



**Marigold Library System**  
**Board of Management Meeting**  
**Saturday, April 20, 2024, 9:30 am – 12:30 pm**  
**MARIGOLD HEADQUARTERS**

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

---

## MINUTES

### 1. CALL TO ORDER

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

#### 1.1 Greetings

-It was acknowledged that Laura Taylor, Chief Operating Officer, is currently on a Leave of Absence

#### 1.2 Introduction of delegates, guests, and staff

-Delegates, guests and staff introduced themselves

#### 1.3 Recognition of new Board members

-There are no new Board members

-There are currently no assigned trustee appointments for the City of Chestermere, Kananaskis I.D., or the Village of Longview.

#### 1.4 Acknowledging regrets and excused absences

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

-That the Marigold Board excuse absent Marigold Trustees who have provided regrets with notice of their absence before this meeting

CARRIED

#### 1.5 Board and staff service recognition

Board members who were recognized for their long-term service in 2024 were:

- Nicole Kiefuik from the Town of Okotoks – 5 years of service
- Eleanor Chinnick from Foothills County – 10 years of service
- Elaine Michaels Special Area #3 – 20 Years of service

Marigold staff members who were recognized for their long-term service in 2024 were:

- Kim Visser – 5 years of service
- Miriam Thompson – 5 years of service
- Nancy Smith – 15 years of service
- Clara Cao – 15 years of service

### 2. APPROVAL OF AGENDA

There are a couple updates to the agenda:

-5.3 Value of Your Investment Reports will be presented by J. Bach

-7.2 COO updates will be removed due to L. Taylor's absence

**MOTION:** N. Weibe/T. Henke

-To approve the agenda as amended

CARRIED

Margret Nielsen of Drumheller presented a \$5,000 cheque to Marigold on behalf of the Drumheller Friends of the Library for the purchase of e-resources

### 3. MINUTES OF THE January 27, 2024 MEETING

**MOTION:** E. Hogan/L. Brennan

-To accept the minutes of the January 27, 2024, Board Meeting as presented

CARRIED

### 4. CONSENT AGENDA

#### 4.1 Transfer of agenda items from consent agenda

-There were no items moved from the consent agenda

#### 4.2 Motion to accept remaining consent agenda items

**MOTION:** N. Weibe/M. Nielsen

-To approve consent agenda items 4.1 to 4.4

CARRIED

### 5. DECISION

#### 5.1 Financial

##### 5.1.1 Financial Statements to March 31, 2024

**MOTION:** N. Kiefuik/M. Christofferson

-That subject to audit, the Marigold Financial Statements to March 31, 2024 be accepted as presented

CARRIED

##### 5.1.2 Alberta Population – Levy Rates for 2024

-L. Price, CEO, presented on new population numbers published by Municipal Affairs, which are different from Alberta Treasury population estimates

-Municipal Affairs discontinued publishing Alberta population numbers in 2020. As per the Marigold Agreement, Marigold uses Alberta population to calculate levy rates. Since 2020, Marigold has been using population estimates published by Alberta Treasury to establish levy rates and policy schedules, as Alberta Treasury was the only source for Alberta population

-In February 2024, Municipal Affairs reinstated publishing Alberta population numbers

-Two decisions regarding Levy rates were presented to the Board

1. What population source does Marigold use for preparing the 2025 Budget onward?
2. What population source does Marigold use to invoice Municipalities and library boards for 2024?

-The Executive Committee recommended that Marigold adopt Municipal Affairs population for levy rates and the Marigold Operating Budget for 2025 and going forward

**MOTION:** N. Kiefuik/J. Jevne

-That Marigold will adopt Municipal Affairs population for levy rates and the Marigold Operating Budget for 2025 and going forward

CARRIED

**MOTION:** M. Nielsen/F. McGhee

-That for 2024 levy invoices only, Marigold will invoice based on 2023 Municipal Affairs population or 2022 Alberta Treasury population, whichever is less

CARRIED

#### 5.2 Governance Statements

– K. Anderson, Chair of the Governance Committee, presented the Marigold Library System Mission and Values on behalf of the Committee

##### 5.2.1 Governance Statements

###### a. Mission Statement

-Empowering communities through exceptional library service and support

**MOTION:** K. Anderson/M. Nielsen

-To approve the Marigold Library System Mission Statement as presented

CARRIED

###### b. Values

-Stewardship, Responsiveness, Connection, Sharing

**MOTION:** K. Anderson/E. Michaels

-To approve the Marigold Library System Values as presented

CARRIED

### 5.3 Value of Your Investment Reports

- On behalf of COO Laura Taylor, Jessie Bach, Communications & Engagement Manager, presented the new Value of Your Investment Reports. The Value of Your Investment reports are prepared by Marigold annually. Delegates were encouraged to share the information with their municipal councils

**MOTION:** L. Brennan/N. Kiefuik

- To accept, for information, the Value of Your Investment reports for each Marigold member municipality

CARRIED

### 5.4 Policies/Plans

#### 5.4.1 Policy Development Policy – Governance

**MOTION:** K. Anderson

- To approve the Policy Development Policy

CARRIED

#### 5.4.2 Board Member Compensation Policy – Governance

**MOTION:** K. Anderson

- To approve the Board Member Compensation Policy

CARRIED

#### 5.4.3 Orientation for Marigold Board Members Policy – Governance

- The policy was updated to ensure focus on the delivery of orientation for Board Members

- “Special arrangements can be made for individual sessions for members unable to attend the group orientation” will be removed as it’s duplicated in the Policy

