

**Marigold Library System
Board Meeting
April 20, 2013**

1. CALL TO ORDER L. Lyster called the meeting to order at 9:32am

1.1 Greetings from the Town of Strathmore – Pat Fule

Pat Fule recognized that libraries are an important part of the community and expressed his appreciation for all that Marigold Library System does for Strathmore. Pat invited the delegates to Strathmore Days.

1.1.1 Recognition of new Board members – L. Lyster

- Karen Neill – Village of Morrin
- There is one Board vacancy in Special Area #3

1.1.2 Lynda Lyster asked that the delegates, guests, and staff introduce themselves

1.1.3 Three Marigold staff and seven Board Members were recognized for 5 years of service.

Marigold staff included:

- Lynn Blain
- Barb Froese
- Richard Kenig

Board Representatives included:

- Leslie Duchak - Okotoks
- Marilyn King - Chestermere
- Berniece Bland – Wheatland County
- Barb Beary – Foothills M.D.
- Debbie Habberfield – Rocky View County
- Lisa Constantini - Irricana
- Diane Osberg – Black Diamond/ Turner Valley

2. APPROVAL OF AGENDA

MOTION: B. Bland/ L. Schafer

-To approve the agenda

CARRIED

3. MINUTES OF THE January 26, 2013 MEETING

CORRECTION: fix typo to reflect correct spelling of Rockyford

MOTION: J. Getz/ L. Duchak

-To accept the minutes of the January 26, 2013 meeting as amended

CARRIED

Lynda Lyster declared the Regular Meeting of the Marigold Board meeting recessed.

ANNUAL GENERAL MEETING

1. CALL TO ORDER – L. Lyster called the AGM to order at 9:55 am

MOTION: M. Booker/ L. Morrison

-To accept the agenda

CARRIED

Kristen Anderson, Chair of the Governance Committee reviewed the Governance Statements

Mission Statement

- Marigold cultivates a collaborative library community to support a range of responsive, quality library services.

Vision (what Marigold would like to achieve in the long-term future)

- Leaders in library service and innovation.

Values (the ethical ideals of the organization)

- Leadership
- Respect
- Responsiveness
- Communication
- Integrity
- Inclusiveness
- Accountability

Policy on Policy Making (defines the path by which policies are developed at Marigold)

- The Libraries Act and Regulation and Marigold Library System Agreement authorize Marigold Library Board to govern Marigold Library System. With that authority, Marigold Board assumes the responsibility of developing policy related to framework, governance, advocacy, and operational management of Marigold.

2. 2012 Audited Financial Statement

Erin Gregory and Scott Banadyga from Gregory, Harriman and Associates presented the 2012 Audited Financial Statement.

MOTION: J. Dyck/ L. Schafer

-To accept the 2012 Audited Financial Statement

CARRIED

3. Appointment of Auditor for 2013

MOTION: J. Getz/ K. Anderson

-That Gregory, Harriman and Associates be named as auditor for 2013

CARRIED

4. Annual Report

MOTION: J. Getz/C. Watts

-To accept the Annual Report for 2012

CARRIED

5. Elections and Appointments to Committees

MOTION: K. Anderson/ L. Schafer

-That Lynda Lyster be nominated for Chair of the Marigold Board

DECLARED

MOTION: K. Anderson/ L. Schafer

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

DECLARED

MOTION: K. Anderson/ L. Schafer

-That Lil Morrison, Helen Veno and Diane Osberg be appointed to the Advocacy Committee and that Lil Morrison be appointed Chair and representative on the Executive

CARRIED

K. Anderson asked for a nomination to fill a vacancy on the Advocacy Committee.

Lisa Constantini put forward her name for the position. There were no further nominations.

-It was agreed by unanimous consent that Lisa Constantini be appointed to the Advocacy committee

MOTION: K. Anderson/ L. Schafer

-That Kristen Anderson, Leslie Duchak, Christine Boyd and Marilyn King be appointed to the Governance Committee and that Leslie Duchak is the representative on the Executive. Kristen Anderson is the Chair of the Committee

CARRIED

K. Anderson asked for a nomination to fill a vacancy on the Governance Committee.

Dennis Punter put forward his name for the position. There were no further nominations.

-It was agreed by unanimous consent that Dennis Punter be appointed to the Governance committee

MOTION: K. Anderson/ L. Schafer

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

CARRIED

MOTION: K. Anderson/ L. Schafer

-That Maxine Booker, Elaine Michaels and Linda Schafer be appointed to the Standards & Services Committee and that Maxine Booker be appointed Chair and representative on the Executive

CARRIED

K. Anderson asked for a nomination to fill a vacancy on the Standards & Services Committee.

Darlene Raketti put forward her name for the position. There were no further nominations.

