



**Marigold Library System  
Board of Management Meeting  
Saturday, November 16, 2023 - 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	
ACME	Daniel Leronowich	2	Kristine den Boon	Richard Kenig
AIRDRIE	Natasha Roberts	3	Alida Pituka	Jennifer Muckle (recording)
BANFF	Manuela Olibera-Dorn	4	Richard Kenig	Jessie Bach
BEISEKER	Sharon King	5		
CARBON	Michelle Lomond	6	<b>ABSENT TRUSTEES EXCUSED WITH MOTION</b>	
CHESTERMERE	Daina Barbary	7	MORRIN	Alenda Gridley
COCHRANE	Christopher Gillespie	8	KANANASKIS I.D.	Manon Miller
CONSORT	Michael Beier	9	ROCKY VIEW COUNTY	Nicholas Wiebe
CROSSFIELD	Luke Brennan	10	STANDARD	John Getz
DELIA	Melody Christofferson	11	OKOTOKS	Nicole Kiefuik
DIAMOND VALLEY	Ian Huffman	12		
DRUMHELLER	Margaret Nielsen	13	<b>VACANCIES</b>	
FOOTHILLS COUNTY	Eleanor Chinnick	14	M.D. BIGHORN	HIGH RIVER
GHOST LAKE	Corinne Smith	15	CANMORE	LONGVIEW
HANNA	Sandra Murphy	16	EMPRESS	
HUSSAR	Kristen Anderson	17		
IRRICANA	Teresa Cameron	18	<b>ABSENT TRUSTEES WITHOUT NOTICE</b>	
I.D.9	Alexandra Parkinson	19	MUNSON	Leslie Landon
KNEEHILL COUNTY	Carrie Fobes	20	OYEN	Ed Hogan
LINDEN	Cynthia Klassen	21	YOUNGSTOWN	Renee Laughlin
ROCKYFORD	Tyler Henke	22		
SPECIAL AREA# 2	Helen Veno	23		
SPECIAL AREA# 3	Elaine Michaels	24	<b>GUESTS</b>	
SPECIAL AREA# 4	Jodi Kurek	25	CANMORE	Glynis Carling
STARLAND COUNTY	Lil Morrison	26	FOOTHILLS COUNTY	Barb Castell
STRATHMORE	Melissa Langmaid	27	ACME	Rhonda Laking
THREE HILLS	Miriam Kirk	28		
TROCHU	Jennifer Lyver	29		
WAIPAROUS	Janine Jevne	30		
WHEATLAND COUNTY	Donna Biggar	31		
YOUNGSTOWN	Renee Laughlin	32		

# MINUTES

## 1. Call to Order

- M. Booker called the meeting to order at 9:30 am

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

- Delegates, guests, and staff introduced themselves
- Glynis Carling is attending as a guest for the Town of Canmore
- Barb Castell is attending as a guest for Foothills County
- Rhonda Laking is attending as a guest for the Village of Acme

### 1.2 Recognition of new Board members

- There are currently no assigned trustees appointed for the M.D. of Bighorn, Town of Canmore, Village of Empress, Town of High River, and the Village of Longview
- Carrie Fobes is the new trustee representing Kneehill County
- Donna Biggar is the new trustee representing Wheatland County
- Miriam Kirk is the new trustee representing the Town of Three Hills

### 1.3 Acknowledgement of regrets and excused absences

**MOTION:** T. Henke/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

**MOTION:** K. Anderson/S. King

- To approve the agenda as presented

CARRIED

## 3. Minutes of the August 26, 2023, Meeting

CORRECTION:

- Remove "be approved" from 6.2.8 and 6.2.9, as it occurs twice
- Christopher Gillespie was present

**MOTION:** L. Brennan/S. King

- To accept the minutes of the August 26, 2023, Board Meeting as amended

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:** M. Nielsen/E. Michaels

- To approve consent agenda items 4.1 to 4.3

CARRIED

## 5. Decision

### 5.1

#### Financial

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

**MOTION:** C. Smith/M. Lomond

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

CARRIED

##### 5.1.2 Draft Marigold Operating Budget 2024-2026

**MOTION:** L. Morrison/I. Huffman

-To approve the Draft Marigold Operating Budget for 2024-2026, for information

CARRIED

##### 5.1.3 Draft Marigold Capital/Projects Budget 2024

**MOTION:** M. Nielsen/C. Gillespie

-To approve the Draft Marigold Capital/Projects Budget for 2024, for information

CARRIED

### 5.2

#### Schedule C – proposed requisition/levy rates for 2025-2027

- The Board discussed a recommended change to the Schedule C levy from the Executive Committee.

- The proposed Schedule C levy rates for 2025-2027 will be brought back to the Executive for further discussion and be presented again at the January 2024 Board Meeting

### 5.3

#### Building Update

- CEO Lynne Price provided an update on the Marigold HQ building

- Roof repairs completed to date have not been satisfactory. Staff continue to work towards resolution of this issue

### 5.4

#### Policies/Plans

##### 5.4.1 Finance Policy – Executive

**MOTION:** K. Anderson

- To approve the Finance Policy

CARRIED

##### 5.4.2 Contingency Plan for Finance – Executive

**MOTION:** K. Anderson

- To approve the Contingency Plan for Finance

CARRIED

##### 5.4.3 Access & Acceptable Use of Information Technology – Standards & Services

**MOTION:** N. Roberts

- To approve the Access & Acceptable Use of Information Technology

CARRIED

##### 5.4.4 Community Libraries Plan of Service 2024- 2028 – Standards & Services

**MOTION:** N. Roberts

- To approve the Community Libraries Plan of Service 2024-2028

CARRIED

5.4.5 Library Service Points – Unattended Children Policy – Governance

**MOTION:** K. Anderson

- To approve the Library Service Points – Unattended Children Policy

CARRIED

5.4.6 Library Service Points – Use of Works-Issued Technology Policy – Governance

- As suggested, the word “they” will be amended to “library staff”

