

CITY OF AIRDRIE LIBRARY BOARD
April 25, 2024

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 MS Teams) C. Buchanan
B. Perdue
N. Roberts
R. Summers

Staff

Director: D. Cryderman
Recording Secretary: K. Rushford

Guests

(Via MS Teams) C. Mitchell, KPMG
(Via MS Teams) S. Straka, KPMG
(Via MS Teams) S. Laviolette, City of Airdrie

Absent with Regrets

L. Cygman
J. Morrissey
Councillor H. Spearman
S. Winger

Agenda Item 1

CALL TO ORDER

D. Nelles called the meeting to order at 6:31 p.m. and noted that Heather Mah has tendered her resignation from the Board.

Agenda Item 2

WELCOME GUESTS

The Chair welcomed Colin Mitchell, KPMG, Sam Straka, KPMG, and Sarah Laviolette, City of Airdrie Accounting Services, to the meeting.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

Item 9a - Audited Financial Statements was moved up to become new Item 6.

2024-L-031

MOTION: N. Roberts/R. Summers

CARRIED

That the agenda be approved as amended.

Agenda Item 4

APPROVAL OF MINUTES – March 2024 Meeting

2024-L-032

MOTION: B. Perdue/N. Roberts

CARRIED

That the minutes of the March 26, 2024 Board meeting be approved as presented.

Agenda Item 5

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 6

AUDITED FINANCIAL STATEMENTS

S. Laviolette, Team Leader, Accounting Services, City of Airdrie, presented the

2023 Audited Financial Statements. C. Mitchell, Lead Audit Engagement Partner, KPMG, and S. Straka, Senior Manager, KPMG, presented the Audit Findings Report.

A comment was made that the Audit Findings Report which was circulated is missing the Independent Auditor's Report. C. Mitchell advised that the Independent Auditor's Report is virtually identical to last year's report except with changes to the dates. KPMG will provide updated Audited Financial Statements and Audit Findings Report containing those pages.

2024-L-033

MOTION: R. Summers/D. Belyk

CARRIED

That the Library Board approve the 2023 Audited Financial Statements as presented and accept the KPMG Audit Findings Report for information.

Agenda Item 7

IN-CAMERA SESSION

2024-L-034

MOTION: D. Belyk/B. Perdue

CARRIED

That the Library Board enter in-camera at 7:10 p.m.

2024-L-035

MOTION: C. Buchanan/B. Perdue

CARRIED

That the Library Board exit in-camera at 7:56 p.m.

2024-L-036

MOTION: C. Buchanan/B. Perdue

**CARRIED with 1 opposed
Opposed: N. Roberts**

That the Director be instructed to appoint the internal candidate for the capital campaign project, with the objective of raising the balance of the \$1.5M goal in order to purchase materials for the opening of the new library facility.

2024-L-037

MOTION: B. Perdue /C. Buchanan

CARRIED

That Motion 2024-L-036 be amended by replacing the word "the" between "appoint" and "internal" with "an".

That the Director be instructed to appoint an internal candidate for the capital campaign project, with the objective of raising the balance of the \$1.5M goal in order to purchase materials for the opening of the new library facility.

Councillor Belyk noted for the record that he will trust the process even though there is not enough information available at this time.

Agenda Item 8

BUSINESS ARISING

Agenda Item 8.a

Update Volunteer Hours

Trustees are asked to record and respond to the request for hours.

Agenda Item 9

REPORTS

Agenda Item 9.a

Financial Statements – March 2024

D. Cryderman presented the Financial Statements for March 2024. A question was asked about the Library's damage deposit with AMSQ if the new facility is

ready ahead of time. D. Cryderman will discuss this with AMSQ.

Q

Personnel Report

D. Nelles advised that there is nothing new to report.

Agenda Item 9.c

Marigold Report

N. Roberts advised that there is nothing new to report. Marigold will be having a big retreat this weekend, so there will be a report next month.