-It was agreed by unanimous consent that Darlene Raketti be appointed to the Standards & Services committee

MOTION: K. Anderson/ L. Schafer

- That John Getz and Debbie Habberfield be appointed to the Building Committee and that John Getz be appointed Chair and representative on the Executive

CARRIED

K. Anderson stated that the HR Committee was an ad hoc committee, but is moving to be a standing committee. The Chair will be appointed at the next committee meeting.

MOTION: K. Anderson/ L. Schafer

-That Debbie Habberfield, Barb Beary, Susan Roper, Leslie Duchak, Lynda Lyster be appointed to the HR Committee. Lynda and Leslie are ex officio members in the roles as Chair and Vice Chair

CARRIED

K. Anderson asked if there were any nominations for the member-at-large for the Executive Committee. Linda Schafer put forward her name for the position. There were no further nominations.

MOTION: K. Anderson/ L. Morrison

-That Linda Schafer be appointed to the Executive Committee as member-at-large CARRIED

The Executive Committee for 2013/2014 is:

Lynda Lyster - Chair

Leslie Duchak - Vice-Chair and Member from a population of 15,000 or more

Barb Beary - Member from a population of 15,000 or more

Maxine Booker - Representative from a Standing Committee

John Getz - Representative from a Standing Committee

Debbie Habberfield - Member from a population of 15,000 or more

Lil Morrison - Representative from a Standing Committee

Susan Roper - Member from a population of 15,000 or more

Shelley Sweet - Member from a population of 15,000 or more

Linda Schafer – Member-at-Large

6. Signing Authority

MOTION: J. Getz/ K. Anderson

-That Chair Lynda Lyster, Vice Chair Leslie Duchak, Treasurer John Getz *and* CEO Michelle Toombs or Assistant Director Laura Taylor have signing authority where Marigold Library System does banking in Strathmore

CARRIED

7. Disposal of Records

Records Management policy of the Marigold Board states that records, as set out in Schedule A, are:

- Destroyed - without any copy being retained.
- Permanent - the original records shall be preserved and never destroyed.
- Replaced – annual forms replaced with new forms.

During 2012, the records of Marigold Library System for the year 2004 were disposed of in accordance with the Records Management policy, in a stellar manner.

8. Adjournment of Annual Meeting -10:35 am

MOTION: C. Watts/ E. Michaels

-To adjourn the Annual General Meeting

CARRIED

A short video was shown about the importance of libraries, called “We’re Connected.” The video was created by TAL and promoted library services paving the way to Alberta-wide borrowing. Board representatives were encouraged to take the video to show their local boards and councils. There is a connection to the video on the Marigold website. <http://www.thealbertalibrary.ab.ca/connected.html>

4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda

There were no items moved from the consent agenda

4.2 Acceptance of the remaining consent agenda items

MOTION: S. Roper/L. Duchak

-To approve consent agenda items 4.3 to 4.4

CARRIED

5. DECISION

5.1 Financial

5.1.1 Financial Statements to February March 31, 2013

MOTION: J. Getz/J. Dyck

-To approve the unaudited financial statements to March 31, 2013

CARRIED

5.1.2 RISE Financial Statements to March 31, 2013

MOTION: J. Dyck/ L. Schafer

-To approve the Rise Financial Statements to March 31, 2013, subject to audit CARRIED

5.2 Policies/Plans

5.2.1 Board Member Compensation – Executive committee

The Governance Committee made major revisions to the wording including:

- That any outstanding claims must be submitted before the end of each fiscal year
- That specific cost guidelines for meals be removed
- That actual receipts need to be submitted for meal reimbursement
- That the policy be put under the responsibility of the Executive Committee

MOTION: L. Duchak

-That the Board Member Compensation Policy be approved

CARRIED

5.2.2 Integration of Municipalities in Marigold – Governance Committee

The Integration of Municipalities in Marigold is a new policy that outlines the conditions and procedures when a new municipality joins or rejoins Marigold. The policy was also approved by the Executive Committee in February.

MOTION: K. Anderson

-That Integration of Municipalities in Marigold Policy be approved

CARRIED

5.2.3 Human Resources Committee Mandate Statement - HR Committee

- The HR Committee is moving from an Ad Hoc to a Standing Committee.
- The Committee will meet no less than two times per year and will be responsible for reviewing the HR policies on a scheduled review date.
- The committee will ensure the provision of the necessary qualified staff for the system headquarters and the recruitment and evaluation of the CEO under the direction of the Executive Committee.

MOTION: S. Roper

-That the Human Resources Committee Mandate Statement be approved

CARRIED

5.2.4 TRAC/TAL Card Bylaw – Standards and Services Committee

- Under Statement of Intent, the first line was updated to indicate that residents of member municipalities have full privileges as TRAC/TAL cardholders. In the 3rd paragraph, the words “primary clients” were removed and the sentence simplified. The Definition for Primary Client on the second page was also removed.

