

Marigold Library System
Board of Management
Tuesday, April 19, 2011
Strathmore Travelodge

MINUTES

Present:

Lynda Lyster (Chair) – MD of Bighorn
Leslie Duchak (Vice Chair) – Okotoks
Marj Olafson – Acme
Marilyn King – Chestermere
Arn Hoffman – Kananaskis I.D.
Glen Kiever – Kneehill County
Kathie Putman – Linden
Helen Veno – Special Areas #2
Lil Morrison – Starland County
Al Campbell – Three Hills
Frank Vanderkley – Town of Trochu
Berniece Bland – Wheatland County
Carney Raitz-Wakaryk – Town of Canmore
Elaine Michaels – Cereal
Dony Habich – Empress
Cathy Watts - Hanna
Donna Isaac – Delia
Linda Schafer – High River
Kristen Anderson - Hussar
Lisa Constintini – Irricana
Debbie Habberfield – Rocky View County
Alison Roppel – Rockyford
John Getz – Standard
Pat Fule – Strathmore

Guests:

Ken Feser – Public Library Services Branch
Patricia McNamee – Alberta Municipal Affairs
Sharon Dennis – Carbon Library Board
Richard Ekman – Carbon Library Board
Pam Taylor – Linden
Sharon Lawrence – Linden
Vanessa VanderMeed – Linden
Peter Tindall - Chestermere Public Library Board
Mary McKay – Hanna Public Library
Steve Grajczyk – Mayor of Town of Strathmore
Anne Smith - Consultant (Strategic Planning)

Regrets:

Barb Beary – MD of Foothills
Sandra Barker – Waiparous
Maxine Booker – MD of Acadia
Diane Osberg – Black Diamond/Turner Valley
Sherri Rice - Carbon
Reeve Ashdown – Rockyview M.D.
Linda Goddard - Canmore Public Library Board
Bonnie Eccles - Consort

Staff:

Michelle Toombs
Laura Taylor
Denise Fung
Nora Ott (recording)
Shona Gourlay
Margaret Newton
Steven Pattison
Carlee Pilikowski
Clara Cao
Candice Koshman
Kari Colville
Alison McMillan
Carrie Inman
Sandy Watson
Barb Froese
Wendy Rezanoff
Nancy Smith
Lynn Blain
Taylor Armstrong

Vacancies:

Youngstown
Cochrane
Special Areas 3
Morrin

Regrets without notice

Lyle Cawiezel – Munson
Dianne Phillips – Beiseker
John Serkiz – Drumheller
Rosana Ramos – Special Area #4
Christine Boyd – Ghost Lake
Gordon Thomson – Oyen
Jan Dyck – Longview

Marigold Library System 30th Anniversary Celebration

4:55pm Michelle Toombs presented Service Recognition Awards to:

Marigold Headquarters Staff

- Albert Herr – 5 years
- Carrie Inman – 5 years
- Laura Taylor – 5 years
- Carlee Pilikowski – 25 years
- Sandy Watson – 30 years

Marigold Board Representatives

- John Getz (Standard) – 5 years
- Carney Raitz-Wakaryk (Canmore) – 5years
- Henry Jackson (Youngstown) – 5 years
- Helen Veno (special Area #2) – 10 years
- Kristen Anderson (Hussar) – 15 years
- Lil Morrison (Starland County) – 20 years

Guest speaker Patricia McNamee gave a presentation of how Marigold Library System got started in 1981. Her anecdotes depicted the efforts of the 3 founding members, Gaye Ross, Lucille Dougherty and Edith Helton. These women visited over 51 Municipalities and Library Boards advocating the need for a regional library system. A slide show of photographs from 1981 until 2011 accompanied the presentation.

1. Call To Order

L. Lyster, Chair of the Board called the meeting to order at 5:52 pm.

- L. Lyster thanked Mary Marshman for donating Marigold flowers to be given to all who attended the 30th Anniversary Celebration and AGM.

1.1 Mayor Steve Grajczyk provided greetings from the Town of Strathmore

- Mayor Grajczyk stated that the Town of Strathmore was one of the first municipalities to join the Marigold Library System.
- He declared that Strathmore was fortunate to be selected as the location for Marigold Headquarters.
- He recognized that Marigold has also experienced increased usage and growth in cardholders and that these increases demonstrate the relevance and importance of public libraries in the twenty-first century.
- He said that stand-alone libraries would be challenged to provide the services they can provide as part of Marigold Library System – mainly due to cost.

