

**Marigold Library System**  
 Board of Management  
**Saturday, 12 April, 2014**  
 Hope Community Covenant Church  
**Strathmore, Alberta**  
**MINUTES**

**MARIGOLD BOARD MEMBERS IN ATTENDANCE**

**MARIGOLD HQ STAFF IN ATTENDANCE**

ACADIA	Maxine Booker	1
AIRDRIE	Shelley Sweet	2
M.D. BIGHORN	Lynda Lyster	3
BLACK DIAMOND / TURNER VALLEY	Diane Osberg	4
CARBON	Richard Ekman	5
CEREAL	Elaine Michaels	6
DRUMHELLER	Margaret Nielsen	7
FOOTHILLS M.D.	Eleanor Chinnick	8
HANNA	Jerry Kruse	9
HIGH RIVER	Linda Schafer	10
HUSSAR	Kristen Anderson	11
IRRICANA	Dennis Tracz	12
KANANASKIS I.D.	Susan Billington	13
KNEEHILL COUNTY	Glen Keiver	14
LONGVIEW	Jan Dyck	15
MORRIN	Karen Neill	16
OKOTOKS	Leslie Duchak	17
OYEN	Kevin Brost	18
ROCKYFORD	Gary Billings	19
ROCKY VIEW COUNTY	Debbie Habberfield	20
SPECIAL AREA # 3	Helen Venno	21
STANDARD	John Getz	22
STARLAND COUNTY	Lil Morrison	23
THREE HILLS	Ron Howe	24
WHEATLAND COUNTY	Berniece Bland	25

Michelle Toombs	Jennifer Waugh
Lynne Thorimbert	Jessie Bach
Carlee Pilikowski	Caleigh Haworth
Lorraine Betts	Taylor French
Richard Kenig	
Margaret Newton	
Nora Ott (Recording)	
Wendy Rezanoff	
Lynn Blain	
Clara Cao	
Jaspreet Singh	
Nancy Smith	

**REGRETS WITH NOTICE**

CANMORE	Carney Raitz-Wakaryk
CHESTERMERE	Marilyn King
COCHRANE	Susan Roper
CROSSFIELD	Jo Tennant
DELIA	Barb Marshall
GHOST LAKE	Christine Boyd
SPECIAL AREA # 2	Bob Gainer
STRATHMORE	Denise Peterson
WAIPAROUS	Sandra Barker
YOUNGSTOWN	Lorraine Ruppert

**GUESTS**

PLSB	Bonnie Gray	1
PLSB	Jen Anderson	2
PLSB	Rosanna Badree	3
High River Library Board	Diane Porter	4
High River Library Board	Sheila Macklin	5
Sheep River Library	Marlis Pollock	6
Nan Boothby Memorial Library - Cochrane	Kathryn Foley	7
Scotiabank	Brenda Tibbett Frayne	8
Gregory Harriman & Associates (Auditor)	Erin Gregory	9
Gregory Harriman & Associates (Auditor)	Scott Banadyga	10

**REGRETS WITHOUT NOTICE**

ACME	Daniel Leronowich
BEISEKER	Leo Louwerse
EMPRESS	Sheila Howe
LINDEN	Carrie Campbell
MUNSON	Lyle Cawiezel
SPECIAL AREA #4	Lisa Vert
TROCHU	Connie Fraser

## 1. CALL TO ORDER

L. Lyster called the meeting to order at 9:30am

- 1.1 Greetings from the Town of Strathmore – Mayor Michael Ells  
-Michael Ells recognized that libraries are an important part of the community and expressed his appreciation for all that Marigold Library System does for Strathmore. Michael expressed an interest for attending a future Marigold Library System Board Meeting.
- 1.2 Lynda Lyster asked that the delegates, guests, and staff introduce themselves
- 1.3 Recognition of new Board members  
-Eleanor Chinnick – MD of Foothills No. 31  
-There is one Board vacancy - Consort
- 1.4 Three Marigold staff were recognized for 5 years of service.  
Marigold staff included:
  - Nancy Smith
  - Claro Cao
  - Michelle ToombsOne Board member celebrated 10 years of continuous service:
  - Elaine Michaels - Cereal

## 2. APPROVAL OF AGENDA

MOTION: L. Schafer/D. Tracz

-To approve the agenda as presented

CARRIED

## 3. MINUTES OF THE January 25, 2014 MEETING

MOTION: L. Morrison/ R. Howe

-To accept the minutes of the January 25, 2014 meeting as presented

CARRIED

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

## 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: D. Osberg/R. Howe

-To approve consent agenda items 4.1 to 4.4

CARRIED

## 5. DECISION

### 5.1 Financial

#### 5.1.1 Financial Statements to February 28, 2014

MOTION: J. Getz/M. Nielsen

-To approve the unaudited financial statements to February 28, 2014 CARRIED

#### 5.1.2 RISE Financial Statements to February 28, 2014

MOTION: D. Habberfield/ J. Dyck

-To approve the Rise Financial Statements to February 28, 2014, for information  
CARRIED

### 5.2 Policies/Plans

#### 5.2.1 Standards & Services Committee Mandate Statement – Standards & Services

The Standards & Services Committee made the following revisions:

-Under the “Key Duties and Responsibilities”, the committee now has an additional responsibility - to recommend the *IT Capacity Fund* formula.

-The second line of the “Key Duties and Responsibilities” section was changed to “Review and make recommendations regarding plans for Marigold services and activities researched and presented by management staff”.

-The last line of this section was amended to read “Recommend Materials Allocation formula for Collection Management Policy Schedules”.

MOTION: M. Booker

-That the Standards & Services Committee Mandate Statement be approved.