- Under Conditions, in the 2nd paragraph, it now states that someone living in a non-participating municipality but within Marigold boundaries is eligible for a local library card only, not a TRAC/TAL card, and that the local library card has limited privileges.
- Under Procedures, wording was updated to match the Conditions section: in paragraph 3 under Procedures, the words “TRAC/TAL cards” were replaced with “local library cards,” and the words “TRAC libraries” were replaced with “the registered library.” The bullet points under paragraph 3 include the latest restrictions for non-residents as determined by Marigold and TRAC operational procedures.
- Continuing under Procedures, in paragraph 5, the words “except for the non-resident fee” were removed from the end of the sentence as they do not apply.

MOTION: M. Booker/ E. Michaels

-that the revised TRAC/TAL Card Bylaw be given first reading CARRIED

MOTION: M. Booker/ L. Schafer

-that the revised TRAC/TAL Card Bylaw be given second reading CARRIED

MOTION: M. Booker/K. Anderson

-that the revised TRAC/TAL Card Bylaw be given third reading CARRIED

MOTION: M. Booker/L. Duchak

-that the TRAC/TAL Card Bylaw, having been given three readings, be accepted as revised. CARRIED

5.3 Marigold Technology Plan

MOTION: M. Booker/J. Dyck

-to approve the 2013 – 2015 Technology plan CARRIED

5.4 IT Capacity Fund Proposal

MOTION: M. Booker/K. Anderson

-to approve the development of the IT Capacity Fund Policy and Schedule CARRIED

5.5 Library Service for First Nations

MOTION: L. Duchak/M. Booker

-to give the Executive Committee powers to conclude an agreement for library services with Siksika Nation CARRIED

5.6 Upcoming Board Meetings:

- Saturday, August 24, 2013, 9:30 a.m. – Canmore Public Library
 - Marigold is hosting a wine and cheese event the preceding evening (Friday, August 23, 2013)
 - Saturday, November 16, 2013, 9:30 a.m. – Chestermere Public Library
 - Saturday, January 25, 2014, 9:30 a.m. – videoconference meeting at four locations
- All Board meeting dates are posted on the Marigold website under the ‘For Board Members’ tab.

6. ITEMS FROM THE CONSENT AGENDA

There were no items added to the consent agenda.

7. Group Discussion

Members answered the question, “What image or word best describes or is associated with Marigold Library System?”

8. Information

8.1 Value of Your Investment – Laura Taylor

- Shows library services that individual libraries could not afford on their own due to the power of bulk purchasing
- Shows support given by Marigold IT

Members were encouraged to share the Value of Your Investment document with their local boards and with their local councils.

8.2 ALTA Report – D. Osberg

-Report was postponed. The website www.librarytrustees.ab.ca will give information about ALTA.

8.3 PLSB Update

Ken Feser and Kerry Anderson gave an update on what is happening across Alberta with public libraries:

- Resource sharing will occur. Libraries that do not belong to a system will not experience of have access to benefits.
- PLSB budget stays the same in 2013
- Board Basics workshops are offered by PLSB. Look on their website for dates and locations. www.albertalibraries.ca/workshops

8.4 Background Notes – M. Toombs

Highlights from the background notes include:

- Crossfield Library is fully converted
- Michelle Toombs is now on the TAL executive

8.5 Information Sharing

- The TD Summer Reading Club theme for 2013 is, “Go”
- Canmore Public Library experienced their Opening on April 11, 2013

9. BOOK DRAW

The book, “Creating the Prairie Xeriscape” by Sara Williams was won by Daniel Leronowich of Acme.

10. ADJOURNMENT 1:15 PM

- it was agreed by unanimous consent that the meeting be adjourned.

Board Chair

CEO

**Marigold Board Meeting
April 20, 2013 Background Notes**

1. Marigold Financials

The cash based accounting method records revenue and expenses when 'cash' is exchanged; revenue is recorded when payment is received and expenses are recorded when invoices are paid. Sole proprietorships and small organizations use this method. The **accrual accounting** method records revenue and expenses when the information is entered into the accounting system. Revenue, such as levy payments, is recorded when invoices are prepared, not when the cheques are received. Expenses from purchases of goods and services are recorded by the date on the invoice, not when the invoice is paid. Marigold Library System uses this accrual accounting practice for financial procedures and reporting in accordance with GAAP (Generally Accepted Accounting Principles). Large to mid-sized organizations use this method.

Marigold Balance Sheet to end of March 2013:

The adjusting entries from the auditors are reflected in the balance sheet. Accounts that were affected include: prepaids, book inventory, computer hardware and furniture & equipment, amortizations, deferred revenue reserves and retained earnings.

