



**Marigold Library System**  
**Board of Management Meeting**  
**Saturday, January 27, 2024 - 9:30 am – 12:30 pm**  
**MARIGOLD HEADQUARTERS – Via Teams**

MARIGOLD BOARD TRUSTEES IN ATTENDANCE			MARIGOLD HQ STAFF IN ATTENDANCE	
ACADIA MD	Maxine Booker	1	Lynne Price	Laura Taylor
ACME	Daniel Leronowich	2	Kristine den Boon	Richard Kenig
AIRDRIE	Natasha Roberts	3	Alida Pituka	Jessie Bach
BANFF	Manuela Olibera-Dorn	4	Rose Reid	Jennifer Muckle (recording)
BEISEKER	Sharon King	5	Alida Pituka	
BIGHORN	Libby McMenamon	6		
CANMORE	Norah Bonsteel	7		
CARBON	Michelle Lomond	8	<b>ABSENT TRUSTEES EXCUSED WITH MOTION</b>	
CHESTERMERE	Daina Barbary	9	OYEN	Ed Hogan
COCHRANE	Christopher Gillespie	10	DELIA	Melody Christofferson
CROSSFIELD	Luke Brennan	11	ROCKY VIEW COUNTY	Nicholas Wiebe
DIAMOND VALLEY	Ian Huffman	12	CONSORT	Michael Beier
DRUMHELLER	Margaret Nielsen	13	IRRICANA	Teresa Cameron
FOOTHILLS COUNTY	Eleanor Chinnick	14	WHEATLAND COUNTY	Donna Biggar
GHOST LAKE	Corinne Smith	15		
HANNA	Sandra Murphy	16	<b>VACANCIES</b>	
HIGH RIVER	Laurette LaPlante	17	EMPRESS	
HUSSAR	Kristen Anderson	18	KANANASKIS I.D.	
I.D.9	Alexandra Parkinson	19	LONGVIEW	
KNEEHILL COUNTY	Carrie Fobes	20		
LINDEN	Cynthia Klassen	21	<b>ABSENT TRUSTEES WITHOUT NOTICE</b>	
MORRIN	Alenda Gridley	22	YOUNGSTOWN	Renee Laughlin
OKOTOKS	Nicole Kiefuik	23	MUNSON	Leslie Landon
ROCKYFORD	Tyler Henke	24		
SPECIAL AREA# 2	Helen Veno	25		
SPECIAL AREA# 3	Elaine Michaels	26		
SPECIAL AREA# 4	Jodi Kurek	27		
STANDARD	John Getz	28	<b>GUESTS</b>	
STARLAND COUNTY	Lil Morrison	29	SHEEP RIVER	Tracy Mills-Carr
STRATHMORE	Melissa Langmaid	30	FOOTHILLS COUNTY	Barb Castell
THREE HILLS	Miriam Kirk	31		
TROCHU	Jenny Lyver	32		
WAIPAROUS	Janine Jevne	33		

# MINUTES

## 1. Call to Order

- J. Getz called the meeting to order at 9:30 am

1.1 Introduction of delegates, guests, and staff  
- Delegates, guests, and staff introduced themselves

1.2 Recognition of new Board members  
- There are currently no assigned trustees appointed for the Village of Empress, Kananaskis ID, and the Village of Longview  
New Trustees include:  
- Libby McMenamon from the M.D. of Bighorn  
- Laurette LaPlante from the Town of High River  
- Norah Bonsteel from the Town of Canmore  
- There are two new alternates: Doreen Saunderson from Canmore and Barb Castell from Foothills County

1.3 Acknowledgement of regrets and excused absences

**MOTION:** M. Lomond/L. Morrison

- That the Marigold Board excuse those absent Marigold Trustees named in the minutes who have provided notice of the absence before this meeting

CARRIED

## 2. Approval of Agenda

CORRECTION: The Parliamentarian for the meeting is M. Booker

**MOTION:** M. Kirk/I. Huffman

- To approve the agenda as amended

CARRIED

## 3. Minutes of the November 18, 2023, Meeting

**MOTION:** E. Michaels/T. Henke

- To accept the minutes of the November 18, 2023 Board Meeting as presented

CARRIED

## 4. Consent Agenda

4.1 Transfer of agenda items from the Consent Agenda  
- There were no items to transfer

4.2 Motion to accept remaining Consent Agenda items

**MOTION:** C. Smith/L. Morrison

- To approve consent agenda items 4.1 to 4.4

CARRIED

## 5. Decision

5.1 Financial

5.1.1 Financial Statements to December 31, 2023 (Balance Sheet & Income Statement)

**MOTION:** N. Kiefuik/S. Murphy

- That subject to audit, the Marigold Financial Statements to December 31, 2023 be accepted as presented

