

**CITY OF AIRDRIE LIBRARY BOARD**  
**September 26, 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*

Dan Nelles  
(Via Zoom) C. Buchanan  
Councillor D. Belyk  
(Via Zoom) L. Cygman  
(Via Zoom) B. Perdue  
N. Roberts  
R. Summers  
(Via Zoom) S. Winger

*Staff*

*Operations Manager:* K. Lauzon  
*Recording Secretary:* K. Rushford

*Absent with Regrets*

J. Morrissey  
Councillor T. Petrow

*Guests*

Catherine Keill – Keill & Co.  
Lynne Price – Marigold Library Systems  
Laura Taylor – Marigold Library Systems

**Agenda Item 1**

**CALL TO ORDER**

D. Nelles called the meeting to order at 6:30 p.m.

**Agenda Item 2**

**WELCOME GUESTS**

Lynne Price, CEO of Marigold, and Laura Taylor, COO of Marigold, were introduced and welcomed to the meeting.

**Agenda Item 3**

**ADDITIONS TO AND ACCEPTANCE OF AGENDA**

9.2 Furnishings, Fixtures and Equipment

**2023-L-055**

**MOTION: R. Summers/D. Belyk**

**CARRIED**

That the agenda be approved as amended.

**Agenda Item 4**

**APPROVAL OF MINUTES – June and August 2023 Meetings**

**2023-L-056**

**MOTION: S. Winger/R. Summers**

That the minutes of the June 27, 2023 and August 29, 2023 Board meetings be approved as printed.

**Agenda Item 5**

**PUBLIC QUESTION AND ANSWER PERIOD**

There were no questions from the public.

**Agenda Item 6**

**IN CAMERA SESSION**

**2023-L-057**

**MOTION: D. Belyk/L. Cygman**

**CARRIED**

That the Library Board enter In-camera at 6:33 p.m.

**Agenda Item 6.1**

**Capital Campaign Update – Keill & Co.**

**2023-L-058**

**MOTION: D. Belyk/B. Perdue**

**CARRIED**

That the Library Board exit In-camera at 6:38 p.m.

**Agenda Item 7**

**BUSINESS ARISING**

**Agenda Item 7.1**

**Marigold System Library – Collection in New Facility**

L. Taylor provided information regarding the Marigold's contribution of an establishment fund and a collection reserve towards having the new collection shelf-ready for opening day. K. Lauzon advised that Administration has an internal detailed plan on how to move forward, including going to RFP for a vendor for January/February 2024 and doing a selection profile this fall. L. Taylor noted that Marigold is happy to help with selection of a vendor.

L. Price advised that she has had discussions with Alberta Treasury Board and Finance about the population count. The 2023 population figure won't be issued until May 2024 but it will not have an impact on the amount or timing of the Services Grant. Adjustments will be made before the second instalment.

L. Price advised that a cyber security analysis has been completed and a new cyber security vendor has been chosen. The e-resources system has been updated and core services systems have been migrated to the new hardware platform. Marigold is working on a major networking upgrade for all member libraries. L. Price confirmed that Marigold will retroactively pay Airdrie Library for the switches that were purchased in 2022. D. Nelles asked that the Board's appreciation for reimbursement for the switches be passed on to the Executive.

**Agenda Item 8**

**REPORTS**

**Agenda Item 8.1**

**Financial Statements – June, July, August 2023**

K. Lauzon presented the Financial Statements for June, July and August, 2023. There were no questions or concerns raised.

**Agenda Item 8.2**

**PERSONNEL REPORT**

D. Nelles had nothing new to report.

**Agenda Item 8.3**

**MARIGOLD REPORT**

N. Roberts had nothing new to report.

In response to a question, D. Nelles confirmed that the steering committee for the new facility met in July and August and will be receiving monthly construction schedule updates. D. Nelles will provide updates on a monthly basis. A comment was made that more needs to be done to promote the new library. D. Nelles advised the steering committee and City staff are the conduit for all communications. K. Lauzon confirmed that Administration is working heavily with the City communications team. One idea could be different pieces of the library being featured each month. A comment was made that it would

be good to share the information with the Board. K. Lauzon will pass that comment along.

**Agenda Item 8.4**

**LIBRARY REPORT**

**Agenda Item 8.4.1**

Update to Monthly Report

K. Lauzon advised that the summer reading program, the pre-school summer reading program and other programs were very successful. Open Mic Night was also a very successful event. The Library will not be continuing with Gilbert the Reading Fish program. A comment was made that we are soliciting applications for writer in residence, but local authors are reticent to put their names forward since no one from Airdrie is ever picked. K. Lauzon confirmed that the selection material does not preclude anyone from Airdrie being picked and that a local Airdrie resident has just been hired for the writer in residence program.

**Agenda Item 8.4.2**

Customer Services Statistics to June, July, August 2023

K. Lauzon presented the Customer Service Statistics for June, July and August 2023. No questions or concerns were raised.

**Agenda Item 9**

**NEW BUSINESS**

**Agenda Item 9.1**

**Scheduling of October meeting**

Due to Hallowe'en being on the last Tuesday of October, alternate dates were suggested for the October Board meeting.

**2023-L-059**

**MOTION: R. Summers/N. Roberts**

**CARRIED**

That the Library Board change the date of the October Board meeting to Monday, October 30, 2023.

**Agenda Item 9.2**

**Furnishings, Fixtures and Equipment**

A question was asked about the cost factor and who is responsible for covering the cost of furnishings, fixtures and equipment. D. Nelles confirmed that the cost for furnishings, fixtures and equipment is part of the capital budget from Council. This was part of the project charter documents that were drawn up at the beginning of process and does not include other tenants in the building. Colliers has indicated that the Furnishings, Fixtures and Equipment Plan is in progress. Decisions about furnishings, fixtures and equipment within the library envelope will largely belong to Library staff.

**Agenda Item 10**

**CIRCULATION**

**Agenda Item 10.1**

**Correspondence**

**Agenda Item 10.1.1**

Allard Foundation Donation

**Agenda Item 10.1.2**

2023 Services Grant – Second Instalment

**Agenda Item 10.1.3**

Canada Summer Jobs Grant

**Agenda Item 10.2**

**Marigold Library System Annual Documents**



**Agenda Item 10.3**

**Marigold Library System Newsletter**

**Agenda Item 11**

**ROUND TABLE**

N. Roberts – The printing on the Meeting Agenda is very pixilated and the background is not clear. K. Lauzon will follow up on that, but noted that printing like this would never be sent out to the public or to donors.

L. Cygman had a question about the format of the materials that the Board receives. K. Lauzon advised that if a Board member wants to change the format of the materials they receive, to please let Administration know.

**Agenda Item 12**

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

There were no Action Items arising from the minutes.

**NEXT MEETING OF THE BOARD**

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

**ADJOURNMENT**

The Chair declared the meeting adjourned at 7:36 p.m.

  
Chair  
Recording Secretary