Following the Contingency Plan for Finance, the Executive passed a motion to increase the reserve funds as follows:

	Starting reserve total	Amount increased	New reserve total	Maximum amount
Vehicle	\$32,884.86	\$20,000	\$52,884.86	\$60,000
Computer	\$14, 000	\$5,000	\$19,000	\$100,000
Building	\$1,148,968.82	\$200,000	\$1,348,986.82	\$2,000,000
Videoconferencing equipment	\$46,000	\$20,000	\$66,000	\$250,000
Operating	\$564,047.90	\$75,000	\$639,047.90	Not to exceed three months of operating expenditures

Marigold Income Statement to end of March 2013:

Under reimbursement (on both the revenue and expense sides), the numbers are skewed as the Allstream service agreement renewals for Chinook Arch and Shortgrass (RISE videoconferencing equipment) are included here (\$76,042.98). There are more requests for Marigold's expertise to get products and services at competitive prices – this is a great service and in line with why we exist.

Expenditures indicate activity in all departments with no unexpected trends. Marigold is off to a good start for material purchases in 2013. When looking at the total expenses year to date of 32%, please remember that this number includes many one-time yearly expenses for Marigold such as TRAC levy, AMBC, AV and copyright licenses, TAL levy, yearly memberships, the Jasper conference and the maintenance agreements for the videoconferencing equipment.

The one time grant of \$25,000 from the AB government (a delightful surprise) was received on March 21, 2013 and is recorded on line 17. The intended use of these funds is to support resource sharing, and the Executive committee passed a motion to replace the aging delivery van using these funds.

In 2012 Marigold changed both the telephone system and cellular phone service. The savings for the telephone system is 18% and the cellular service is 21% year-to-date.

2. RISE Financials

RISE Balance Sheet and Income Statement to end of March 2013:

The adjusting entries from the auditors are reflected in the balance sheet affecting amortization, deferred revenue and retained earnings. Major financial activities include payment of Central Site service agreements of \$113,254.09 and monthly 'draw' from the reserve to cover Central Site administrative and salary expenses in accordance with the RISE Expansion Pilot agreement. The reserve consists of APLEN Technology fund dollars (\$170,000) given to Marigold in Aug 2012 to operate the RISE Central site from Sept 2012 to Sept 2013.

3. Marigold's GIC Investments with Scotiabank

Amount	Date Issued	Interest Rate	Frequency of Interest Paid	Maturity Date	Value at Maturity
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\$500,000	Dec 21, 2012	1.5000%	At maturity	Jun 21, 2013	\$503,739.73
\$1,000,000	Dec 21, 2012	1.5500%	Annual compound	Dec 23, 2013	\$1,015, 568.25
\$500,000	To be invested week of Apr 15, 2013	1.5500%	Annual compound	October 2014	Will update at AGM

4. Siksika

Siksika First Nations contacted Marigold to seek information on how to set up a public library based on the same model as the Kainai Library (see below). A representative from the Siksika Board of Education met with Michelle and Laura to learn more about library system services and costs. Siksika has identified a possible location for their library and has begun to think about shelving, services and opening hours. Marigold is prepared to provide full service through a library outlet if an organization on the reserve can pay the full cost of membership. After the Marigold Agreement has been signed, Marigold will likely receive some establishment money from the provincial government to help with start-up costs, based on an estimated population of 3900. Marigold Board members and staff as well as Diana Davidson, Director, Public Library Services Branch, look forward to meeting the Band Council and Board of Education members to share our enthusiasm and support for this initiative.

Maggie Macdonald, CEO, explains that *“Chinook Arch’s original idea was to have the Blood Tribe Band Council join the System and ask the Minister to recognize them as “equivalent” to a rural municipality. After discussions with PLSB, Bonnie Gray suggested that we have the KBE join since the Act specifically states that a School Authority may become a member of a Library System. We needed to then count on the Minister to recognize the population for grant purposes since there are not usually any grants associated with School Board membership in a System. It is now recognized that a precedent has been set through the KBE.”*

Kainai Library – First on an Alberta Reserve: Excerpts from Lethbridge Herald article, Sunday, November 18, 2012: *“The Kainai Library is scheduled to open on the Blood Reserve in late January, first in temporary headquarters at the Kainai Alternate Academy and then into new space in a facility currently under construction. Part of the problem in establishing libraries on reserves has to do with jurisdiction. Libraries are typically a municipal responsibility while reserves are a federal responsibility. “But there are ways to do it. We worked through those steps and we made it happen,” said Maggie MacDonald, CEO of the Chinook Arch Regional Library System, adding she hopes it will serve as a model for the development of other public libraries on reserves.”*

5. RISE

The Allstream maintenance agreement has been signed to cover all of the Marigold and Central site videoconferencing equipment for the next three years (until January 2016). Central Site equipment maintenance was paid by funds in the RISE account, using a combination of RISE GST rebate money, APLEN Tech grant money for the RISE Expansion Pilot, and unspent money at the end of the RISE project. Service agreements for the videoconference equipment at Marigold member libraries were also paid for by Marigold. A large portion of that money came from the GST rebate for Marigold purchases.