CARRIED

5.1.2 Draft Marigold Operating Budget 2024-2026

<b>MOTION:</b> H. Veno/M. Olibera-Dorn -To approve the Marigold Operating Budget for 2024-2026	CARRIED
---	---------

5.1.3 Draft Marigold Capital/Projects Budget 2024

<b>MOTION:</b> S. King/L. Morrison -To approve the Marigold Capital/Projects Budget for 2024	CARRIED
---	---------

5.1.4 Schedule C Levy Rates for 2025-2026

<b>MOTION:</b> C. Fobes/E. Chinnick -To approve the Schedule C Levy Rates for 2025-2026	CARRIED
--	---------

5.2 Policies/Plans

5.2.1 Collection Management Policy – Schedules A & D – Standards & Services

<b>MOTION:</b> M. Booker - To approve the Collection Management Policy – Schedules A & D	CARRIED
---	---------

5.2.2 Collection Management Policy – Schedule B – Standards and Services

<b>MOTION:</b> M. Booker - To approve the Collection Management Policy – Schedule B	CARRIED
--	---------

5.2.3 Collection Management Policy – Schedule C – Standards & Services

<b>MOTION:</b> M. Booker - To approve the Collection Management Policy – Schedule C	CARRIED
--	---------

5.2.4 Transfer Payments Policy – Standards & Services

<b>MOTION:</b> M. Booker - To approve the Transfer Payments Policy	CARRIED
---	---------

5.2.5 Transfer Payments Policy – Schedule A (Services Grant 2024) – Standards & Services  
- the green highlight from Linden will be removed

<b>MOTION:</b> M. Booker - To approve the Transfer Payments Policy – Schedule A	CARRIED
--	---------

5.2.6 Transfer Payments Policy – Schedule B (Community Library Grant 2024) – Standards & Services  
-\$9,000 will be corrected to \$9,000 on the schedule

<b>MOTION:</b> M. Booker - To approve the Transfer Payments Policy – Schedule B	CARRIED
--	---------

5.2.7 IT Capacity Fund Policy – Schedule A – Standards & Services

<b>MOTION:</b> M. Booker - To approve the IT Capacity Fund Policy and Schedule A	CARRIED
---	---------

5.2.8 Security & Awareness Training Policy – Standards & Services

- Under Security Awareness Training change the first sentence to read “The Marigold IT department requires that each User successfully completes [a] foundational cybersecurity training course”

<b>MOTION:</b> M. Booker - To approve the Security & Awareness Training Policy	CARRIED
---	---------

- 5.2.9 Withdrawal or Termination of Library Services Policy – Governance  
-Section E: Standards & Services will be updated to Governance

**MOTION:** K. Anderson

- To approve the Withdrawal or Termination of Library Service Policy

CARRIED

- 5.2.10 Library Service Points – Workplace Violence Policy – Governance

**MOTION:** K. Anderson

- To approve the Library Service Points – Workplace Violence Policy

CARRIED

- 5.3 Alberta Library Trustee Association (ALTA) Update – Natasha Roberts  
- N. Roberts reported that there are no new updates  
- The last meeting was spent updating Bylaws and coordinating an in person gathering

## 6. Items from the Consent Agenda

-There were no further items added to the Consent Agenda

## 7. Information

- 7.1 Annual Library Staff & Board Trustee Satisfaction Survey – Laura Taylor  
- Laura Taylor, Marigold COO, presented an overview of the Annual Library Staff & Board Trustee Satisfaction Survey  
- Marigold Management Staff will review all areas of the survey and address the comments, areas for improvement, and suggestions for change
- 7.2 Indigenous Service Update – Rose Reid  
- Rose Reid, Marigolds Indigenous Outreach Specialist, provided an update on 2023 programming and library services to residents of the Stoney Nakoda Nation  
- With great excitement the Mîni Thnî Book Deposit opened, which included a generous donation from The Rotary Club of Canmore, which added many Indigenous titles to the collection, and Marigold's book deposit allotments  
- Elder Jackie Rider gave a blessing, smudged the event, and was presented with her own copy of the Whyte Museum of the Canadian Rockies archival documents on the Stoney Nakoda people and area as a thank you  
- Due to a change of building tenants, the book deposit was closed for a short period. Council has confirmed they are pleased to have the book deposit remain in the building  
- Rose continues to develop relationships with various organisations and groups on the reserve, and is considered a team member at Stoney Health, Chiniki College, and the Stoney Family Resource Network  
- Rose and Jackson Longworth presented *Making Diversity, Equality, Inclusion and Reconciliation Happen at your Library: A Workshop* at the 2023 Marigold Conference  
- Rose and Alieka, the Indigenous summer student, created many great summer reading programs including a Learn about Ribbon Skirts program for Banff Public Library  
- Other events included: a family activities day with Stoney Health Services, the Nakoda Youth Council Powwow, Wednesday in the Woods, and the promotion of Marigold e-resources and books-by-mail service at a variety of schools. Rose joined the National Indigenous Knowledge and Language Alliance
- 7.3 Tap to Donate – Kristine den Boon  
- Kristine den Boon, Marigold's Director of Service Delivery, presented on Tip Tap Pay as a possible fundraising option for member libraries  
- The devices are reported to be most successful when tied to a campaign (e.g. purchase of a bookmobile, a renovation or build, specific collections) or community event, such as a Farmers Market  
- The devices run off any cellular network, and battery packs can be purchased to make it mobile

