

**CITY OF AIRDRIE LIBRARY BOARD**  
**February 27, 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  
C. Buchanan  
*(via Zoom)* B. Perdue  
*(via Zoom)* N. Roberts  
*(via Zoom)* Councillor H. Spearman  
*(via Zoom)* R. Summers  
S. Winger

*Staff*

*Director:* D. Cryderman  
*Operations Manager:* K. Lauzon  
*Recording Secretary:* K. Rushford

*Absent with Regrets*

Councillor D. Belyk  
L. Cygman  
J. Morrissey

**Agenda Item 1**

**CALL TO ORDER**

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

2024-L-011

**MOTION: B. Perdue/H. Spearman**

**CARRIED**

That the agenda be approved as printed.

**Agenda Item 4**

**APPROVAL OF MINUTES – January 2024 Meeting**

It was asked whether the minutes should reflect that J. Craig objected to some of the contents of the book she is requesting for reconsideration. The consensus was that Ms. Craig was generally in objection to the book.

2024-L-012

**MOTION: S. Winger/C. Buchanan**

**CARRIED**

That the minutes of the January 30, 2024 Board meeting 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**

2024-L-013

**MOTION: S. Winger/B. Perdue**

**CARRIED**

That the Library Board enter in-camera at 6:35 p.m.

Agenda Item 6.a	<b>Collection Expansion Campaign</b>	
Agenda Item 6.b	<b>RFD – Funding for Marketing and Community Engagement</b>	
Agenda Item 6.b.i	<b>Supporting documents</b>	
2024-L-014	<b>MOTION: C. Buchanan/B. Perdue</b>	<b>CARRIED</b>
	That the Library Board exit in-camera at 7:06 p.m.	
Agenda Item 7	<b>BUSINESS ARISING</b>	
Agenda Item 7.a	<b>Update Volunteer Hours</b>	
	Trustees are asked to record and respond to the request for hours.	
Agenda Item 8	<b>REPORTS</b>	
Agenda Item 8.a	<b>Financial Statements – January 2024</b>	
	D. Cryderman presented the Financial Statements for January 2024. There were no questions or concerns.	
Agenda Item 8.b	<b>Personnel Report</b>	
	This item will be dealt with under Item 12.	
Agenda Item 8.c	<b>Marigold Report</b>	
	N. Roberts had nothing to report at this time, other than the issue of the leaking roof at the new Marigold building is still ongoing.	
Agenda Item 8.d	<b>Library Report</b>	
Agenda Item 8.d.i	<b>Update to monthly report</b>	
	In response to a question, D. Cryderman advised that the Facebook reach is generally 5,000 people per month, but was 606,489 last month due to being open 24 hours a day for 6 days. 705 people attended the Hot Chocolate event in January.	
Agenda Item 8.d.ii	<b>Customer Services Statistics to January 2024</b>	
	D. Cryderman presented the Customer Service Statistics for January 2024. As staff are collecting statistics that are never used again, we will be cutting down on the statistics being collected.	
	It was asked whether the Customer Service Statistics are given to City Council in written or digital form. Councillor Spearman advised that Council members receive some library statistics in a Library Board package once a month. She will communicate key statistics to Council each month going forward. At the beginning of each month, D. Cryderman will provide Councillor Spearman with statistics to report to Council.	
Agenda Item 9	<b>NEW BUSINESS</b>	

**Agenda Item 9.a**

**Annual Report**

K. Lauzon presented the Annual Report and highlighted some changes that were made to the Annual Report in the last few days.

2024-L-015

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

**CARRIED**

That the Annual Report be approved, as amended.

**Agenda Item 9.b**

**Plan of Service Update**

K. Lauzon presented the Plan of Service Update. D. Nelles asked that K. Lauzon convey the Board's appreciation to the library staff for achieving essentially all of the Plan of Service goals.

**Agenda Item 9.c**

**2025 and 2026 Requisition for Marigold Library System**

A communication regarding Marigold fees for 2025 and 2026 was provided for information.

**Agenda Item 9.d**

**Policy Revision**

**Agenda Item 9.d.i**

**Violence and Harassment**

It was suggested that the names of members of the Personnel Committee be made accessible to library staff. D. Cryderman will direct this to the staff internal committee to determine the best approach.

