

CITY OF AIRDRIE LIBRARY BOARD
November 30, 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

(Acting Chair) Deputy Mayor T. Petrow
G. Anderson
C. Buchanan
L. Cygman
J. Morrissey
N. Roberts
R. Summers
S. Winger

Staff

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

Guests

C. Monson, Colliers

Absent with Regrets

Councillor D. Belyk
D. Nelles

Agenda Item 1

CALL TO ORDER

The Chair called the meeting to order at 6:31 p.m.

Agenda Item 2

WELCOME GUESTS

The Chair welcomed Christopher Monson, Colliers, to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2021-L-045

MOTION: J. Morrissey/N. Roberts

CARRIED

That the agenda be adopted as printed.

Agenda Item 4

APPROVAL OF MINUTES FROM THE OCTOBER 26, 2021 BOARD MEETING

2021-L-046

MOTION: N. Roberts/J. Morrissey

CARRIED

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

Agenda Item 5

UPDATE ON THE NEW FACILITY PROJECT - COLLIERS

Christopher Monson, Colliers, provided an update on the New Facility Project and answered questions from the Board.

2021-L-047

MOTION: C. Buchanan/J. Morrissey

CARRIED

That the Colliers update on the New Facility Project be accepted for information.

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 November 1, 2021

Renee Summers, Finance Committee Chair, presented the Budget and Operating Grant Request to Council on November 1, 2021. A few questions were asked and the Director responded in writing to Council.

In response to a question, Deputy Mayor Petrow advised that Council Budget Committee reduced the grant request by approximately \$75,000 and recommended to Council a grant of \$2,146,990 to the Library Board. Deputy Mayor Petrow advised that the Chair or any member of the Board can write a letter to Council appealing the decision of Council Budget Committee. Council will make its final decision on December 13, 2021. The Director and Board members provided comments. The Director will draft a letter for the Chair to sign and will report back to the Board.

A suggestion was made that the Chair and Director be interviewed by the local newspaper regarding the new facility. The Director advised that she has been interviewed and that the Chair or trustees may be interviewed in the future.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

Council Organizational Meeting October 27, 2021

The Chair advised that Council's organizational meeting was held on October 27, 2021. Deputy Mayor Petrow and Councillor Belyk were re-appointed to the Library Board for 2021/2022 year.

Agenda Item 8.2

Board Elections

Deputy Mayor Petrow called for nominations for Chair. Daniel Nelles agreed to let his name stand. Deputy Mayor Petrow called two more times for nominations for Chair. Hearing none, Daniel Nelles was declared the Chair for the 2021/2022 year by acclamation.

Natasha Roberts called for nominations for Vice Chair. Tina Petrow agreed to let her name stand. Natasha Roberts called two more times for nominations for Vice Chair. Hearing none, Tina Petrow was declared the Vice Chair for the 2021/2022 year by acclamation.

Personnel Committee – Chair, Vice Chair and one trustee. Catherine Buchanan let her name stand.

Governance Committee – Vice Chair (as chair), Director, Chair and one trustee. Leon Cygman let his name stand.

Finance – Director, Chair and two trustees. Renee Summers and Jeanna Morrissey let their names stand.

Agenda Item 8.3

Volunteer Hours for Board Members

Trustees were asked to record all hours and respond to the request for hours. Staff will re-send the link to Board members.

Agenda Item 9

REPORTS

Agenda Item 9.1

Financial Statements, October 2021

The Director presented Financial Statements for October 2021.

Agenda Item 9.2

Marigold Report

Natasha Roberts advised that she attended the Marigold meeting last Saturday. Discussions focused on the new building and the sale of the old Marigold building.

2021-L-048

MOTION: J. Morrissey/C. Buchanan

CARRIED

That the Marigold report be accepted for information.

Agenda Item 9.3

Director's Report

The Director presented the Director's Report up to October 31, 2021.

Agenda Item 9.3.1

Verbal Update to Written Report

The Director advised that the Fudge Sale fundraiser was completed with a \$500 profit. The annual Adopt-a-Book campaign has been launched. The new Point of Sale machine was down for 11 days. A replacement terminal has been received.

Agenda Item 9.3.2

October 2021 Customer Service Statistics

The Director presented Customer Service Statistics for October 2021 and noted that e-book use skyrocketed last year. While e-book use has slowed down, it is still higher than pre-pandemic. According to standard use measures, programs remain down, and circulation and visits are holding steady at 80% of pre-pandemic. Inter-library loans are almost back to normal.

2021-L-049

MOTION: R. Summers/J. Morrissey

CARRIED

That the Director's report be accepted for information.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

Report to the Board on Staff Vaccination Mandate

The Director presented a Report to the Board on the Staff Vaccination Mandate. It was asked whether the Library is mirroring the City of Airdrie's document regarding end-date. The Director advised that the Library's document is silent on an end-date.

2021-L-050

MOTION: J. Morrissey/C. Buchanan

CARRIED

That the report be accepted for information.

Agenda Item 11

CIRCULATION

Agenda Item 11.1

Correspondence

Correspondence received since the last Board meeting was distributed for information.

Agenda Item 11.2

Library Link Submissions – October 2021

Library Link submissions for October 2021 were distributed for information.

Agenda Item 11.3

Marigold Library System Newsletter – October 2021

The Marigold Newsletter for October 2021 was distributed for information.

Agenda Item 12

ROUND TABLE

C. Buchanan - Daniel and his wife had a baby boy on November 26th. Deputy Mayor Petrow will pick up a card and drop it off at the library for trustees to come in and sign. A book will also be sent.

Deputy Mayor Petrow – Please take part in Christmas festivities going on around the community. Merry Christmas and Happy New Year to all.

Agenda Item 13

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

Director/Chair - Letter to Council re grant and report back to Board

T. Petrow – Drop card for Dan off at library for signing

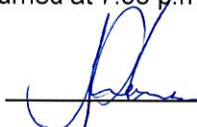
Director - Send card and book to Dan and his wife


NEXT MEETING OF THE BOARD

The next Regular Meeting of the Board is scheduled for Tuesday, January 25, 2022 at 6:30 p.m. via Zoom.

ADJOURNMENT

The Chair declared the meeting adjourned at 7:58 p.m.


Chairman


Recording Secretary