1.1.1 Recognition of new Board member

- L. Lyster welcomed new Board members, Bonnie Eccles from the Village of Consort, Jan Dyck from the Village of Longview and Frank VanderKley from Trochu. There are Board vacancies in Cochrane, Morrin and Special Area #3

1.2 Introduction of delegates, guests, and staff

- L. Lyster asked for general introductions

2. Approval of the Agenda

MOTION: M. Booker/L. Morrison

To approve the Agenda as amended.

CARRIED

- Moved: 7.1 Value of Your Investment to 5.1.1 a, before Schedule C
- Added: 5.2 3 Contingency Plan for Finance

3. Minutes of the January 29, 2011 Board Meeting

MOTION: J. Getz/A.Hoffman

To accept the minutes of the January 29, 2011 meeting

CARRIED

Regular meeting recessed at 6:39 pm by L. Lyster, Board Chair

ANNUAL MEETING

1. Call To Order

L. Lyster, Chair, called the Annual General Meeting to order at 6:40pm

MOTION: F.VanderKley / D. Isaac

For approval of Agenda

CARRIED

Review of Governance Statements - K. Anderson

- Belief Statement
- Mission Statement
- Roles
- Policy on Policy Making

2. The 2010 Audited Financial Statement was presented by E. Gregory & S. Harriman from Gregory, Harriman & Associates.

MOTION: L. Duchak / D. Habberfield

To accept the 2010 Audited Financial statement

CARRIED

3. Appointment of Auditor for 2011

MOTION: J. Getz / L. Schafer

That Gregory, Harriman & Associates be named as auditor for 2011

CARRIED

4. The Annual Report was discussed and presented by Lynda Lyster and Carlee Pilikowski

MOTION: M. King / L. Duchak

To accept the Annual Report for 2010

CARRIED

5. Elections & Appointments to Committees - L. Lyster handed the chair to Elaine Michaels of the Nominating Committee

MOTION: E. Michaels/K. Anderson

That Lynda Lyster be nominated for Chair of Marigold Board

CARRIED

MOTION: E. Michaels/K. Anderson

That Leslie Duchak be nominated for Vice-Chair of Marigold Board

CARRIED

Elections – Advocacy Committee

MOTION: E. Michaels/K. Anderson

That Lil Morrison, Kathie Putnam, Sherri Rice and Helen Veno be appointed to the Advocacy Committee and that Lil Morrison be appointed Chair and representative on the Executive.

CARRIED

Elections – Governance Committee

MOTION: E. Michaels/K. Anderson

That Kristen Anderson, Barb Beary, Leslie Duchak and Marj Olafson be appointed to the Governance Committee and that Kristen Anderson be appointed Chair and representative on the Executive. CARRIED

Elections – Finance Committee

MOTION: E. Michaels/K. Anderson

That John Getz, Lynda Lyster, and Leslie Duchak be appointed to the Finance Committee and that John Getz be appointed Chair as he is Treasurer and the representative on the Executive. CARRIED

Elections – Standards and Services Committee

MOTION: E. Michaels/K. Anderson

That Maxine Booker, Lois Bedwell, Elaine Michaels and Rosana Ramos be appointed to the Standards and Services Committee and that Maxine Booker be appointed Chair and representative on the Executive. CARRIED

There was a vacancy on the Standards and Services Committee. Linda Schafer from High River put her name forward. There were no further nominations. Linda Schafer was appointed to the Standards and Services Committee CARRIED

Donna Isaac from the Village of Delia was nominated for Member at Large for the Executive Committee. There were no further nominations. Donna Isaac was appointed to the Executive Committee as Member at Large CARRIED

The Executive Committee for 2011/2012 consists of Lynda Lyster (Chair), Leslie Duchak (Vice-Chair), Barb Beary, Maxine Booker, John Getz, Debbie Habberfield, Donna Isaac, Lil Morrison, and Shelley Sweet.

Elections ended and L. Lyster took back the Chair

6. Signing Authority

MOTION: That Chair Lynda Lyster, Vice-Chair Leslie Duchak, Treasurer John Getz and Director Michelle Toombs or Assistant Director Laura Taylor have signing authority where Marigold Library System does banking in Strathmore. – J. Getz of Standard/Kristen Anderson of Hussar CARRIED

7. Disposal of Records

During 2010, the records of the Marigold Library System for the year 2002 were disposed of in accordance with the Records Management policy.