- Small countertop displays are the most common, which come with the ability to change out the poster displays for different campaigns
- The device is connected to each individual libraries bank account
- The costs include:
  - an initial set up package ranges anywhere from \$230 - \$5000
  - a one-time cost for the kits from \$30 - \$100
  - a minimum \$35/month device subscription fee for the countertop display
  - a transaction fee of about 5%
- They could be a promising resource for larger libraries and Kristine will circulate the information to member libraries. Thank you to Melissa Langmaid at Strathmore for bringing up this topic at the December Executive meeting
- Visit <https://tiptappay.com/> for more information

#### 7.4 Updates – COO Laura Taylor

- Savannah Sillito has been hired as the Digital Experience Consultant, starting in March
- Lynne and Laura met with Sarah McCormack of the Banff Library and Alexandra Parkinson, the Marigold Board Representative for I.D 9, to discuss a possible collaboration to expand services in the area
- Laura and Richard Kenig, Marigold IT Manager, attended a meeting in Acme regarding library spaces
- Last weekend Laura presented to the Three Hills and Trochu library boards, and will present to the Strathmore library board later in February
- To provide a warming centre to the community during the recent extreme cold snap, Airdrie Public Library opened for 24hrs over several days
- Marigold is currently hosting a SAIT practicum student, and has two more student placements scheduled for 2024
- Kristine den Boon, Director of Service Delivery, participated in the Partner’s Day program
- Save the date as the Marigold Conference is scheduled for May 15

#### 7.5 Updates with 2023 Highlights & Achievements – CEO Lynne Price

- Lynne and Laura presented to the Rocky View County Public Presentation Committee (PPC) on January 17th
- Now that Schedule C has been approved by the Marigold Board, Lynne will start scheduling additional presentations to Councils
- Lynne has been providing support to Airdrie as they prepare for the transition to their new facility and arrange for the purchase of opening day collections
- The Regional Advocacy Committee, which included the Board Chairs and CEO’s from the seven regional systems, met in January. The group is working on creating advocacy toolkits to help member libraries demonstrate the value of public library service to their Councils
- The *Marigold Media Guide for Libraries* document was included in the board package, and will be shared with member library staff. The guide is meant to act as a quick reference for staff, should they be contacted by anyone from the media
- 2023 Staff Highlights and Accomplishments were presented and can be found in the background notes

#### 7.6 Upcoming Board Meetings

- **Saturday, April 20, 2024**, at 9:30 am **in person**, Marigold Community Room, Strathmore
- **August 24, 2024**, at 9:30 am **in person**, Marigold Community Room, Strathmore
- **Saturday, November 16, 2024**, at 9:30 am, virtually via Teams
  - This meeting may be changed to November 23, 2024 due to a scheduling conflict, please let us know if you are unable to make it due to the date change

7.7 Marigold Board Orientation

- **Tuesday, February 20, 2024**, at 3pm via Teams
- If you unable to attend and would like an orientation, or refresher, please contact L. Price and individual sessions can be arranged

7.8 Information Sharing – Roundtable

**Cochrane** - an Electric RAV4 SUV was donated by Toyota Canada to the Cochrane Public Library, allowing them to take programming beyond the library walls and into the community

**Morrin** - is looking for advice on the process of moving a library into the local school library

**High River** - The High River library board has been in discussions with Town legislative staff and Public Library Services Branch staff regarding roles and responsibilities for each party

**Canmore** - is library fine free as of January 1<sup>st</sup> and won Minister’s Award of Excellence for public library boards for their Full Moon Community Swaps

**Acme** – D. Leronowich attend a meeting to discuss the public library space, as the public library is currently within a school. L. Taylor, R. Kenig, Rhonda Laking of the Acme Library Board and Acme & District MLA Nathan Cooper were also in attendance

**8. Book Draw**

-The winner of the book draw for “**Grizzly 399: The Worlds Most Famous Mother Bear,**” was Daina Barbary, representing Chestermere

**9. Adjournment**

-J.Getz encouraged trustees to share information from this meeting with their local boards and councils.

**DECLARATION:** J. Getz

- That the meeting be adjourned at 11:55

**Signed Copy on File**

---

Board Chair

---

CEO