. Cygman gave an update on the new building and the new van. L. Cygman reported on an issue with Redwood Meadows and Rocky View County regarding smartLockers. The Chair would like to see minutes and other documentation from Marigold on this.

The Chair advised that he, the Director and L. Cygman met with Marigold representatives and informed them that Airdrie has begun the process of creating a business case analysis of value for service from Marigold as it relates to service in the new facility, and would like to explore a relationship with Marigold that would not be possible under the existing structure. Marigold expressed interest in working with Airdrie but wanted assurance that all information will go back to the entire Board of Trustees. The Chair and the Director have a meeting scheduled with PLSB to let them know about the process. A request will likely be coming to the Board to hire an independent third party to perform the business case analysis.

In response to a question from last meeting, K. Kirkpatrick-Lauzon advised that Airdrie Library did receive 9 dual language picture books entitled "Treaty 7 First Nations Language Series" from Marigold at the beginning of 2020.

Agenda Item 9.5

Director's Report

Agenda Item 9.5.1

Verbal Update to Written Report

The Director advised that she is waiting for Provincial announcements. There has been a large number of absences from work due to Covid, but staff have been very co-operative. The management team is almost ready to launch curbside pick-up and sick kids service.

Agenda Item 9.5.2

September 2020 Customer Service Statistics

The Director presented the September 2020 Customer Service Statistics and reported on circulation and collection development.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

Report to Board on Strategic Planning

The Chair provided a report to the Board on strategic planning. A new Plan of Service is due to be filed with PLSB by June 15, 2021 covering

the period 2021-2023. A discussion followed with respect to options. The Director recommended that the 2021 plan of service should stand alone from other plans of service.

Agenda Item 10.2

Notice of Motion to approve Creation of a One-Year Plan of Service

2020-L-052

MOTION: C. Buchanan/J. Morrison

CARRIED

That the Airdrie Library Board approve a one-year Plan of Service for 2021 based on the strategic priorities identified by the community and approved by the Board for the 2018-2020 Plan of Service.

Agenda Item 10.3

Report to Board on Water Tank Leak

The Director provided the Board with information about flooding in the Library. The estimated cost for remediation is \$1,600 plus the cost to replace the commercial water tank. The current tenant insurance does not cover flood damage. The Director will research alternate insurance.

Agenda Item 10.4

Notice of Motion to approve Unbudgeted Expenses arising from Leak

2020-L-053

MOTION: S. Sweet/J. Morrison

CARRIED

That the Airdrie Library Board approve a maximum of up to \$6,000 in unbudgeted remediation/repair expenses arising from a water tank leak on October 17, 2020.

Agenda Item 10.5

Report to Board on Unbudgeted Expense for Book Trucks

The Director provided the Board with information on an unbudgeted expense for six additional book trucks to avoid overloading of trucks holding quarantined material. It was asked whether the extra carts that the Library will have once the pandemic is over can be sent to offsite storage for the new facility. The Director advised that the Library does have offsite storage but it is currently full.

Agenda Item 10.6

Notice of Motion to approve Unbudgeted Expense for Book Trucks

2020-L-054

MOTION: N. Roberts/L. Cygman

CARRIED

That the Airdrie Library Board approve a maximum of up to \$3,500 to purchase six new book trucks.

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

Library Link Articles

The Director distributed the Library Link submissions for September 2020.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING


- Director
- Send budget documents to new Trustees
 - Research alternative tenant insurance
- Chair
- Send e-mail to Board soliciting interest in committee positions
 - Follow up with Mayor and Planning about new facility

NEXT REGULAR MEETING OF THE BOARD

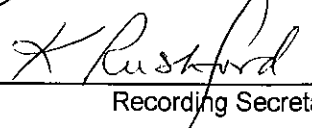
The next Regular Meeting of the Board will be held on Tuesday, November 24, 2020 at 6:30 p.m.

ADJOURNMENT

The Chair declared the meeting adjourned at 7:59 p.m.



Chairman



Recording Secretary