8. Adjournment of Annual Meeting

MOTION: E. Michaels of Cereal MOVED To adjourn the Annual General Meeting

L. Lyster (Chair) resumed the regular Board Meeting

4. Consent Agenda

- Items left on the Consent Agenda are to be voted on as a whole then unanimously approved without discussion

4.1 Transfer of agenda items from consent agenda

- There were no items moved from the Consent Agenda

4.2 Motion to Accept Consent Agenda

MOTION: C. Raitz-Wakaryk/ L. Constantini

That consent agenda items 4.1 to 4.6 be approved as presented and filed for information.

CARRIED

4.3 Committee Reports

- 4.3.1 Executive
- 4.3.2 Advocacy
- 4.3.3 Finance
- 4.3.4 Governance
- 4.3.5 Standards and Services
- 4.3.6 Ad Hoc Human Resources
- 4.3.7 Ad Hoc Strategic Planning CARRIED

4.4 Policies and Plans

- 4.4.1 Executive Committee Mandate Statement
- 4.4.2 Finance Committee Mandate Statement
- 4.4.3 Governance Committee Mandate Statement
- 4.4.4 Standard and Services Committee Mandate Statement
- 4.4.5 Finance Policy CARRIED

4.5 ALTA Report – L. Duchak CARRIED

4.6 Background Notes – M. Toombs CARRIED

5. Decision

5.1 Financial

5.1.1 Financial Statement to February 28, 2011

MOTION: B. Bland/K. Putman

That the Financial Statement to February 28, 2011 be accepted, subject to audit. CARRIED

- M. Toombs and Kari Colville explained the Financial Statements for February 28, 2011

INFORMATION

7.1 Value of Your Investment

Michelle Toombs called on Laura Taylor to present the Value of Your Investment report. Laura prepared a separate Value of Your Investment for each of the libraries that comprise the Marigold Community. The reports can be used for information to advocate on behalf of the Marigold Library System.

5.1.2 Schedule C

Michelle presented the report on Schedule C. September 30, 2011 is the deadline for councils and boards to sign the agreement. Michelle will attend council meetings as required. Shelly Sweet thanked Michelle for providing statements that show value for dollars.

MOTION: L. Duchak/H.Veno

To approve Schedule C – Requisition by the Marigold Board of the Marigold Agreement

CARRIED

5.2 Policies/Plans

5.2.1 Policy on Policy Making

On behalf of the Governance Committee, K. Anderson moved that the Policy making policy be approved. CARRIED

5.2.2 Advocacy Committee Mandate Statement

It was moved and seconded by the Advocacy Committee that the Advocacy Committee statement be approved. CARRIED

5.2.3 Contingency Plan for Finance

It was moved and seconded by the Executive Committee that the Contingency Plan for Finance be approved. CARRIED

5.3 Vision 2015 – Marigold Library System Strategic Plan

- Anne Smith of J.A. Smith Research and Consulting Inc. presented the new plan of service:
Vision 2015

MOTION: A. Roppel/D. Habberfield

To accept Vision 2015 – A Plan of Service for Marigold Library System

CARRIED

5.4 Upcoming Board Meetings:

L. Lyster announced the upcoming Board Meetings

- Saturday, August 27, 2011, 9:30 a.m. – Sheep River Library
- Saturday, November 19, 2011, 9:30 a.m. – Chestermere Public Library
- Saturday, January 28, 2012, 9:30 a.m. – videoconference meeting

6. Items From The Consent Agenda

L. Lyster declared that there were no items added to the Consent Agenda

7. Information

7.2 Carlee Pilikowski provided a sneak preview of the new Marigold Library System Website

8. Book Draw

A. Roppel won the draw for, "Unforgettable Canada – 100 Destinations".

9. Adjournment

MOTION: F. VanderKlley

To adjourn the Meeting at 8:45 pm

Chair

Secretary

**Marigold Board Meeting
19 April 2011 Background Notes**

1. Marigold Headquarters Staff News

The Consultation Assistant position was filled internally by Barb Froese, who was working in the Direct Services Department. Barb was thrilled to begin her new position on 14 February and has hit the ground running; her existing knowledge of Marigold is a great help.