Agenda Item 9.d

Library Report

Agenda Item 9.d.i

Update to monthly report

D. Cryderman advised that K. Lauzon will be speaking at the Atlantic Provinces Library Association conference in June on the public libraries' role in championing intellectual freedom and resisting censorship.

The Library is currently hosting an online Tiny Art Show and online Silent Auction. It will end at 4:30 PM on May 11. The Library will open to host a Tiny Art Show and Sale with an *in-person* silent auction from 6:30 to 8:30 PM on May 11.

Trustees are invited attend the signing of the giant beam that will go through the top of the new library building, between May 22-24 in south Calgary. D. Cryderman will confirm the date and time.

Agenda Item 9.d.ii

Customer Services Statistics to March 2024

D. Cryderman presented the Customer Service Statistics for March 2024.

Agenda Item 10

NEW BUSINESS

Agenda Item 10.b

Policy 3.1 Social Media

After discussion, this policy was referred back to the Governance Committee.

Agenda Item 10.c

Policy 4.1 Display and Distribution of Materials

After discussion, this policy was referred back to the Governance Committee.

Agenda Item 10.d

Policy 4.2 Hours of Service

2024-L-038

MOTION: N. Roberts/B. Perdue

**CARRIED with 1 opposed
Opposed: R. Summers**

That Policy 4.2 Hours of Service be amended to show opening hours as follows:

Monday to Friday – 9:30 AM to 9:00 PM
Saturday – 10:00 AM to 5:00 PM
Sunday – 1:00 PM to 5:00 PM

2024-L-039	MOTION: B. Perdue/N. Roberts	CARRIED
	That the Library Board adopt Policy 4.2 Hours of Service as amended.	
Agenda Item 10.e	Policy 4.5 Supervision of Vulnerable Library Users	
2024-L-040	MOTION: C. Buchanan/B. Perdue	CARRIED
	That the Library Board adopt Policy 4.5 Supervision of Vulnerable Library Users as printed.	
Agenda item 10.5	Request for Decision: Summer Sundays	
2024-L-041	MOTION: C. Buchanan/R. Summers	CARRIED
	That the Library Board adopt the recommendation that the library remains open on Sunday afternoons all year, except for statutory holidays, as the cost savings do not appear to outweigh the cost of community goodwill.	
Agenda Item 11	CIRCULATION	
Agenda Item 11.a	Minister McIver	
Agenda Item 11.b	Marigold Services Grant	
Agenda Item 12	ROUND TABLE	
Agenda Item 12.a	Next Site Visit - May 31, 2024, 3:00 PM to 4:00 PM – Must wear steel toe boots, high visibility vest, hard hat and safety glasses. RSVP by email by May 24, 2024.	
Agenda Item 12.b	Plan of Service Community Engagement Session – May 8, 2024, 9:00 AM to 11:30 AM at Genesis Place. RSVP to invitation email.	
Agenda Item 13	SUMMARY OF ACTION ITEMS FOR NEXT MEETING	
	ALL	<ul style="list-style-type: none">- Plan of Service Community Engagement Session – May 8, 2024, 9:00 AM-11:30 AM at Genesis Place. RSVP by email by May 24, 2024.- Signing of giant beam that will go through the top of the new library building (between May 22-24 in south Calgary). D. Cryderman will confirm the date and time.- Next Site Visit - May 31, 2024, 3:00 PM to 4:00 PM – Steel toe boots, high visibility vest, hard hat and safety glasses required. RSVP by email by May 24, 2024.
	Director	<ul style="list-style-type: none">- Discuss with AMSQ about damage deposit if new facility is ready ahead of time.
	Governance	<ul style="list-style-type: none">- Revisit Policy 3.1 and Policy 4.1.

NEXT MEETING OF THE BOARD

The next Regular Meeting of the Board is scheduled for **Thursday, May 30, 2024**, at 6:30 p.m. in the Vincent Room, City Hall and online via Zoom software.

ADJOURNMENT

The Chair declared the meeting adjourned at 8:48 p.m.



Chair



Recording Secretary

