

Marigold Library System
Board of Management
Saturday, January 30, 2010

Minutes
(Video-conference ~ 3 sites)

AIRDRIE (Public Library)

Present:

Lynda Lyster (Chair) – Bighorn M.D.
Colleen Herrera – Acme Alt.
Judy Dufort - Airdrie
Barbara Archer – Cochrane
Christine Boyd – Ghost Lake
Lisa Constantini – Irricana
Kathie Putman – Linden
Leslie Duchak – Okotoks
Debbie Habberfield – Rocky View
County
Diane Osberg – Sheep River
Kevin Edwards – Three Hills
Sandra Barker – Waiparous

Guests:

Marilyn Foxford – Canmore
Glenda Alexandra

Staff:

Michelle Toombs
Lynne Thorimbert

Regrets with notice:

Carney Wakaryk – Canmore
Marj Olafson – Acme

Regrets without notice:

Diane Phillips – Beiseker

Vacancies:

Village of Empress
Village of Longview

HANNA (Town Office)

Present:

Maxine Booker – M.D. of
Acadia (Co-Chair)
Elaine Michaels – Cereal
Lisa Myers-Sortland – Consort
Dony Habich – Empress
Mary Collins – Hanna
Helen Veno – Special Area #2
Lil Morrison – Starland County

Guests:

Staff:

Laura Taylor
Shona Gourlay

Regrets with notice:

Donna Isaac – Delia
Rosana Ramos – Special Area
#4

Regrets without notice:

Lyle Cawiezel – Munson
Henry Jackson – Youngstown

STRATHMORE (Headquarters)

Present:

Marilyn King – Chestermere
Darby King Maillot – Chestermere Alt.
Sherri Rice – Carbon
Petter Glossop – Drumheller Alt.
Kristen Anderson – Hussar
Bruce Lukey – Kananaskis ID (Co-Chair)
Glen Keiver -- Kneehill County
Lois Bedwell – Oyen
Alison Roppel – Rockyford
Bob Sobol - Strathmore
Mary O'Shea – Trochu
Berniece Bland –Wheatland County

Guests:

Staff:

Denise Fung
Carlee Pilikowski
Kristin Goebel – recording
Sandy Watson
Margaret Newton
Richard Kenig

Regrets with notice:

John Getz – Standard
Carol Anne Maisey (Vice-Chair) – High
River
Barb Beary – Foothills M.D.

Regrets without notice:

1. Call to Order

L. Lyster called the meeting to order at 10:10 am.

1.1 Greetings from the City of Airdrie/Town of Hanna/Town of Strathmore

- Councilor Glenda Alexander from the City of Airdrie welcomed the Board and staff on behalf of Council and the citizens of Airdrie.
- Mayor Mary Collins of Hanna, who is also a Marigold Board Member, welcomed fellow Board members and staff.
- Councilor Bob Sobol from the Town of Strathmore welcomed the participants. He spoke about the cost effective information services which Marigold provides and how libraries are a necessity, not a luxury.

1.2 Introduction of Delegates and Staff

- The Board members and Marigold staff introduced themselves starting with Strathmore, then Hanna, and ending with Airdrie.
- L. Lyster reminded everyone of videoconferencing protocol - to speak clearly, say their first name, to face the screen as much as possible and raise their hand if they wish to speak.

1.3 Board Update

- L. Lyster welcomed Laura Clavette as our new Marigold Board Member from Drumheller. Her alternate, Peter Glossop was in attendance at Strathmore.

2. Approval of Agenda

MOTION: K. Anderson/M. Booker

That the agenda be accepted
as amended.

CARRIED

- Item 4.41, 4.42, and 4.43 were moved to 5.22, 5.23, and 5.24.
- Item 4.5 Updates were moved to 6.6.

3. Minutes of the November 21, 2009 Board Meeting

MOTION: D. Habberfield/L. Morrison

That the minutes be approved
as presented.