Sarah Stevens, who was Marigold's Administrative Assistant from August 2007 to October 2008, stepped in after Kristin Goebel left the position in December to help out with administrative tasks and to train Nora Ott. Sarah has a young family and a full-time shift-work job at the Calgary Airport, so we were very fortunate to have her work as often as her schedule permitted from January to the end of March.

Nora started her Administrative Assistant position on March 1, 2011. Nora brings a wealth of relevant library experience from Calgary Public Library where she worked for over 30 years in various positions as a Branch Supervisor. She has recently completed her HR Management Certificate at the University of Calgary.

The Direct Services position is being filled by Taylor Armstrong who begins on April 18, 2011. Taylor resides in Strathmore and has worked in customer service positions in the hotel industry for several years.

2. IT upgrades and expenditures:

Technology and IT support is one of the most value-added and cost effective services that Marigold provides to its members. Access to the TRAC online catalogue of over 3 million circulating items, subscription databases, downloadable digital media (i.e., e-books and e-audio books), videoconferencing and online convenience services (e.g., online hold placement and renewals) are well used and appreciated by residents throughout the Marigold area. Marigold is working towards expanding these services with increased after-hours IT support and new services such as providing interactive websites for all of our member libraries.

Support for all of these present and future IT services requires continual upgrades of Marigold's IT infrastructure to sustain reliability and cost effectiveness. To this end, the following IT hardware and software purchases and installations are underway:

- a) The domain server, exchange server (for email) and remote access server (for accessing files and diagnostic tools remotely) will soon be replaced with new hardware and software. These servers are the brains of our IT infrastructure which is housed at Marigold Headquarters.
- b) Three Fortigate routers have been ordered as spares, so that they can quickly be installed if there is an equipment failure at any of the member libraries. These units connect member library computers and RISE equipment to the SuperNet and the Internet. Recently, Fortigate units, which Marigold pays for and provides to member libraries, have been replaced at Cochrane, Sheep River and Big Horn. In 2011 and beyond, Marigold will be purchasing and replacing all of the Fortigate routers at locations where the equipment is three or more years old.

3. Telephone System Replacement Proposal

Marigold has a very out dated, cumbersome and featureless telephone system that inhibits good communication with our members and partners. A motion was passed by the Executive Committee on April 9, 2011 to go ahead with an RFP to identify the functionality and costs of a new VOIP telephone system for Marigold Headquarters. Marigold has the funds to proceed with this project because of some additional money coming with the provincial grant (calculated using 2010 population), APLEN Capacity Grant funding, and extra funds in our computer budget. Richard Kenig has already contacted suppliers of VOIP telephone systems for costs and features. The reasons for making this a high priority IT project in 2011 are as follows:

- Better customer service by increasing access for members and providing needed functionality for after-hours technical support: direct lines to staff members, voice mail access and retrieval, visual indicators to know who is available or not, ability to call forward for staff members who are on the road; and improved conference call quality;
- Increased capacity, including more lines and additional telephones for staff who need a telephone and currently cannot have one because of capacity limitations, and a lack of consistency with telephone models;
- Significant reduction in long distance charges;

- Scalable to include member libraries if that service is desired in the future; future integration with RISE equipment and other IT systems;
- Transportable to another site if/when we move from the current headquarters location.

4. Website project

Carlee has made great strides organizing and placing content into our new Marigold HQ website which she will be revealing at the Board meeting in April. Richard has prepared a training module to teach HQ and member library staff how to add and maintain website content - Chestermere staff were the first to participate in his training session. Many member libraries have contacted Marigold to tell us that they are eager and willing to move ahead with their own website. This project is moving ahead quickly and with good outcomes. The five websites being developed in the first round are: Marigold HQ, Sheep River Library, Chestermere Library, Carbon Library and Irricana Library. Chestermere will be transitioning from an existing website to this integrated and interactive website.

