

CITY OF AIRDRIE LIBRARY BOARD
March 26, 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
C. Buchanan
(via Zoom) L. Cygman
(via Zoom) B. Perdue
N. Roberts
S. Winger

Staff

Director: D. Cryderman
Recording Secretary: K. Rushford

Absent with Regrets

J. Morrissey
Councillor H. Spearman
R. Summers

Agenda Item 1

CALL TO ORDER

D. Nelles called the meeting to order at 6:32 p.m.

Agenda Item 2

WELCOME GUESTS

There were no guests.

Agenda Item 3

ADDITIONS TO AND ACCEPTANCE OF AGENDA

Add Item 9.a – Board of trustees meeting date

2024-L-025

MOTION: B. Perdue/S. Winger

CARRIED

That the agenda be approved as amended.

Agenda Item 4

APPROVAL OF MINUTES – February 2024 Meeting

In item 8.d(i), it was suggested that the words, “due to being open 24 hours a day for 6 days”, be added to the end of “D. Cryderman advised that the Facebook reach is generally 5,000 people per month, but was 606,489 last month”, for clarification.

2024-L-026

MOTION: C. Buchanan/D. Belyk

CARRIED

That the minutes of the February 27, 2024 Board meeting be approved as amended.

Agenda Item 5

PUBLIC QUESTION AND ANSWER PERIOD

There were no questions from the public.

Agenda Item 6

IN-CAMERA SESSION

2024-L-027

MOTION: D. Belyk/S. Winger

CARRIED

That the Library Board enter in-camera at 6:36 p.m.

Agenda Item 6.a

Keill & Company

Agenda Item 6.b

Capital Issues

Agenda Item 6.c

Fund Balances

2024-L-028

MOTION: D. Belyk/S. Winger

CARRIED

That the Library Board exit in-camera at 7:40 p.m.

2024-L-029

MOTION: C. Buchanan/S. Winger

CARRIED UNANIMOUSLY

That the Library Board terminate the contract with Keill & Company as soon as is practicable per the terms of the contract.

The Chair directed staff to provide the other two quotes from the previous RFP as well as a report from management regarding their plan and an estimation of success and perception of what is possible with the time remaining, as soon as is practicable, with the potential that the Board might have an emergent meeting before the next Board meeting.

Agenda Item 7

BUSINESS ARISING

Agenda Item 7.a

Update Volunteer Hours

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

Agenda Item 8

REPORTS

Agenda Item 8.a

Financial Statements – February 2024

D. Cryderman presented the Financial Statements for February 2024. Under Facility Expansion, 0.2% of this year's amount has been raised to date. Management are concerned about the facility maintenance line because the Library is responsible for maintaining a crumbling interior.

D. Cryderman advised that there is currently a mouse infestation in the library. AMSQ is taking care of the problem from the exterior but the Library needs to take care of the interior.

On the Income Statement, a question was asked about the "Office-Bad Debts" expense. D. Cryderman will get clarification on that.

Agenda Item 8.b

Personnel Report

D. Nelles was pleased to report that D. Cryderman has accepted the Library Board's offer of continuous employment as library director.

Agenda Item 8.c

Marigold Report

N. Roberts advised that Marigold is taking different counts this year than all of the Marigold member libraries anticipated, so there will likely be shortfalls in the budget. This will particularly affect the larger libraries. More news will come forward next month regarding Marigold funding.

Agenda Item 8.d

Library Report

Agenda Item 8.d.i

Update to monthly report

D. Cryderman advised that the library will need more front-of-house staff in the new building so management is looking at more efficiencies with current staff. The shelving procurement went out this morning and the server room will be planned tomorrow.

Agenda Item 8.d.ii

Customer Services Statistics to February 2024

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

Agenda Item 9

NEW BUSINESS

Agenda Item 9.a

Board of Trustees Meeting Date

D. Nelles advised that Council has decided to change all of their meeting dates to Tuesdays. Options were discussed regarding changing the Library Board's regular meeting dates and location.

2024-L-030

MOTION: N. Roberts/C. Buchanan

CARRIED

That the Library Board move its regularly scheduled meetings to the last Thursday of the month, effective immediately.

Agenda Item 10

CIRCULATION

Agenda Item 10.a

Municipal Affairs – Minister's Award for Municipal and Public Library Excellence

Agenda Item 10.b

Marigold Library System contents insurance – collection

Agenda Item 11

ROUND TABLE

Agenda Item 11.a

Next Site Visit - May 31, 2024 – Steel toe boots, high visibility vest, hard hat and safety glasses required. RSVP by email by May 21, 2024.

Agenda Item 11.b

Plan of Service Community Engagement Session – May 8, 2024 - 9:00-11:30 at Genesis Place.

D. Nelles advised that the City of Airdrie has released a homelessness estimation survey and has indicated that people can come to the library to fill out the survey. It was suggested that the library prepare signage to make the survey more visible and to offer to provide assistance.

C. Buchanan asked whether protocol can be set up for when there are guests at Board meetings, and for more effort to be made to encourage people to attend. She would like to see guests introduce themselves and the Board introduce themselves so that people feel welcome. It was suggested that the Governance committee could prepare a policy for that. D. Cryderman noted that the policy should make it clear that people need to contact the Chair two weeks ahead of time and provide background on what their issue is so the Board can be prepared.

S. Winger advised that the Minister of Municipal Affairs is considering Provincial legislation that will prohibit municipalities from interacting directly with the Federal government. The legislation would not be retroactive, but anything in the future that is not negotiated by the Province will be void.

D. Cryderman advised that naming of any rooms within the new facility that the library is getting funding for will need Council approval. Councillor Belyk advised that Council will be bringing forward a naming policy soon. D. Nelles suggested that any policy that Council might introduce would have to grandfather in arrangements that have already been made.

Agenda Item 12

SUMMARY OF ACTION ITEMS FOR NEXT MEETING

- | | |
|------------|--|
| ALL | - Plan of Service Community Engagement Session – May 8, 2024 - 9:00-11:30 at Genesis Place. |
| | - Next Site Visit - May 31, 2024 – Steel toe boots, high visibility vest, hard hat and safety glasses required. RSVP by email by May 21, 2024. |
| Director | - Ask staff to provide the other two quotes from the previous RFP as well as a report from management regarding their plan and an estimation of success and perception of what is possible with the time remaining, as soon as is practicable. |
| | - Provide clarification on “Office–Bad Debts” expense. |
| | - Ask staff to prepare signage to make the homelessness estimation survey more visible and to offer to provide assistance. |
| Governance | - Prepare policy for protocol when there are guests at Board meetings. |

NEXT MEETING OF THE BOARD

The next Regular Meeting of the Board is scheduled for **Thursday, April 25, 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 8:23 p.m.



Chair



Recording Secretary