

CITY OF AIRDRIE LIBRARY BOARD
June 27, 2023

Minutes of a Regular Meeting of the City of Airdrie Library Board, held in the Vincent Room, Airdrie City Hall, and online through the use of Zoom meeting software, with the following:

PRESENT:

Members

Chair Dan Nelles
Councillor D. Belyk
(Via Zoom) L. Cygman
(Via Zoom) Councillor T. Petrow
(Via Zoom) R. Summers

Staff

Acting Director K. Lauzon
Recording Secretary: K. Rushford

Absent with Regrets

C. Buchanan
J. Morrissey
N. Roberts
S. Winger

Guests

Catherine Keill – Keill & Co.

Agenda Item 1

CALL TO ORDER

D. Nelles called the meeting to order at 6:37 p.m.

Agenda Item 2

WELCOME GUESTS

D. Nelles welcomed Catherine Keill, Keill & Co., to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

Add 6.1 - Volunteer negotiation with City on new library space

2023-L-044

MOTION: D. Belyk/L. Cygman

CARRIED

That the agenda be approved as amended.

Agenda Item 4

APPROVAL OF MINUTES FROM THE MAY 30, 2023 BOARD MEETING

2023-L-045

MOTION: L. Cygman/D. Belyk

CARRIED

That the minutes of the May 30, 2023 Board meeting be approved as printed.

Agenda Item 5

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 6

UPDATE ON THE NEW FACILITY PROJECT

D. Nelles reported on the Joint Session held last night. Daniel Nelles will provide feedback about ways to more effectively use everyone's time to conduct those meetings. Colliers has advised that the first schematic designs for the lower level will be signed off today and sent to Cana, who will then start issuing contracts. There was discussion at the Steering Committee meeting about a ground-breaking ceremony. D. Nelles will raise with the Steering

Committee about security issues, the flow of people and materials, and the location of public stairs. K. Lauzon advised that there will be no alarmed security gates for library material exiting the library but there will be one self-checkout on the second floor.

Agenda Item 6.1

Volunteer Negotiation with City on New Library Space

L. Cygman advised that Volunteer Airdrie was offered 1,000 square feet of space in the new library, but have been told that they will be responsible for all finishing costs (\$80-\$120 per sq ft). Volunteer Airdrie is a non-profit organization and cannot afford that cost, so has had no choice but to walk away from the negotiations.

Agenda Item 7

IN-CAMERA SESSION

Agenda Item 7.1

Capital Campaign Update – Keill & Co.

2023-L-046

MOTION: D. Belyk/R. Summers

CARRIED

That the Board enter In-camera at 6:46 p.m.

2023-L-047

MOTION: D. Belyk/R. Summers

CARRIED

That the Board exit In-camera at 7:00 p.m.

Agenda Item 8

BUSINESS ARISING

Agenda Item 8.1

ME Library Usage Statistics

In response to a question at the last meeting, K. Lauzon advised that ME card usage is very variable month to month or year to year as the use is often transient users, i.e., students or workers. The usage amount is quite small compared with the total circulation.

Agenda Item 9

REPORTS

Agenda Item 9.1

Financial Statements – May 2023

K. Lauzon presented the Financial Statements for May 2023. Under Revenues, the Adopt a Book campaign is moving into capital fundraising. Administration will work on strategies to make up that \$5,000. Under Expenditures, \$22,500 for the Email and File Transfer Project will be moved into next year due to staffing resources. A question was asked about the payroll clearing account K. Lauzon will follow up on that.

Agenda Item 9.2

Personnel Report

D. Nelles advised that the Selection Committee has been interviewing for a new Library Director. It is anticipated that the Selection Committee will make a decision before the end of the week. D. Nelles will then call an emergent board meeting to confirm the selection. A comment was made that the Board would have preferred to have comparatives. D. Nelles will note that for the future.

Agenda Item 9.3

Marigold Report

As N. Roberts is away, this agenda item was deferred to the next meeting.

Agenda Item 9.4

Director's Report– Assistant Director

K. Lauzon presented the written report that was put together by P. Medland.

Agenda Item 9.4.1

Update to Monthly Report

K. Lauzon advised that there were zero incidents at the Pride Festival on June 17. One patron made inquiries about our collection. A patron purge was done mid-May. 2,496 patrons were purged, with 25,884 patrons remaining, representing a 9% growth over May 2022. Two new key staff will start on July 10. Lori Miller will be taking over the Board liaison work starting mid July. Summer programming begins July 3. The summer reading program is already booked up so an extra program is being considered to accommodate the wait list.

Agenda Item 9.4.2

Customer Service Statistics, May 2023

In response to a question, K. Lauzon confirmed that 16,000 people visited the library in the month of May.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.1

Welcome Letter to Minister McIver

D. Nelles advised that he has authored a letter to Minister Rick McIver, congratulating him on his re-appointment as Minister of Municipal Affairs. K. Lauzon will proceed to send the letter. Councillor Petrow asked whether the letter from a school in Windsong Heights about an excellent field trip to the library can be shared. Councillor Petrow will share the letter with Council.

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 – June 2023

The Marigold Newsletter for June 2023 was distributed for information.

Agenda Item 11.3

Library Link Submissions – May 2023

Library Link submissions for May 2023 were distributed for information.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- ALL - Please sign volunteer hours.
- D. Nelles - Advise the Board about an emergent Board meeting regarding the selection process.
- K. Lauzon - Follow up about the payroll clearing account.
- Send letter to Minister Rick McIver

NEXT MEETING OF THE BOARD

The next Regular Meeting of the Board is scheduled for Tuesday, August 29, 2023, at 6:30 p.m. in Vincent Room, City Hall and online via Zoom software.

ADJOURNMENT

The Chair declared the meeting adjourned at 7:19 p.m.



Chairman



Recording Secretary