

Marigold Library System
Board of Management
Saturday, August 28, 2010
Irricana, AB

MINUTES

Present:

Lynda Lyster (Chair) – MD of Bighorn
Leslie Duchak (Vice Chair) – Okotoks
Judy Dufort – Airdrie
Debbie Habberfield – Rocky View County
Elaine Michaels – Cereal
Barb Beary – MD of Foothills
Dale Chenoweth – Cochrane
Kathie Putman – Linden
Marj Olafson – Acme
John Serkiz – Drumheller
Lisa Constintini – Irricana
Sherri Rice – Carbon
Donna Isaac – Delia
Helen Veno – Special Areas 2
Berniece Bland – Wheatland County
Diane Osberg – Turner Valley/Black Diamond
Glen Keiver – Kneehill County
Linda Schafer – High River
Kristen Anderson – Hussar
Lil Morrision – Starland County
Christine Boyd – Ghost Lake
John Getz – Standard
Marilyn King – Chestermere
Kevin Edwards – Three Hills

Guests:

Trudy Whitfield – Irricana Library Board Chair
Kristie Sharp – Irricana Library Board Member

Regrets:

Sandra Barker – Waiparous
Dony Habich – Empress
Rosana Ramos – Special Area #4
Maxine Booker – MD of Acadia
Alison Roppel – Rockyford
Carney Raitz-Wakaryk – Canmore
Lisa Myers-Sortland – Consort
Bob Sobel – Strathmore
Mary O’Shea – Trochu
Lois Bedwell – Oyen

Staff:

Michelle Toombs
Denise Fung
Kristin Goebel(recording)
Shona Gourlay
Steven Pattison
Carlee Pilikowski
Lynne Thorimbert

Vacancies:

Longview
Special Areas 3
Morrin

Regrets without notice

Lyle Cauilzel – Munson
Henry Jackson – Youngstown
Dianne Phillips – Beiseker
Bruce Lukey – Kananaskis ID
Mary Collins -- Hanna

1. Call to Order

L. Lyster called the meeting to order at 9:40 am.

1.1 Introduction of Delegates and Guests

1.2 Recognition of New Board Members

- Linda Schafer – High River

1.2.1 Tribute to Lucille Dougherty

- Lucille Dougherty, along with Gaye Ross and Edith Helton were instrumental in forming Marigold Library System. With great sadness Marigold announces the passing of the last founding member, Lucille Dougherty in early July.

1.3 Greetings from the Town of Irricana

- Councillor Lisa Constantini welcomed the Board to Irricana on behalf of the community. She encouraged everyone to tour the murals and The Grasshopper Gallery after the meeting.

2. Approval of the Agenda

MOTION: L. Constantini/J. Getz

That the Agenda be approved as presented.

CARRIED

3. Minutes of the April 20, 2010 AGM

MOTION: J. Dufort/L. Duchak

That the minutes of the April 20, 2010 AGM be accepted as distributed.

CARRIED

4. Consent Agenda

4.1 Transfer of Agenda Items from Consent Agenda

- Item 4.3.1 Recruitment Plan for Marigold Board Members was transferred to 6.1.

4.2 Motion to Accept Remaining Consent Agenda

MOTION: D. Habberfield/M. King

To approve agenda items:

CARRIED

4.3.2 Public Admittance to the Library System Bylaw

4.4 Reports

4.4.1 Executive Committee

4.4.2 Advocacy Committee

4.4.3 Governance Committee

4.4.4 Standards and Services Committee

4.4.5 HR Committee

4.4.6 Finance Committee

4.4.7 Updates (Background Notes)

4.5 ALTA Report

5. Decision

5.1 Financial Statements to July 31, 2010

MOTION: J. Getz/D. Chenowick

To approve the Financial Statements to July 31, 2010.

CARRIED

- M. Toombs explained that the new Financial Statements are a work in progress and will be until the coming year-end and audit. Progress has been made in splitting and combining the necessary accounts.
- A procedure is now in place to capitalize computers and furniture each month. This will eventually be done with our book assets as well.
- Revenue is 81% received for the year, with the library board levies still to come in. Fact finding has begun in preparation for potentially changing banks.

