

CITY OF AIRDRIE LIBRARY BOARD
May 25, 2021

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
Councillor D. Belyk
Councillor T. Petrow
L. Cygman
J. Morrissey
N. Roberts
R. Summers

Staff

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

Absent with Regrets

G. Anderson
C. Buchanan

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 Michelle Lock, City of Airdrie, and Simon Rainsbury, Colliers.

Agenda Item 3

ADDITIONS TO AGENDA

There were no additions to the agenda.

2021-L-021

MOTION: T. Petrow/J. Morrissey

CARRIED

That the agenda be adopted as printed.

Agenda Item 4

APPROVAL OF MINUTES – April 26, 2021

2021-L-022

MOTION: D. Belyk/L. Cygman

CARRIED

That the minutes of the April 26, 2021 Board meeting be approved as printed.

Agenda Item 5

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 6

Presentation of New Facility Project Charter and Governance

M. Lock advised that Colliers Project Leaders has been retained by the City to manage the new facility project. Simon Rainsbury, Colliers, presented the draft Project Charter and draft Project Governance and answered questions from the Board.

2021-L-023

MOTION: D. Belyk/R. Summers

CARRIED

That the Library Board receive the presentation from Colliers regarding new facility Charter and Governance for information.

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 senior management team attended the PLSB symposium on emergency planning and found it very valuable.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

New process for recording volunteer hours for board members

Trustees were asked to record meetings, events and reading on the Google spreadsheet that was e-mailed out on May 17, 2021.

Agenda Item 9

REPORTS

Agenda Item 9.1

Facility Report

The Chair thanked the Board for their input on the letter to Council prior to Council's deliberations on the footprint for the new facility. The Director advised that HCMA would like to attend the June Library Board meeting to present the draft functional plan.

Agenda Item 9.2

Financial Statements, April 2021

The Director presented the Financial Statements for April 2021. There were no questions or concerns.

Agenda Item 9.3

Personnel Report

The Chair advised that the Personnel Committee may meet in June.

Agenda Item 9.4

Marigold Report

N. Roberts advised that she attended her first Marigold Executive meeting. There was a lengthy discussion by a new sub-committee about the potential of Airdrie leaving Marigold. Other discussions related to Langdon and Bragg Creek as well as the new build in Strathmore. N. Roberts will advise Marigold that the Chair and Board trustees are happy to meet with them to provide clarification.

Agenda Item 9.5

Director's Report

The Director presented the Director's Report for April 2021.

Agenda Item 9.5.1

Verbal Update to Monthly Report

The Director provided a verbal update to the written report. A membership purge was recently completed. Before the purge, Airdrie Library had 25,348 memberships. After the purge, active memberships maintained the 2018 level. Currently, 30% of City residents have library

memberships. It is hoped that 45% of City residents will have memberships when the new facility opens.

Agenda Item 9.5.2

April 2021 Customer Service Statistics

The Director presented the April 2021 Customer Service Statistics.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

APL Report to the Community 2020

P. Medland presented the 2020 Report to the Community.

Agenda Item 10.2

Motion to approve the APL Report to the Community 2020

2021-L-024

MOTION: T. Petrow/N. Roberts

CARRIED

That the Airdrie Library Board approve the APL 2020 Report to the Community.

Agenda Item 10.3

Report to the Board on error in 2021 Plan of Service

P. Medland advised that two action items were left out of the 2021 Plan of Service.

Agenda Item 10.4

Motion to approve the revised 2021 Plan of Service

2021-L-025

MOTION: J. Morrissey/D. Belyk

CARRIED

That the Airdrie Library Board approve the revised 2021 Plan of Service.

Agenda Item 10.5

Report to the Board on Book Bike

The Director presented information to support the request for approval of an unbudgeted expense to purchase an e-bike.

Agenda Item 10.6

Motion to approve unbudgeted expenditure for book bike

2021-L-026

MOTION: N. Roberts/L. Cygman

CARRIED

That the Library Board approve an unbudgeted expense for the purchase of an e-bike to allow implementation of APL's book bike service.

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 – May 2021

The Director distributed the Marigold Newsletter for May 2021.

Agenda Item 11.3

Library Link Articles – April 2021

The Director distributed the Library Link submissions for April 2021.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- Director - HCMA/RPG presentation at June Board meeting
- N. Roberts - Convey message to Marigold
- Personnel - Meet in June

NEXT REGULAR MEETING OF THE BOARD

The next Regular Meeting of the Board is scheduled for Tuesday, June 29, 2021 at 6:30 p.m. by Zoom.

ADJOURNMENT

The Chair declared the meeting adjourned at 8:09 p.m.



Chairman



Recording Secretary