2024-L-016

**MOTION: B. Perdue/S. Winger**

**CARRIED**

That the revised Violence and Harassment Policy be approved as printed.

**Agenda Item 9.d.ii**

**Resource Sharing**

2024-L-017

**MOTION: C. Buchanan/S. Winger**

**CARRIED**

That the revised Resource Sharing Policy be approved as printed.

**Agenda Item 9.d.iii**

**Room Booking**

2024-L-018

**MOTION: C. Buchanan/B. Perdue**

**CARRIED**

That the revised Room Booking Policy be approved as printed.

**Agenda Item 9.e**

**Request for Decision**

**Agenda Item 9.e.i**

**CIP Matching Funds**

2024-L-019

**MOTION: S. Winger/C. Buchanan**

**CARRIED**

That the Library Board allocate \$75,000 from reserve funds to better assure Airdrie Public Library's qualification for the CIP grant.

**Agenda Item 9.e.ii**

**ELL Collection**

2024-L-020

**MOTION: S. Winger/B. Perdue**

**CARRIED**



That the Library Board allocate \$5,000 from operational reserve funds to build a foundational ELL collection.

**Agenda Item 9.e.iii**

**Branded Items**

2024-L-021

**MOTION: S. Winger/C. Buchanan**

**CARRIED by vote of 6-1  
Opposed: N. Roberts**

That the Library Board allocate up to \$900 from operational reserves for branded tablecloths.

Staff will obtain some additional and revised quotations for other branded items for consideration at a future meeting.

D. Cryderman will prepare information to explain the status of the reserve funds.

**Agenda Item 10**

**CIRCULATION**

**Agenda Item 10.a**

Letter from Natasha for information.

**Agenda Item 11**

**ROUND TABLE**

**Agenda Item 11.a**

Reminder of the Site Visit on March 22, 2024 – Steel toe boots, high visibility vest, hard hat, and safety glasses are required.

D. Nelles will mention to the Steering Committee about a loaner program for those articles.

**Agenda Item 11.b**

Plan of Service Community Engagement Session – May 8, 2024

Chamber of Commerce Breakfast at the Library– April 5, 2024

Board Basics Workshop at the Library - June 15, 2024

S. Winger requested that staff send out Zoom calendar invites for Board meetings and for the other events listed above.

S. Winger asked if the Staff Appreciation Dinner could be booked now and a calendar invite sent out.

C. Buchanan suggested that the library participate in the Canada Day Parade, with a float rather than just the library van. D. Cryderman will pass that on to Programming.

**Agenda Item 12**

**IN-CAMERA SESSION**

2024-L-022

**MOTION: S. Winger/B. Perdue**

**CARRIED**

That the Library Board enter in-camera at 8:28 p.m.

**Agenda Item 12.a**

**Director Probation**

2024-L-023

**MOTION: B. Perdue/C. Buchanan**

**CARRIED**

That the Library Board exit in-camera at 8:55 p.m.

2024-L-024

**MOTION: S. Winger/C. Buchanan**

**CARRIED**

That the Library Board extend Deb Cryderman's employment as Library Director on a continuing basis.

**Agenda Item 13**

**SUMMARY OF ACTION ITEMS FOR NEXT MEETING**

- ALL - Reminder of the Site Visit on March 22, 2024 – Steel toe boots, high visibility vest, hard hat, and safety glasses are required.
- Director - At beginning of each month, provide Councillor Spearman with statistics to report to Council.  
- Ask staff internal committee to determine best method to make names of members of the Personnel Committee accessible to library staff.  
- Prepare information to indicate the status of the reserve funds.  
- Ask staff to obtain some additional and revised quotations for other branded items for consideration at a future meeting.  
- Ask staff to send out Zoom calendar invites for Board meetings and for the other events listed above.  
- Book the Staff Appreciation Dinner and ask staff to send a calendar invite.
- K. Lauzon - Convey the Board's appreciation to the library staff for achieving essentially all of the Plan of Service goals.

**NEXT MEETING OF THE BOARD**

The next Regular Meeting of the Board is scheduled for March 26, 2024, at 6:30 p.m. in Vincent Room, City Hall and online via Zoom software.

**ADJOURNMENT**

The Chair declared the meeting adjourned at 9:00 p.m.

  
Chair

  
Recording Secretary