CARRIED

- B. Sobol noticed that his last name was misspelled in the November Minutes. This will be amended.

4. Consent Agenda

4.1 Transfer of Agenda Items from Consent Agenda

- Please refer to Approval of Agenda.

4.2 Approval of Remaining Consent Agenda Items

MOTION: L. Constantini/L. Duchak

That the remaining consent agenda item,
4.3 Committee Reports be approved.

CARRIED

5. Decision

5.1 Financial

5.1.1 Financial Statement to December 31, 2009 (Unaudited)

MOTION: J. Dufort/ D. Habberfield

That the unaudited Financial Statement
to December 31, 2009 be received as
information.

CARRIED

- M. Toombs spoke about the four days that two auditors from Gregory Harriman spent at Headquarters.
- She said it was a learning experience for her and the entire staff. She also mentioned that Gregory Harriman will be assisting in a new layout for the Financial Statements that coincide with their documents. M. Toombs also discussed that most revenue is deposited into the Money Market Fund and withdrawals are done when necessary. The Establishment Fund is also growing as large municipalities are joining and money is drawn to purchase materials and build collections. Assets total \$4.7 million, while there is \$12,000 of outstanding liabilities. The Expenditures are totaling \$700,000 less than budgeted. The auditors will be adjusting this figure as late year end purchases are paid.
- Expenditures of the materials budget was 75% of the budgeted amount because of implementation of Polaris; an extra provincial grant; vacancies in staff; and collection development for lacking libraries. Marigold is developing a plan to get back on track and catch up with the cataloging backlog of materials.
- Marigold also spent \$100,000 on Capital Expenditures in 2009 which included a new delivery van and new toilets. There is a difference of \$5500 between the Surplus on the Summary to the Surplus on the Balance sheet due to Manulife charging us benefits for an employee who no longer works at Marigold. These charges will be reimbursed. Revenue through Donations was down as were sales of furniture, books, and advertising through Wild Cards. Reimbursements, sales of promotional materials, Summer Reading Program materials, and Collection grants were on the rise. The remaining 60 sites all received their RISE equipment in 2009 as well as their capacity grants.

5.1.2 2010 Budget

MOTION: K. Anderson/ B. Sobol

That the 2010 Budget be approved
as presented.

CARRIED

- M. Toombs discussed that the new Budget format was introduced at the November Board Meeting and that it was started from scratch. Columns C, E, F were unchanged. Column G has had some changes due to population figures being updated in various Policies. The rows that are coloured yellow are the ones that had changes to the population. Protocol, line 99, was reduced due to no upcoming parties. The withdrawal of \$100,000 from the Establishment Fund is going towards improvement of collections in the larger libraries. The provincial grant went unchanged. A new Minister of Municipal Affairs was announced, Hector Goudreau. D. Habberfield reminded us that the Budget is a guide. M. Toombs also informed everyone that there is a tiny margin of variance -- \$4400 out of a \$3.68 million budget. She also thanked the various staff involved and for the auditor's guidance.

- L. Morrison said that it would be helpful to have column headers on all of the pages.
- M. Toombs said that the auditors will revise this, along with the Financials.

5.2 Policies and Plans

5.21 Public Access to the Internet Policy for Library Service Points

MOTION: M. Booker/ B. Archer

That the Public Access to the Internet for Library Service Points policy be approved.

CARRIED

5.22 Schedule B – Materials Allocation 2010 (Collection Management Policy)

MOTION: J. Dufort/ L. Bedwell

That the Schedule B – Materials Allocation 2010 (Collection Management Policy) be approved.

CARRIED

- This schedule shows the number of items that will be acquired by each member library. Updated population figures caused the formulas to change and progress. Marigold strives to have every member library at the excellent level while some have exceeded it. No member library is to receive less material than they did the previous year. Withdrawing 10% from the Establishment Fund enables Marigold to purchase more materials for libraries in addition to their regular allocation. This schedule is brought to Standards and Services every year to ensure that every member library receives a fair and reasonable allocation as well as to revise any formulas.