Marigold and Chinook Arch HQs and member libraries held over 1000 videoconferences during 2012, and over 3000 participants attended RISE programs.

The RISE Expansion Pilot (September 2012 to September 2013) has 100 library sites so far and many videoconferencing accomplishments already. The following testimonial is from a RISE Expansion Site: *I am very, very pleased that the Hinton Municipal Library is allowed to participate in this fantastic initiative. I have great expectations and believe that RISE will continue to be an example of how technology can be used to bring knowledge to a wide variety of Albertans. In rural Alberta, finding local expertise is a challenge; expertise from any location can be shared with many more using the RISE Network. Libraries of all sizes would be wise to invest in VC equipment and experience it firsthand. Hinton Library staff are taking full advantage of the Coffee Break Training Sessions. These sessions give all library staff a chance to experience the ease of communicating via VC and so far the comments are all positive. Thank you to everyone at RISE for your willingness to move beyond*

your own regions and invite us to participate. — Hetty Wilderdijk, Head Librarian, Hinton Municipal Library, quoted in the January/February **RISE Review**. (Hinton is part of the Yellowhead Library System)

6. Resource Sharing Grant from Municipal Affairs

On March 15, we received the following message from Diana Davidson:

On behalf of Minister Griffiths, we are pleased to share with you a new one-time grant in 2012-2013 to support resource-sharing and collaboration.

Municipal Affairs is able to offer each of our 16 resource-sharing provincial network nodes a one-time grant of \$25,000 (twenty-five thousand dollars) to help offset local and regional costs of implementing the new and updated provincial resource-sharing policy (approved by Minister Griffiths in December 2012).

*Please complete the attached application form and return to PLSB by Wednesday **March 20th, 2013**. Due to tight provincial government fiscal year-end timelines, scanned copies and faxes are temporarily acceptable however please also send the original documents in the mail. Please account for these funds in your 2013 annual reporting.*

Minister Griffiths would like to share this good news in his remarks at the Alberta Library Conference in Jasper. Obviously, please feel free to share with your staff/Board Chairs who need to know this information but please refrain from sharing on social media etc. until the Minister announces at ALC.

Marigold Executive passed motions on April 6, 2013 to use the \$25,000 to replace an aging delivery van. (The remainder of this cost will come out of the Vehicle Reserve.)

In recent weeks, Marigold added Consort to its weekly van delivery route. Now, every member library has a delivery on a regular basis.

7. Gleichen Supernet

The SuperNet is almost completed at the Gleichen Library. This is the last library in Marigold to have this powerful high speed data connection. We will be able to fully deploy RISE videoconferencing at Gleichen Library, and provide more stability for other library services including Polaris. PLSB (Public Library Services Branch) paid for the installation and will pay for the monthly charges, thus saving Marigold some money.

8. Marigold Headquarters Staff Updates

The Library Services Consultant position was posted on March 12. The posting is open until April 19. Applications received so far look promising. Interviews are scheduled to begin the week after Marigold's AGM.

Glenn Russell, the temporary van driver, has been offered a position as a casual driver. Glenn will be an asset to fill in during illnesses and vacations.

The Alberta Summer Temporary Employment Program (STEP) has been suspended for 2013 because of provincial cutbacks. The STEP program, originally introduced in 1972, was intended to create temporary full-time jobs for post-secondary students during the summer months. Each year, Marigold has applied for and received STEP grant funding for its summer student. Marigold is currently in the process of hiring a summer student anyway because our summer students have enabled us to provide additional summer programming for our member libraries. In 2012, 92 teens participated in our online Teen Summer Library Experience and our summer student provided programs at four libraries with a total of 119 children participating. The employment opportunity for the summer student has also been valuable to gain skills for growth and professional development.

9. Eli Mina event

Invitations for the June 8 workshop were distributed by mail and emailed to Library Board Chairs on March 6, 2013. Seventeen participants were registered as of March 22 with two additional participants on the waiting list. There will be further promotion and an opportunity to register at the AGM on April 20, 2013. First dibs is for the local Library Board Chair; our intention, however, is to make sure the event is fully registered.

The Executive decided that Marigold would cover travel costs: mileage for one vehicle per library and accommodation for one night for one person per library if needed.

[Meetings, Rules & Effective Decision-Making](#)

This one day workshop will help you conduct productive meetings and achieve excellence in decision-making. Learn to identify good habits that should be embraced and bad habits that should be abandoned. This workshop builds, in part, on Eli Mina's book "101 Boardroom Problems and How to Solve Them."