**MOTION:** K. Anderson

- To approve the Library Service Points – Use of Works-Issued Technology Policy, as amended

CARRIED

5.5 Marigold Board Committee Vacancies

5.5.1 Nominating Ad Hoc Committee

M. Booker called for two volunteers for the Nominating Ad Hoc Committee

- As Lynne Thornton resigned from the Board, there is now a vacancy on the Committee

- Elaine Michaels put her name forward to be on the Nominating Ad Hoc Committee

**MOTION:** K. Anderson/S. Murphy

-To appoint Elaine Michaels to the Nominating Ad Hoc Committee

CARRIED

5.6 Freedom to Read Week Proclamation

- M. Booker declared February 18 to February 24, 2024, as Freedom to Read week

- Jessie Bach, Communications and Engagement Manager, read the Freedom to Read Proclamation and then answered questions about Freedom to Read week

- Jessie will e-mail the Proclamation and her comments to the Board members

**6. Items from the Consent Agenda**

-There were no further items added to the Consent Agenda

**7. Roundtable Discussion: Question on Agenda**

Question: How will your library celebrate Freedom to Read Week in 2024, and what events or activities have worked well at your library in the past?

- Glynis Carling – Canmore Library displays a variety of different books and information on Freedom to Read week both within the library and on social media. The Library Board recently updated their strategic plan to make the freedom to read one of their guiding principles, should any books or programming be challenged

- Ian Huffman – Diamond Valley highlights books that had been banned historically, such as *Catcher in the Rye*, highlighting the fact that biases change

- Janine Jevne – When she was with Airdrie Library, they set up a small jail filled with banned books/audiobooks and had a well-known community member put inside for an hour to read. To be released, the participants had to collect pledges for the library

**8. Information**

8.1 Information Technology Department Update

-Richard Kenig, IT Manager, provided an update on the services and value the IT department delivers to member libraries

## 8.2 ALTA Report

- Many thanks to Natasha Roberts, who volunteered as a Director and alternate, Melody Christofferson, to represent Area 4 (Marigold Region) of the Alberta Library Trustees Association (ALTA)
- Melody reported on behalf of Natasha that there have not been any scheduled meetings since the last update

## 8.3 COO Updates

- Jessie Bach reported on behalf of Laura Taylor
- The annual Library Staff & Board Trustee Survey will be sent to stakeholders next week. Marigold Board members are encouraged to complete the survey
- Marigold has acquired a new e-resource, Kanopy Plus. It provides film bundles including Favourites, Easy Watching, and World Cinema and has approximately 300 titles in each bundle offering. Kanopy Plus does not charge a pay-per-use fee and allows access to the titles simultaneously

## 8.4 CEO Updates

- Lynne Price is meeting with Alexandra Parkinson on January 4<sup>th</sup> to discuss how Marigold, I.D. 9, and Banff Public Library can better collaborate to service IDO residents
- Lynne and Laura will present to Rocky View County on January 17<sup>th</sup>
- The Mîni Thnî Family Resource Centre, where the Mîni Thnî Book Deposit is currently housed, is moving soon to a new location. Conversations are taking place to facilitate the continuation of library service to Stoney residents
- Marigold is supporting Chestermere Public Library through a collection insurance claim following damage to the library
- Lynne is scheduled to meet with Deb Cryderman, the new Director of Airdrie Public Library, to provide information on Marigold services
- In Marigold staffing news: Jennifer Laskosky will be leaving Marigold, and a new IT Help Desk Support position to assist with triaging issues will be posted in the new year
- Marigold staff attended the performance of *Snow White* in Strathmore; staff member Devon Hall performed in the play
- Miriam Thompson, Communications and Marketing Specialist, has been working hard on increasing Marigold's social media presence and creating content that is readily available for libraries to share

## 8.5 Upcoming Board Meetings

- The January meeting will be held virtually on Teams, on Saturday, January 27, 2024, at 9:30 a.m.

## 8.6 Marigold Board Orientation

- Each year, a Marigold Board Orientation is provided for new Marigold Board members or to anyone who would like a refresher. This orientation is different from the session that is delivered to local library boards. The next Marigold Board Orientation will be held virtually on TEAMS on Tuesday, February 20, 2024, at 3:00 pm
- If you would like an individual Board orientation session, please contact CEO Lynne Price

## 8.7 Information Sharing - Roundtable

- Manuela Olibera- Dorn - The Town of Banff has a new geo-dome set up to serve as a public space to warm up and have storytelling events. Thanks to Lynne and Miriam for working with I.D. 9 and Banff Library to collaborate on marketing material. She's excited to continue brainstorming

- Michael Beier - Consort Municipal Library will be hosting an open house on December 7th with meat & cheese from a variety of local producers and a book fair
- Glynis Carling - The Friends of the Canmore Library is hosting a 30th anniversary event on November 23<sup>rd</sup> with music and refreshments

**9. Book Draw**

-The winner of the book draw for “**A Very Prairie Christmas Bakebook,**” by Karlynn Johnston, was Jenny Lyver, representing Trochu

**10. Adjournment**

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

**DECLARATION:** M. Booker

- That the meeting be adjourned at 11:52

Signed Copy Available on Site

---

Board Chair

---

CEO