5. Strategic Planning

Starting with the formation of a planning committee in 2010 and the decision to hire Anne Smith as our consultant, the Strategic Planning process has been intense from January to April. Anne is considered an expert on the Sandra Nelson *Strategic Planning for Results* process that the Public Library Services Branch (Municipal Affairs) endorses. The March 12 community planning *Event*, which Anne led with the help of eight skilled table facilitators from all parts of Alberta, was attended by 50 people. Three focus groups, also led by Anne, were held on March 21 to confirm and to add depth to the discussion on March 12; two focus groups were with HQ staff and one by videoconference with 10 member library managers. The planning committee met all day on March 31 to craft the vision, mission, values, goals and objectives. Marigold staff have been fully engaged in preparing for the sessions, giving input, editing and distributing material. A completed Strategic Plan (Plan of Service) is an important milestone that will be revealed at the April 19 AGM. The next steps are 1) to send Vision 2015 to the Public Library Services Branch because it is required for our provincial funding, and 2) to build the expectations of the Marigold Community, expressed as Vision, Mission, Values, Goals and Objectives, into the action plans and budget forecasts. The timeframe for this Strategic Plan, entitled Vision 2015, is for the remainder of 2011 through to 2015.

6. Standards and Best Practices For Public Libraries in Alberta

With the help of many committed library leaders, including Janine Jevne, Director of Airdrie Public Library, Pat McNamee at the Public Library Services Branch has prepared an updated document on standards for public libraries in Alberta. This document is organized differently than the previous version, with sections for required standards, best practices, and useful tools and forms in the appendices. This is an excellent planning tool to identify improvements and gauge progress in our member libraries.

The document and background information can be viewed by clicking on the following link:

<http://www.albertalibraries.ca/standards/>

The new website <http://www.albertalibraries.ca/> has a wealth of information, news and photographs for and about public libraries in Alberta.

7. Sheep River

Sheep River Library completed the move to a new, 10,000 square foot facility in Turner Valley at the end of March and opened for business on April 4th. Months of hard work and preparation by Sheep River Library staff, board members and volunteers - as well as on-site consultation and IT support by Marigold staff – resulted in a smooth transition to the new space. It was a labour of love that often followed library staff home; Library Assistant Brenda Smethurst dreamed that the library moved Harry Potter-style, with the books flying between the two towns right onto the new shelves. The bright, inviting new library includes a comfortable seating area, fireplace, magazine reading room, a patio, meeting and program rooms, community archives, and other surprises that will be unveiled at Sheep River Library's Grand Opening on Saturday, April 23rd, from 12:00 – 4:00pm. Sheep River Library welcomes you to come down and join the Grand Opening festivities which includes library tours, music, magic and more!

To say that the new library has been well-received in the surrounding community is an understatement. Library Manager Muhammad Zia-ul-Haque was very excited to report that over 100 Black Diamond, Turner Valley and Foothills residents showed up within the first seven days of opening to obtain brand new library memberships. Sheep River Library is recognized, not only in Marigold Library

System, but in Alberta as a leader in community partnerships and library programming, and has been a valued proponent of RISE videoconferencing. With this fantastic new space, we look forward to even more outstanding programming and initiatives from the seemingly boundless energy and creativity at Sheep River Library. (Lynne Thorimbert, April 13, 2011)

8. **RISE Partnerships**

Marigold has been contacted lately by a number of organizations and libraries who have heard about RISE and recognize a good thing. Not only is RISE awareness and regard growing, but public libraries in general have a great reputation for knowing what their communities need and how to connect to those who can make a difference. In recent months, Marigold has been approached to build partnerships with the **U of C Press** to provide research training to seniors as outlined in their first open access book entitled *Grey Matters*; the **Further Education Society** to promote literacy and community building; **Calgary Youth Justice Society** to promote education and sharing of resources among the 30 volunteer committees in southern Alberta; and **Alberta Emergency Management Agency** to provide emergency preparedness training to municipalities. On April 26, Marigold has agreed to bridge a videoconference session with up to 38 locations at the same time throughout the province of Alberta so that public library and school library staff can participate in a day-long presentation taking place at Calgary Public Library. This annual **Dewey Divas** event features publishers who travel across the country to promote the best new titles of the coming publishing season. The RISE Consultants at the three regional library systems have also applied for and received funding for the **Virtual Ink!** Writer-in-residence project with author J. Jill Robinson. Robinson is based in Canmore and will use the RISE network to offer writing workshops and consultations.

RISE has been recognized with two prestigious awards that will be announced and presented at the Jasper conference:

- 2011 Minister's Award for Innovation in Public Library Service for the RISE videoconferencing initiative.
- 2011 American Library Association Presidential Citation for Innovative International Library Projects.