- Yearly expenses are at 56%. The book orders are currently at 55% received and paid for. The book budget for 2010 was large with carry overs from last year. Too risky to do again.
- The RISE Financials were presented for the project as a whole. There was a lot of activity in June due to a waiting period for funding instalments from RADF before Marigold could pay the RISE bills. Lots of activity in August too because the first two RISE capacity grants went out for 2010. The next set of RISE capacity grants will be the last. An amount was deducted from these grants to cover the service agreement costs of the RISE equipment.

5.2 Budget Estimates

MOTION: D. Chenowick/L. Constantini

To approve the 2011 Budget Estimates as presented.

CARRIED

- The Marigold Agreement specifies that the budget estimates be distributed to Councils by mid September.
- Member Services, Support Services and System Services were combined to put like services together.
- Staff costs are comparatively low for regional library systems in relation to other expenses.
- The estimates for revenue in 2011 are conservative. Expected revenue from interest, donations, contract sales and special grants is lower, in large part based on 2010 trends.
- The RISE project will end in 2011, thus no budget has been assigned for that as of yet. The entire project budget for RISE was over \$5 million, and it is anticipated all but \$5,000 in expenses will be covered.
- Expenditures have been estimated accordingly with the decrease in expected revenue. The increase in expenses in 2011 come mostly in the areas of computers and marketing. Increased staff costs are a modest 2%.
- Schedule C will need to be deliberated for 2012 and beyond. The release of census results for 2011 may impact a number of municipalities.

5.3 Policies and Plans

5.3.1 Videoconference Equipment Policy for Library Service Points

MOTION: K. Anderson

That the Videoconference Policy for Library Service Points be approved as presented.

CARRIED

- Marigold has six Community Libraries, which are called Library Service Points in the Libraries Act. Marigold is the Board of Record for community libraries and therefore responsible for the body of governance, including policy development. This is a new policy to assist Community Libraries with videoconference equipment.

5.3.2 Operational Governance Policy

MOTION: K. Anderson

That the Operational Governance Policy be accepted as revised.

CARRIED

- Operational Governance documents Marigold's risk management processes. The Operational Governance policy has been revised to make the signing section more consistent with other signing authority documentation.

5.3.3 Executive Committee Job Descriptions

MOTION: L. Duchak

That the Executive Committee Job Description for Treasurer be accepted as revised.

CARRIED

- The job description for Treasurer for Marigold has been revised to reflect the actual requirements for the position. The Treasurer resides within close proximity to Strathmore and sits on the Executive Committee.

5.3.4 Building Committee Mandate Statement

MOTION: L. Duchak

The Building Committee Mandate Statement was originally a combined document with Finance. The Executive has approved that the Building Committee become a standing committee and hold meetings when necessary. CARRIED

5.3.5 Finance Committee Mandate Statement

MOTION: L. Duchak

That the Finance Committee Mandate Statement be accepted as presented. CARRIED

- The Finance Committee Mandate Statement was previously combined with the facility statement and was an ad hoc committee. The Executive has approved to make the committee a standing committee and meet 1-2 times per year, and any additional meetings as required.

5.4 Appointment to the Executive Committee

MOTION: E. Michaels/ K. Anderson

To appoint L. Morrison, chair of the Advocacy Committee to the Executive Committee. CARRIED

5.5 Next Meeting Dates

Saturday, November 20, 2010 at Okotoks Town Office

Saturday, January 29, 2011; four videoconference locations to be confirmed

5.6 Marigold Board Orientation

- The Board Orientation which was planned for Saturday, October 16 has been postponed until the New Year as the Board members could change because of municipal elections.

5.7 Canadian Library Month Proclamation

- L. Lyster proclaimed that October be Canadian Library Month.