Specific topics include:

- *Knowledge-based decision-making: Goals & Principles*
- *Consensus versus majority decision-making ("Board solidarity")*
- *Balancing organizational interests versus constituency interests*
- *Key ingredients of successful meetings*
- *Speaking up in meetings without getting angry*
- *Chairing meetings effectively*
- *Demystifying the rules of order for meetings*
- *Majority, tie votes, abstentions, quorum*
- *Motions, amendments, other procedures*

Workshop Leader

Eli Mina, M.Sc., P.R.P., is a Vancouver-based Board Effectiveness Consultant and Registered Parliamentarian. Since 1984, Eli has advised his clients on building better Boards and Councils, chairing contentious meetings, preventing and dealing with disputes and dysfunctions, demystifying the rules of order, and minute taking standards. Eli's clients come from local government, first nations, school boards, credit unions, and the non-profit sector. Eli is the author of five published books, including "101 Boardroom Problems & How to Solve Them".

Eli's web site is www.elimina.com. There are good articles in his *Deliberations* newsletter, to which one can subscribe on his website. A recent article on 'learning to speak up' struck a chord, especially this statement: *"...the group and its experienced members should encourage newcomers to speak up. They should offer challenges...by suggesting that newcomers engage in the work of committees and taskforces."*

10. Member Libraries Workshop on May 8

The annual Marigold Member Libraries Workshop will take place at the Hope Community Covenant Church on Wednesday May 8, 2013. The new venue will provide us with the much needed space to accommodate the growing numbers of attendees. This year's workshop will kick off with a keynote address from Dr. Michael Stephens, Assistant Professor at San Jose State University of Library and Information Science.

The workshop will also feature an amazing lineup of inspiring, practical and informative sessions, with presenters from libraries across Alberta (Calgary, Lethbridge, Westlock and Edmonton), Marigold headquarters, Essential Skills Group Inc., University of Alberta and Red Poppy Design Consulting. Member library staff will participate in sessions on library apps, website design ideas, library technology planning, children's story time, services for young people, books for teens, community-led library service, library programming, popular culture and the library, social media, cataloguing and communicating with difficult people. The workshop will also recognize libraries through the presentation of the *Marigold Making a Difference Award* for outstanding programs, events or initiatives. Close to 100 library staff and guests attended in 2012 and we are anticipating a larger number this year. The workshop is a great opportunity to connect and collaborate with the library community.

11. Space Planning

Deanna Christensen, Architectural Technologist from BRZ Partnership Architecture Inc., provided a set of preliminary architectural drawings that were shown to the Executive on February 27. An engineer visited HQ in March to review some of the current mechanical and electrical systems at Marigold. In a passing conversation, Deanna was fairly sure that the changes to the layout and the building of two offices could be done within the budgeted \$20,000 (line 62) with furniture costs directed to the furniture budget (line 64). BRZ is aware of our need to reuse the same furniture and to keep costs to a minimum so that we can save money for a larger project in the future. The Processors have chosen commercially available, telescoping computer tables that are cheaper than millwork. BRZ will recommend contractors (preferably local) to build the offices. Timelines are fluid; however, a possible start date is slated for the first half of May.

12. Building

Alaska Refrigeration was authorized to conduct boiler repairs (\$2,826.75) in February, and also repaired heating vents in Laura's and Michelle's offices and the Boardroom for \$1,379.41. Very soon, Nora will be seeking competitive quotes for this service. Some of the infrastructure (pipes and valves are twenty to thirty years old).

Marigold retained BRZ Architects to develop a plan to reorganize the workflow and to better utilize the available space in the back work area. Two office spaces will be created (partial walls) for Lynne and Margaret, both of whom supervise a number of HQ staff. Existing furniture and equipment will be re-used as much as possible. New equipment will be needed for staging computer equipment and for the processing area, although our intent is only to purchase what we can use and move in the future, and to contain costs so that there will be more funds available for a new facility (5 years away?). The date of the move depends on when contractors are available to build the offices and to upgrade the electrical infrastructure. We are hoping that the move will be completed by the end of June.

The Public Library Services Branch put in a request for 2.5M for a new facility. Municipal Affairs has approved the request and it is with Alberta Infrastructure. If that passes, the request will go to Alberta Treasury. Diana Davidson advised us that we may hear about next steps in May or June, but she did not sound very hopeful.

13. Crossfield

The Crossfield conversion is almost complete with only graphic novels, DVDs, audio CDs and magazines left to be converted. May 1st is the date set for Crossfield to be officially online and fully operational.

14. Member Contacts

Berry Creek (Cessford): Michelle toured the community library and the well-appointed school, met the staff and teachers, and participated in an advisory group meeting on February 6.

Trochu: Ten councilors and others in attendance including a reporter from Three Hills. Great interest in e-resources (esp. Freegal, Ancestry, RISE). One councilor requested more titles in Overdrive (on behalf of his wife who is an avid borrower of e-books). Mayor said he would be getting a library card the next day so he could learn Swedish and German (Mango) and download music. I phoned the CAO the next day to say thanks. She said it was "amazing" – first time ever that there was quite as much buzz following a Council presentation. Today, councilors and staff were talking about the library, e-resources and how great it is to have good library service in the community.