In both cases, the three regional library systems (Chinook Arch, Shortgrass and Marigold) will be sharing the attention from these awards equally.

9. **Alberta Library Directors and Chairs meeting**

Leslie Duchak traveled to Edmonton with me to attend the Chairs and Directors meeting on 11 February. In attendance were the Chairs and Directors from all the regional library systems, Calgary Public Library and Edmonton Public Library. Diana Davidson, the Director of the Public Library Services Branch, chaired the meeting. On the agenda for the morning session was an update from the Branch, Systems Review Report follow-up, and feedback on the Technology Plan Consultations. During the afternoon, while the Chairs attended an ALTA session on TERP (Trustee Education Renewal Project), the Directors discussed the CNIB Partners' program, interlibrary loans and government courier, annual report preparation and the release of an updated Resource Sharing Policy for the Province of Alberta. Grant Tolley from the Branch did a great job of summarizing the Consensus Report that was sent to Minister Goudreau to respond to the Systems Review. This year, Yellowhead Library System is celebrating 40 years, Marigold 30 years and Peace Library System 25 years.

10. **TRAC**

Airdrie and Chestermere are the first sites in Marigold to use telephony, which is the automated notification of holds, overdue items and reminders such as approaching due dates. Email notification has been in place for some time and will continue; however, patrons can now choose to receive email or automated phone calls or text messages. Telephony has been well tested in Grande Prairie and Jasper, and will soon be rolled out to all TRAC libraries. Staff time saved from manually making phone calls to remind patrons to pick up their holds is being redirected to providing better customer service. Carlee is working on promotional materials for Marigold's member libraries.

Ron Sheppard, Director of Parkland Library System, has advised TRAC Directors that Parkland has shelved plans to migrate to TRAC or to any other ILS. Lack of funds at this time is the primary reason.

11. **Board Orientation session**

The Feb 26 orientation held at the Strathmore Travelodge with 23 people in attendance was a successful event. Participants were from local boards and the Marigold board: Okotoks, Three Hills, Cochrane, Hanna, Irricana, High River, Chestermere, Foothills MD, Big Horn MD and Wheatland County. Pat McNamee from the Public Library Services Branch provided an overview of Board governance and Ken Feser, also from the Branch, reviewed strategic planning best practices. Laura finished the day-long session with a thorough introduction to Marigold. Marigold will host a board orientation annually.

12. **Provincial Budget information**

From Diana Davidson, 25 February 2011

Budget 2011 shows the province's ongoing commitment to Alberta public libraries. Municipal Affairs Public Library Services Branch budget increased by \$600,000 to \$32.3 million for 2011/12. This enables provincial per capita operating grants for municipal libraries and regional library systems to be adjusted to official 2010 population levels. This funding benefits growing communities and funding to all other library boards has been maintained. This increase also allows for on-going support for provincial resource sharing to enable and encourage seamless access.

Budget 2011 marks the third consecutive funding increase to Alberta public libraries initiated with a 39 per cent (\$9 million dollar) increase in 2009.

Click here to see what this means for your library: <http://www.albertalibraries.ca/grant-information/>

**Marigold Board
Committee Meetings**

**Consent Agenda 4.3
April 19, 2011**

4.3.1 Executive Committee

The Executive committee met via teleconference on February 23 and in person on April 9 at Marigold Headquarters. Discussion at the February meeting included an update on the Schedule C meeting that took place in early February. Schedule C of the Marigold Agreement outlines the levy that municipalities and library boards pay for their membership in Marigold. Recommendations for Schedule C will be presented at the April Board meeting.

The April meeting included a lengthy agenda including a presentation from auditors Gregory, Harriman and Associates regarding the audited financial statements for 2010. Anne Smith, Consultant hired to assist with the Strategic Planning process for Marigold presented the report to the committee. Several HR policies were approved and will be presented to Marigold headquarters staff.

Next Meeting: Wednesday, June 15, 2011
Location: Teleconference
Time: 5:15 p.m.

4.3.2 Advocacy Committee

Lil Morrison was re-elected as Committee Chair. The committee met on April 7, 2011 in Drumheller. The committee selected winners of a new award for member libraries called *Marigold Making a Difference* award. Two library boards (one large, one small) will be the recipients of \$500 for their work in excellence in innovation and library service in areas such as programming, outreach, advocacy and public relations, partnerships and innovative use of technology. The award winners will be announced at the Member Libraries Workshop in May.