5.23 Schedule A – Services Grant (Transfer Payments Policy)

MOTION: L. Constantini/ E. Michaels

That the Schedule A – Services Grant (Transfer Payments Policy) be approved.

CARRIED

- Schedule A supports resource sharing and comes from pooled revenue. No member library will receive less resources than the previous year. The Executive authorized the formula of 20% rather than 21% that was used in the past. The Executive's decision was tied to the budget and affordability. Marigold has the second largest overall population of the regional systems, a close second to Yellowhead.

5.24 Contingency Plan for Finance

- There were no changes to the Contingency Plan for Finance.

5.3 Next Meetings

- AGM Tuesday, April 20, 2010 5:00 pm-9:00 pm at the Strathmore Travelodge
- Board Meeting Saturday, August 28, 2010 9:30 am at Irricana
- Board Meeting Saturday, November 20, 2010 9:30 am at Okotoks

5.4 Call for Nominations

- The Nominating Committee is Elaine Michaels and Kristen Anderson.
- This provides notice that the Nominating Committee will be seeking people for the position of Chair, Vice-Chair, and members at large for the Marigold Board and Executive Committee.

6. Information Updates

6.1 2009 Highlights/2010: The Road Ahead

- M. Toombs read her report highlighting 2009 and updating the Board on what lays ahead for 2010.
- Highlights from 2009 include the introduction of Polaris, MLA report, Minister Danyluk's announcement, the new IT services, changes to the delivery routes, the RISE project, retirements, new staff, plan of action for Board Manuals, and additional funding for Rocky View libraries.

6.2 Statement of Services for 2009

- M. Toombs discussed the new report to be shared at the AGM combining the Statement of Services and Direct Services Report. It summarizes the values and reports on the activities of Marigold in relation to each municipality.
- A levy invoice will also be sent out with a letter unique to each location.
- M. Toombs also informed the Board that there is an updated Marigold Library System Services for Member Libraries document. Board Members are encouraged to share this with their Council and community members.

6.3 Introduction of New Consultants

- Denise Fung and Lynne Thorimbert both introduced themselves to the Board. They spoke about how they are excited to work for a regional library system and to see what the future holds. They are especially looking forward to increasing programming for all ages within member libraries, including RISE videoconferencing. They are excited to bring fresh and innovative ideas to the table and are looking forward to getting feedback from the member libraries.

6.4 IT Services to Member Libraries

- Richard Kenig, Computer and Network Assistant, gave an overview of a day in his position. He spoke about his many roles which include overseeing SuperNet, trouble shooting Polaris, ensuring all member libraries have public wireless internet, and daily ongoing duties. In conclusion, IT is a critical component of libraries today and should be a seamless experience with complete support.

6.5 ALTA Report

- L. Lyster informed the Board that Ian Morgan has resigned as ALTA rep for Marigold and L. Duchak has taken over. L. Duchak discussed how there will be a shake up at ALTA as Karen Linch is running against the current president. The Library Branch believes in ALTA and it will soon be a board that people will want to be a part of.

6.6 From the Consent Agenda- 4.5 Updates

- There was no need to discuss; purely for information.

7. Local Information Sharing

- L. Taylor commented on a picture taken at Rocky View County on January 26, 2010. The picture was taken to celebrate the funding from Rocky View County. It was an opportunity for member libraries staff and board to thank Council for their additional assistance to libraries.

- D. Habberfield spoke about how additional funding is where growth begins and is hoping for more. She also informed the Board that Lois Habberfield will be attending the Jasper Conference.

8. Book Draw

8.1 Freedom to Read Week Display

- A. Roppel won the display at Strathmore for Rockyford.
- D. Habberfield won the display at Airdrie for Irricana.
- D. Habbich won the display at Hanna for Empress.

9. Adjournment

- L. Lyster adjourned the 12:10 pm.