Airdrie: Michelle met with Janine Jevne, Director of Airdrie Public Library, and participated with her and other Alberta Library Leaders who will be on a panel to promote Alberta Wide Borrowing (AWB) at the Jasper conference. Michelle is speaking about how TRAC is a model for AWB, and Janine will talk about the benefits of joining Marigold and TRAC.

Kananaskis Village: Steven and Michelle attended a construction meeting. After the renovation is finished (June), the book deposit will have a prime location with proximity to a lounge and fireplace. The visibility for Marigold cannot be underestimated.

Home Delivery Service article: Nancy Smith, Marigold's Direct Services Clerk, was featured in an article about home delivery service (Library to You) in the Rocky View Weekly.

15. Teen Summer Library Experience 2013

The Teen Summer Library Experience will begin its fourth year on May 1st. Last year's Teen Summer Library Experience received positive feedback from teens and they really enjoyed the program's activities and challenges. We will continue to offer in-house materials for member libraries, prizes, and videoconferencing. The Poster Art Contest is back again for a second year and provides an opportunity for teens to win a chance to showcase their creative work on program brochures and the www.teensbookingit.com website. Materials for the Teen Summer Library Experience will be shipped to member libraries in mid-April.

16. TD Summer Reading Club 2013

This year's TD Summer Reading Club theme is "Go!" and artwork for the program is provided by artist Matt James, a noted painter, illustrator and musician. In keeping with this year's travel theme, the program will also include a passport. This new element of the program will provide space for children to collect stickers, as well as to record the books they read. Each year, Marigold provides a selection of core materials free to participating member libraries, with an option of purchasing additional items to promote the summer reading club.

17. United Library Services (ULS) visit to Marigold: March 5, 2013

United Library Services is a Calgary book wholesaler and a Marigold preferred vendor for library materials. The majority of books from the Materials Allocation budget are ordered as pre-publication items through ULS, allowing member libraries and patrons to receive books within days of their release. General Manager, Robin Hoogwerf and Sales Representative, Ren

Speer met with Michelle, Lynne and Margaret to review customer service goals, publishing trends, and ways to increase automation in acquisitions. Marigold has been selected as a beta (test) site for ULS to develop their new website and ordering platforms. It was a positive meeting with great information sharing and discussion – Lynne and Margaret will have more to report as the new website is tested and developed.

18. **Polaris**

Lynne Thorimbert, Margaret Newton and Alison MacMillan were pleased to attend an intensive Polaris training session with representatives from all four TRAC system headquarters in Spruce Grove. Polaris is the Integrated Library System used by all headquarters and member libraries in TRAC to complete patron circulation functions, add items to the library catalogue, and much more. Debbie Pharr of Polaris flew from Buffalo New York to provide the training. The three days included an overview of system administration, how to identify and draw the most useful reports and statistics, how to improve automation, and how to customize various functions. Lynne, Margaret and Alison were thrilled at the discoveries and opportunities presented during the training and came back bursting with ideas to benefit member libraries and make workflow even more efficient.

Polaris announced that it has 474 new libraries running on Polaris since January 1, 2013. The big news was that Illinois Heartland went live on April 9 with 430 libraries coming from four different systems amalgamated into one. In the next 52 days, there will be one new live Polaris customer every 3.5 days (15 new library systems on the list). Columbus Metro with an annual circulation of around 18M will be joining the Central Library Consortium. Combined, they will perform 25M annual circulation.

19. **Provincial Library News**

TAL Boardroom (news and decisions): <http://talboardroom.com/>

Southern Alberta Library Conference:

Michelle attended this excellent conference in Lethbridge on March 8. Marigold paid for Kathryn Foley, Cochrane Library Director, to attend this year. The keynote speaker, Nancy Dowd, author of *Bite-sized Marketing* and Lead for Novelist's *LibraryAware* product (templates for library promotion), was an outstanding speaker that we should consider for a future workshop. Her story-telling was inspiring.

Licensing Service Committee Meeting: As one of the two public library representatives on this TAL committee, Michelle had input into the recommendations about retaining and refining the TAL Core. The TAL Core is a suite of e-resources that are provided to academic and public libraries across the province; because of the large number of libraries, there are cost advantages. The recommendation going forward is that there will be some tailoring to meet the unique needs of public libraries with consideration of new electronic products for young children as well as new Canadians and English language learners.

APLEN Director:

Jason Openo's appointment as acting APLEN Director has been extended to the end of 2013.

APLEN: training labs: An evaluation of the use of mobile laptop labs shows that the initiative is a success. On the days they are available, the lab usage rate is over 40 per cent. APLEN also received positive feedback that demonstrates how the labs have helped build library staff and customer competence. Staff members are now implementing several steps to increase the usability of the laptop labs and make the labs more capable of supporting digital media creation. At the January 2013 APLEN Nodes meeting, it was mentioned that costs for shipping the mobile laptop labs are prohibitive for many small libraries. In response to this concern APLEN has decided to cover the shipping costs for the remainder of 2013 for libraries interested in booking the mobile laptop labs.