The announcement of the federal election has resulted in all Bills on the table such as Bill C-509 – Library Book Rate no longer valid. The Bill had reached first reading in the Senate.

Next Meeting: Thursday, May 26, 2011
Location: Drumheller Public Library
Time: 6:00 p.m.

4.3.3 Finance Committee

The committee met on March 30, 2011 in Strathmore. Discussion included: Finance Committee Mandate, low risk investment for money that is currently invested in a Money Market account at CIBC, Auditor recommendation from RFP submissions, telephone system replacement proposal, CRA (Canada Revenue Agency) letter to appeal for 100% GST rebate, and banking proposal plans. The intent is to start compiling a banking proposal to compare local banking services so that better and more profitable service can be secured in the coming months.

4.3.4 Governance Committee

Kristin Anderson was re-elected as the Committee Chair at the February 5th meeting. After reviewing the *Participation in Marigold Policy*, it was agreed that the *Expansion Plan* will be incorporated into the *Participation in Marigold Policy* and will be renamed *Integration of Municipalities Policy*. There will be an overarching general policy with a Schedule A: New Municipalities and a Schedule B: Returning Municipalities. The *Policy Making Plan* and Committee Mandate Statement were reviewed and will be revised for approval at the Annual General Meeting. A new *Community Libraries Materials Selection Policy* was also reviewed and will be brought back to the next meeting. The committee will be reviewing the *Agreement for the Provision of Library Service* and *Constitution and Bylaws* at the next meeting.

Next meeting:	June 11, 2011
Time:	9:30 a.m.
Location:	Marigold Headquarters

4.3.5 Standards and Services Committee

Maxine Booker was re-elected as the Committee Chair at the February 8th meeting. Minor revisions were made to the Committee Mandate statement. In preparation for Schedule C decision-making later in 2011, discussion centered on the existing Schedule C and Marigold's Collection Management Policy Schedule B (Materials Allocation formula). The committee also reviewed the formatting and structure of the annual *Value of Your Investment* report given to member libraries, library boards and town councils. A recommendation was made for Consultants to update the document into a more accessible and appealing format, and to confirm that the formulas used to generate monetary values on the report still hold validity.

Three key marketing directions for 2011 were identified: to increase cardholders system-wide; to promote services and programs for teens; and to market the Strategic Planning results upon completion of Marigold's Plan of Service. The recent move of the Bindloss Paperback Deposit to Buffalo was discussed; feedback from the community indicates that the new deposit location is in a much better facility and has been well-received. Consultant Lynne Thorimbert outlined new, more efficient procedures designed for collection management at member libraries; these new procedures seek to increase communication between the library manager and Consultants regarding collection purchases and to encourage library managers to seek community input on an ongoing basis.

Next meeting:	June 14, 2011
Location:	Videoconference

4.3.6 Ad Hoc Human Resources Committee

The committee met at Airdrie Public Library on March 10, 2011. Discussion included: results of Feb 16 LAPP (Local Authorities Pension Plan) vote and next steps, staff compensation and 11 HR Policy drafts. The policies will be formally approved by the Executive and presented and implemented for headquarters staff.

4.3.7 Ad Hoc Strategic Planning Committee

The committee met on March 31, 2011 to discuss and draft goals and objectives based on feedback from the survey, March 12th Community Planning Event, and March 21 staff and member library feedback sessions. The new Strategic Planning document will be called Vision 2015 and includes the timeframe 2011-2015.

4.4.1 Executive Committee Mandate Statement

4.4.2 Finance Committee Mandate Statement

4.4.3 Governance Committee Mandate Statement

4.4.4 Standards and Services Committee Mandate Statement

Committee Mandate Statements 4.4.1 – 4.4.4 were revised with minor changes to include consistency in wording such as Annual General Meeting as opposed to annual meeting. The budget statement was removed from the Governance Committee Mandate Statements as the committee no longer deals with finances.

4.4.5 Finance Policy – Executive Committee

The policy was revised and approved by the Marigold Board in 2010. A slight revision was made to the wording to indicate that Marigold maintains bank accounts in Strathmore as opposed to keeping accounts at a bank in Strathmore.