CARRIED

#### 5.2.2 Transfer Payments Policy – Standards & Services

-A new condition was added to both the sections of the policy. The policy more clearly states that for a member library to receive the services grant or for a community library to receive the community library grant, three documents must be provided to Marigold:

1. The library’s annual report
2. The library budget for the operating year
3. The library’s financial statement for the year preceding the current year

-Marigold already requires these three documents to issue the grants, so this harmonizes the Transfer Payments policy with the Provision of Services policy.

MOTION: M. Booker

-That the Transfer Payments Policy be accepted.

CARRIED

### 5.3 Schedule C

Michelle presented the report on Schedule C. September 30, 2014 is the deadline for councils and boards to sign the agreement. Michelle will attend council meetings as required.

MOTION: L. Duchak/S. Sweet

-to approve Schedule C

CARRIED

#### 5.4 Upcoming Board Meetings:

- Saturday, August 23, 2014, 9:30 a.m. – Blackfoot Crossing  
-Members can sign up for a guided tour of the site
- Saturday, November 15, 2014, 9:30 a.m. – Three Hills

\*\*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 broke into groups to discuss the future composition of the Executive Committee. Notes were taken and will be compiled by the current Executive to be brought back to the August Board meeting at Blackfoot Crossing

### 8. INFORMATION

#### 8.1 Value of Your Investment – Lynne Thorimbert

- Shows library services that individual libraries could not afford on their own due to the power of bulk purchasing, free shipping and discounts from publishers
- 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

- Advocacy workshop is online
- There will be a funds development workshop
- ALC conference is well underway
- Diane will step down as the Marigold representative on ALTA and Lois Bedwell will take her place for the next 2 years

#### 8.3 PLSB Update

-Bonnie Gray, Jen Anderson and Rosanna Badree were welcomed as special guests. Bonnie Gray gave an update on what is happening across Alberta with public libraries, including:

- Alberta Wide Borrowing is underway. The ME interface allows each Marigold card to be used everywhere in Alberta. Marigold will be starting the AWB process after the ALC conference (end of April or beginning of May)
- The following will be announced at ALC in Jasper:  
-There will be an increase in bandwidth on the Supernet (for larger libraries)

- E-content will be increased and paid for including Zinio (magazines), Hoopla (digital video) and Alberta book publishing
- Board Basics workshops are offered by PLSB. These workshops are excellent for training new municipal boards. Two sites in the Marigold System will host these workshops; Sheep River on May 31, and Chestermere on September 27. Members can also look on the PLSB website for dates and locations. [www.albertalibraries.ca/workshops](http://www.albertalibraries.ca/workshops)
- Digital content will be available for those with disabilities
- There will be no change to the operating grants in 2014
- RISE funding support is being reviewed
- Grant Tolley offers a day long workshop on Emergency Response and Business Continuity Plans. Libraries can call PLSB to request this workshop.

#### 8.4 Background Notes

Michelle provided information updates that included:

- Polaris, the Integrated Library System that Marigold uses to track items owned, orders made, bills paid, and patrons who have borrowed, was acquired by Innovative Enterprises
- System Directors met at Marigold Headquarters on 8 April for their annual working meeting. The TRAC directors met at Marigold Headquarters on 9 April.
- Strategic Planning will begin for the next period. Ann Smith will work with Marigold once again as a consultant.
- Jessie Bach and Jennifer Waugh have created a new document that advocates resource sharing. This document will be used by all TRAC libraries. TRAC allows residents a vast selection of items.

#### 9. BOOK DRAW

The book, "*The Masters of Nature Photography*," that features a collection of photographs from winners of the Wildlife Photographer of the Year competition, was won by Kristen Anderson from Hussar

#### 10. ADJOURNMENT

- It was agreed by unanimous consent that the meeting be adjourned at 12:52pm

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Board Chair

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CEO

**1. Marigold and RISE Financials**

Marigold Balance Sheet and Income Statement (unaudited) to February 28, 2014:

Marigold is on track with 39% of budgeted revenue received and 16% of budgeted expense payments processed to the end of February (16% of the year). Invoices for the TRAC levy (\$114,344), TAL membership (\$9,163), Audio Cine licenses (\$10,550) and e-resource subscription renewals (\$12,656) are paid in the first quarter. Member library travel expenditures are higher because more training courses have been offered and more member library staff are traveling to headquarters for that training. The purchasing program is well used by member libraries; this new initiative will be showcased at the Member Libraries Workshop. \$2.25 million is invested in GICs which come due at various times during the upcoming three years, as per Marigold policies. These investments are for operating and capital reserves, with the largest amount for the building reserve.

RISE Balance Sheet and Income Statement (unaudited) to February 28, 2014:

There is \$2,500 plus interest left in the RISE bank account. Monthly amortization is being applied and reflected on the income statement as per the auditors.

**2. IT Capacity Fund update:**

*From Richard Kenig: We have had great success with the implementation of the IT Capacity Fund. As of April 1, 20 libraries have taken advantage of the program.*

*The majority of purchases have been to replace very old computers because Microsoft is no longer supporting the operating system on these computers. Purchases have been based on reports that were sent to libraries in late 2013. These Technology Summary Reports included an overview of all equipment in the libraries, dates of purchase, and estimated lifetimes. The report then outlined recommendations for a three-year technology plan to keep IT equipment current and in good working order. The 2013 reports were helpful and appreciated by member libraries, so they will be updated and distributed to libraries by early Fall 2014.*

*I have only heard positive things from people about the IT Capacity Fund program in general and most are relieved that they have a bit of help looking after their technology needs because they still struggle to budget for those types of expenditures.*