APLEN Training materials: APLEN (from Brian Lin, Training Librarian ([780.414.0805 x 230](tel:780.414.0805)), 19Feb2013): APLEN Training Centre can be found at: tc.aplen.ca. The APLEN Training Centre is an online hub for Alberta public libraries to share their training, promotional, programming and instructional resources. [Marigold has already shared some of our training documentation, prepared by Alison McMillan.] *If you are developing programs and resources for your library and are interested to see what other libraries are doing, check out the APLEN Training Centre to see the amazing resources that are being produced by Alberta public libraries. And if you have some amazing resources of your own please share them! You can read more about the APLEN Training Centre in the [February issue of TAL Tales](#). If you have any questions, comments or suggestions about the APLEN Training Centre please do not hesitate to contact me (Brian that is).*

Family Behavior Toolbox: Alberta Health Services has licensed the Family Behavior Toolbox for the entire province. To support cross-ministry cooperation, The Alberta Library has worked to facilitate access to this resource through public libraries. Relevant information has been sent to all the APLEN Node libraries for implementation, and many libraries are already making this resource available to teachers and parents in Alberta.

System Directors Working Meeting: Seven Library System Directors met on February 14 at Parkland HQ to discuss twenty topics, including representation on the TAL Executive Committee (I have been nominated); meeting with the Minister of Municipal Affairs in Jasper and at another time; marketing training; and a coordinated campaign to increase cardholder numbers.

Tech Group Meeting (February 21): The Public Library Services Branch issued a Request for Information (RFI) for the Alberta Wide Borrowing Initiative. Vendors were asked to submit responses by February 1st. The information will be used to develop a Request for Proposal for the development or purchase of a software solution for Alberta Wide Borrowing. Investigations are beginning into a new province-wide “Discovery Tool.” Staff are reviewing the companies and products currently in the market, and will be developing an appropriate evaluation tool and methodology to guide selection. Steven Pattison, who is on the Tech Group committee for TRAC, hosted members at Marigold on February 21. The members are from Nodes throughout the province. The purpose of the meeting was to figure out how to manage the interfaces that will allow local cardholders to access all of the disparate ILS systems in the province. Lynne and Michelle participated in vendor demonstrations for EBSCO and WorldCat products on April 5.

E-Content Focus Strategy: Laura attended one of three teleconference sessions with other Alberta Library Nodes to discuss the future of e-Resources that are provided or subsidized by PLSB. The discussion focused on the top service priorities that libraries identified when creating their Strategic Plans. Key areas where e-Resources gaps exist include Early Literacy and content for new Canadians. Historically, PLSB subsidized up to 70% of some e-Resources including NovelList, Auto Repair Reference Centre and Heritage Quest Online. In 2013, PLSB funded these resources at 100% to all participating Nodes. TAL wants to ensure that these are the best databases to provide, identify any subject gaps, and what other resources could be provided. Results of the discussion will be tabulated and available by the end of March. Future plans and the direction of what TAL provides will be presented at the APLEN meeting in June.

Calgary Public Library: Calgary Herald articles (February 15th and 19th) reveal plans for the building of the new Central Library (2018) as well as future trends in library development. “Designed as more of a community centre than a book depository — but books will still be a pivotal feature, the interim CEO stressed — the facility will have 54 per cent more floor space than the current one, with staff focused less on checking out books and more on technology and serving visitors.” CH Feb 19).

<http://www.calgaryherald.com/news/City+considers+selling+naming+rights+ease+operating+costs+central+library/7985518/story.html#ixzz2LVZ3mudo>

<http://www.calgaryherald.com/news/Plans+central+library+people+ahead+books/7968300/story.html>

On February 12, Marigold HQ and Member Library librarians were invited to a Leading Edge presentation at CPL by Ginny Cooper, Chief Librarian at eh District of Columbia Public Library. She shared images of innovative people spaces from all over the world (mostly recently constructed libraries) that allow patrons to explore, connect, participate and create. “What is a library? People, place, stuff, sense of purpose and interaction.” Book stacks were hardly featured in her pictures.

20. Document Portal

The document portal can be accessed from the Marigold website (marigold.ab.ca) by clicking on Board Members, Document Portal. Login is “**Board**” and Password is “**Marigold**.” Once you are in, you can click on any of the files that pertain to the meeting, with options at the end of each file to either View or Download. This is what I had envisioned in the first place and I think it will be a useful tool for Board and Committee members. Each Committee will have a different login (HR, Standards, Advocacy, Finance, Board, Building, Governance) and the password will always be “Marigold.” We welcome your feedback.