**MOTION:** K. Anderson

- To approve the Orientation for Marigold Board Members Policy as amended

CARRIED

#### 5.4.4 Transfer Payment Policy – Schedule A – Standards & Services

- M. Booker presented on the Transfer Payment Policy - Schedule A on behalf of Standards & Services

- As with the levy rates presented in agenda item 5.1.2 the new population numbers also affect Transfer Payments to member libraries

- Standards & Services recommends that for 2024 only, Marigold apply the 2022 Alberta Treasury Population or the 2023 Municipal Affairs population to Schedule A, whichever is higher

- This will allow libraries to keep on track with their 2024 budgets

**MOTION:** M. Booker

- To approve the Transfer Payment Policy – Schedule A

CARRIED

#### 5.4.5 Resource Sharing Policy – Standards and Services

**MOTION:** M. Booker

- To approve the Resource Sharing Policy

CARRIED

## 6. ITEMS FROM THE CONSENT AGENDA

- There were no items from the Consent Agenda

## 7. INFORMATION

### 7.1 Condo Corp Update

#### 7.1.1 Reserve Fund Study

- J. Getz presented on the Reserve Fund Study that was completed by the Pine Street Condo Corp and brought to the March Executive Committee meeting

- Three options were presented to seed funding for future building repairs and/or replacements

-Both Marigold and Western Irrigation District agreed to each put \$250,000 into the fund, as it reduces the amount of money each unit owner pays in annual condo fees

#### 7.1.2 Roof Update

-There has been one small leak in the building since the roof repair was completed in the fall of 2023. Staff will continue to document all leaks and work towards a resolution on this issue  
-The one-year warranty resets with the repair of each leak

### 7.2 CEO Updates

-L. Price has completed Marigold Board Orientation for several new Board Members over the last couple of months

-Schedule C for 2025/2026 is currently sitting at 17 signed schedules. Lynne will be following up with those who haven't signed their agreements in May

-L. Taylor, COO, and the Marigold Library Consultants have been actively working on Marigold's Plan of Service and submitting annual reports for both community libraries and Marigold

-The Regional Automation Consortium (TRAC), of which Lynne is a Director for, is currently investigating options to improve design and functionality for the patron side of the online catalogue. Library Directors from Airdrie, Cochrane, and Okotoks have been invited to participate in the TRAC Advisory Council to view vendor demonstrations and provide TRAC with feedback

-Staff updates:

- Miriam Thompson, Communications & Engagement Manager will be returning from her leave earlier than expected
- Ashley Sherman, Administrative Support, will be going on leave in July
- Nicole Dunnewold, Collection Services Consultant, has extended her leave
- L. Price thanked Jennifer Muckle, Jessie Bach, and Ashely Sherman for their work putting together the Board Meeting. Alida Pituka was thanked for her work and collaboration with the CEO, COO, and auditors to complete the audit.

-K. den Boon, Director of Service Delivery, provided an update on the expansion packs recently added to *Kanopy*. There are now 9 packs available including Documentaries, British Cinema & TV, and Kids.

-For more information on *Kanopy* please see <https://www.kanopy.com/en/marigold>

- K. den Boon reconfirmed that COO Laura Taylor was proceeding with plans to cancel Marigold's *hoopla* contact for June 1, as reported at previous Board meetings

### 7.3 Upcoming Board Meetings

- Saturday, August 24, 2024, 9:30 a.m. – Strathmore, Marigold/WID Community Room
- Saturday, November 23, 2024, 9:30 a.m. – Virtual

### 7.4 Information Sharing – Roundtable

**Carbon** – Michelle Lomond asked representatives to share any library fundraising success stories

**Standard** – Has a successful Golf Tournament out in Bassano, and an Oyster and Ham dinner in the fall

**Drumheller** – The Drumheller Library Society has a casino date about every 3 years. There are restrictions on how they can spend the money, but make about \$62,000. Drumheller Library Board also hired a new Director of Library Services, Chistopher Blatch

**Trochu** – Has a Library Society to help fundraise. They participate in a highway clean up where you receive \$100/mile you clean up, as well as a used book sale, a 50/50, and a community calendar

**Millarville** – Have a small little library that is packed full of programming and patrons. They are in desperate need of a renovation to keep up with all the services they would like to provide for the community. For fundraising, they have a donated trailer that collects bottles and cans

**High River** – Hosts a silent auction as a fundraiser

**Rockyford** – Save the date for the Rockyford 3<sup>rd</sup> Annual Show & Shine on July 20, 2024. It's complete with a vendor market and beer garden

**Canmore** – The library recently received a \$5,000 donation from the Lions Club to expand the Large Print Collection. For fundraising, their Friends of the Library host a book sale

**Oyen** – The Friends of the Library have a casino. They also set up a table at the Farmer's Market once a month, and sell scratch tickets, which has been very successful

**Waiparous** – Janine commented on the "Statement in Response to Proposed Rights Legislation" by the Library Association of Alberta and spoke in favour of supporting children's rights. Janine will be sharing this letter with her grandson's school, so teachers are aware

**Strathmore** – Melissa shared that Chestermere currently has a successful rain barrel fundraiser going on right now

**Diamond Valley** – Ian asked if other Friends of the Library Societies have stipulations on what the library can do with the money fundraised. The Drumheller Society does make sure funds they provide to the library are used in a way that the Society considers appropriate and fits the library's mandate

It was also noted that Boardable has been discontinued as Marigold transitioned to Teams. If you still have the app, you can delete it

#### 8. **BOOK DRAW**

-The Book, "Top 150 Unusual Thing to See in Alberta", by Debbie Olsen was won by Ian Huffman representing the Town of Diamond Valley

#### 9. **ADJOURNMENT** – The meeting adjourned at 12:03 pm

**Signed copy on file**

---

Board Chair

---

CEO