

CITY OF AIRDRIE LIBRARY BOARD
March 29, 2022

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
C. Buchanan
J. Morrissey
N. Roberts
R. Summers

Staff

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

Guests

C. Monson, Colliers

Absent with Regrets

G. Anderson
L. Cygman
S. Winger

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 Chris Monson to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

2022-L-008

MOTION: D. Belyk/J. Morrissey

CARRIED

That the agenda be adopted as printed.

Agenda Item 4

APPROVAL OF MINUTES FROM THE FEBRUARY 23, 2022 BOARD MEETING

2022-L-009

MOTION: J. Morrissey/D. Belyk

CARRIED

That the minutes of the February 23, 2022 Board meeting be approved as printed.

Agenda Item 5

BUSINESS ARISING FROM THE MINUTES

There were no items.

Agenda Item 6

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 7

UPDATE ON THE NEW FACILITY PROJECT - COLLIERIES

Chris Monson, Colliers, provided an update on the New Facility Project

and answered questions from the Board. Mr. Monson advised on the process for procurement of Public Art for the project.

Agenda Item 8

BOARD BUSINESS

Agenda Item 8.1

PLSB Library Board Orientation, online March 15, 2022

This item was deferred to the next meeting.

Agenda Item 8.2

Report on the Informal Library Board/Council Get-together

The Chair advised that this was a very productive and helpful evening. Trustees and members of Council are ideologically aligned about the vision of the new building. Council urged trustees to move forward with hiring the fundraiser position. Councillor Petrow thanked everyone who was able to attend. The consensus was to have another get-together.

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 send the link to Board members.

Agenda Item 9

REPORTS

Agenda Item 9.1

Financial Statements – February 2022

The Director presented Financial Statements for February 2022. There have been delays in getting the year-end financials finalized. The Director advised that \$35,000 was transferred into the general operating reserve and \$35,000 into the capital reserve.

Agenda Item 9.2

Personnel Report

The Chair advised that the 360 Evaluations were collected but have not yet been reviewed. The Personnel Committee hopes to meet in April to review the submissions.

Agenda Item 9.3

Marigold Library System

Agenda Item 9.3.1

Marigold Report

N. Roberts advised that Marigold Executive is currently hiring a new CEO for Marigold. It is hoped that hiring will be completed by the beginning of summer. Marigold is going back to in-person meetings in the new building.

Agenda Item 9.3.2

Report to Board on Revised Marigold Membership Agreement

The Director advised that a new membership agreement has been approved but not yet signed. The last revision was in 2007. Marigold is no longer requiring the City of Airdrie representative to be a member of the Airdrie Library Board. The Chair suggested a meeting with the Mayor, the Chair, the Director and N. Roberts when the agreement is signed. In response to a question, the Director advised that the IT matter relates to an issue that was previously brought to the Board, after which the Board passed a motion for APL to move towards

independence in its business facing activities, emails and records. The management team has been working on that. J. Morrissey asked that the Director confirm that in writing.

Agenda Item 9.4

Director's Report

P. Medland presented the Director's Report for February 2022.

Agenda Item 9.4.1

Verbal Update to Written Report

The Director advised that a Grade One teacher has forwarded a video of a class project – a Lego design of the new library. The Board was excited that the community is starting to engage with the new facility project. City staff are looking into the possibility of hiring a public relations firm to communicate with Airdrie citizens about the new facility project as it rolls out. The Director reported that Culture Passes (free passes solicited from local community organizations) have been made available to patrons. Since February, there have been 37 entries for the passes.

Agenda Item 9.4.2

February 2022 Customer Service Statistics

The Director presented February 2022 Customer Service Statistics.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

Report to the Board on the Community Consultation Day

The Chair presented key findings and recommendations on the Plan of Service received from the Community Consultation Day. The Director advised that the participants included stakeholder representation and wide-community representation. The Director confirmed that Rocky View County was invited.

Agenda Item 10.2

Notice of Motion to Approve 2022-2024 Strategic Priorities

2022-L-010

MOTION: C. Buchanan/N. Roberts

CARRIED

That the Board adopt the following strategic priorities for APL's 2022-2024 Plan of Service:

- Create Young Readers: Early Literacy
- Know Your Community: Community Resources and Services
- Celebrate Diversity: Cultural Awareness
- Understand How to Find, Evaluate and Use Information

Agenda Item 10.3

Notice of Motion to Approve Unbudgeted Expense for Strategic Planning Consultant

2022-L-011

MOTION: R. Summers/N. Roberts

CARRIED

That the Board approve an unbudgeted expense of \$2,756 for strategic planning services, and that the funds to cover this expense be transferred out of the general operating reserve.

Agenda Item 10.4

APL Annual Investment Review from Scotia Wealth Management

The Director presented the APL Annual Investment Review from Scotia Wealth Management for information. A discussion ensued.

Agenda Item 10.5

Motion to Move In-camera

2022-L-012

MOTION: T. Petrow/D. Belyk

CARRIED

That the Board moved to enter In-camera at 7:57 p.m.

2022-L-013

MOTION: D. Belyk/R. Summers

CARRIED

That the Board moved to exit In-camera at 8:25 p.m.

Agenda Item 11

CIRCULATION

Agenda Item 11.1

Correspondence

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

Agenda Item 11.2

Marigold Newsletter – March 2022

The Marigold Newsletter for March 2022 was distributed for information.

Agenda Item 11.3

Library Link Submissions – February 2022

Library Link submissions for February 2022 were distributed for information.

Agenda Item 12

ROUND TABLE

T. Petrow - At the South AB Library Conference, we heard about a library that had food available for people in the library. Is it possible to do that in our library, especially for youth? The Director advised that we do carry a small number of emergency food bundles from the Food Bank at the library. The front desk watches for people in need and lets people know they are available. T. Petrow commented that there are community members who have stories to tell. Suggest people being able to book time with them at the library to learn about their life experiences. The Chair advised that it is a great idea, but there could be logistical challenges. The Director will take those comments back to the management team.

C. Buchanan – A rural library had snacks within the book shelves that people could access. Is the Lego Club at the library just for pre-teens? The Director advised that the Lego Club is for ages 5 and up.

J. Morrissey – Has there ever been a career night at the library for high school graduates? K. Kirkpatrick-Lauzon advised that management did consider that. It could potentially tie in with several strategic priorities. The Management team works on goals and objectives and aims for a very long list of action items. She will follow up with the management team.

C. Buchanan - The four high schools in Airdrie usually do that kind of

event every year. Suggest that management check with the high schools to see if they are doing it this year.

T. Petrow-Happy belated birthday to Renee.

Belyk-This is a public meeting. If there was public in attendance, would we have to remove the public to have an in camera session? The Chair clarified the process.

R. Summers-Will the next meeting be in-person? The Director advised that PLSB will be joining the April meeting. They would like to do it on-line. It was decided to do the April meeting on-line and have the May meeting in-person.

Agenda Item 13

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- | | | |
|-----------|---|---|
| Director | - | Confirm in writing the status of APL moving towards independence in its business facing activities, emails and records. |
| | - | Take comments re community members having stories to tell back to the management team. |
| | - | Follow up with management team re career night. Check with high schools to see if they are doing it this year. |
| Personnel | - | Review the Annual 360 Evaluation. |

NEXT MEETING OF THE BOARD

The next Regular Meeting of the Board is scheduled for Tuesday, April 26, 2022 at 6:30 p.m. via Zoom.

ADJOURNMENT

The Chair declared the meeting adjourned at 8:40 p.m.

	Chairman
	Recording Secretary