6. Items from the Consent Agenda

6.1 Recruitment Plan for Marigold Board Members

MOTION: J. Dufort/E. Michaels

To approve the Recruitment Plan for Marigold Board Members as amended. CARRIED

- The policy will now read "members of the Marigold Board also contribute by . . ."
- J. Dufort also requested a sample of the recruitment information package.

7. Information

7.1 2010 Municipal Election: Creating a Buzz for Libraries

- With the municipal elections in October, it is important to let elected officials and potential candidates know of the importance of libraries and the difference that they make in communities.
- Guidelines have been assembled to create an opportunity to talk to councillors and engage the community

7.2 Meet the Staff: Denise Fung, Consultant

- Many of Marigold's smaller libraries have limited budgets and lack the resources to provide consistent programming to their communities.
- Successful program initiatives that are currently supported and provided by Marigold headquarters include the Teen Summer Library Experience, Teenlibrary! Website, and Nintendo Wii lending Program.
- Marigold libraries have also increased their participation and contribution to RISE videoconferencing programming.

- Future initiatives include a stronger online presence with the new Marigold website and various social media and virtual programs such as a Marigold Member Libraries Blog and a Virtual Bookclub.
- Other upcoming initiatives for our member libraries include Book Club-in-a-Box, Story time toolkits and an enhanced Aboriginal collections at several member libraries.

7.3 Updates

- Thanks to B. Bland of Wheatland County who advised M. Toombs and L. Taylor when they appealed to Wheatland County for additional funding. The \$29,000 will be put to good use in Carseland, Gleichen, and Rosebud.
- This Board Meeting also marked the one year mark since M. Toombs became Director. What a year of challenges, progress, and relationship building.
- There have been many signs of progress at Marigold: changes to the financial reporting to align with the budget and the audit, HR policy and job description revisions and review of pension plan for staff, IT system upgrades, plans for a website redo for Marigold and to provide workable templates for all member libraries, programming to entice new audiences, fantastic Marigold Library Members Workshop, improvements in the ways Marigold staff order, catalogue, process, and distribute new materials, staff stability, and a “can do” attitude when opportunities arise, allowing Marigold to join into partnerships and seize opportunities.
- A new building is still on the wish list. The next step is a facility inspection, which is scheduled for October 12. After that Marigold will find out if we qualify for a CEP grant (Capital for Emergent Projects) as Marigold doesn’t fit the criteria for most other provincial grants.
- RISE officially concludes at the end of April 2011. The amount of use, participation, and diversity has increased and the programs are getting better all the time. There have been some technical challenges along the way. The RISE network is described as one of the most complex networks in existence because it is a network built on top of another network.

8. Round Table

- D. Osberg discussed the new library being built in Turner Valley and the situations that are arising. Friends of the Sheep River Library have a page on Facebook and have received great support.
- L. Constantini of Irricana spoke about how Irricana Library has updated its policies and bylaws with Municipal Affairs. They have also spent a lot of time on board recruitment and community awareness.
- D. Chenoweth of Cochrane said that Carol Byler is the new chair of the Cochrane Library Board.
- E. Michaels of Cereal said that the library recently hosted a potluck supper which included entertainment and prizes. They hope to expand the event next year to celebrate the library’s anniversary.
- J. Getz of Standard spoke of their new library manager who has been bringing in lots of new patrons with her great ideas. The only problem is they will only be able to afford her until the RISE grant runs out at the end of December. J. Getz welcomed any fundraising ideas that other Board members may have.
- M. King of Chestermere informed the Board that there were 265 registered summer reading participants and 99 of which attended the wind-up BBQ.
- J. Serkiz of Drumheller discussed a recent retreat during which the library board members discussed many fundraising ideas, forums with other children service providers, and grant applications.
- M. Olafson of Acme said that the library submitted a float in the 100 year celebration parade in Acme.
- L. Thorimbert said that she was accepted to join the Children’s Illustrator Award Committee which is a five year commitment with the fifth year as chair of the committee.

9. Book Draw

- E. Michaels won the book *With Glowing Hearts*.

8. Adjournment

- L. Lyster adjourned the meeting at 12:00 pm.