Marigold Library System
Board of Management
Saturday, 23 August, 2014
Blackfoot Crossing Historical Park
Cluny, Alberta
MINUTES

MARIGOLD BOARD MEMBERS IN ATTENDANCE			MARIGOLD HQ STAFF IN ATTENDANCE
ACADIA	Maxine Booker	1	Michelle Toombs
AIRDRIE	Shelley Sweet	2	Laura Taylor
BIGHORN M.D.	Lynda Lyster	3	Lynne Thorimbert
BLACK DIAMOND / TURNER VALLEY	Diane Osberg	4	Carlee Pilikowski
CANMORE	Carney Raitz-Wakaryck	5	Lorraine Betts
CARBON	Richard Ekman	6	Richard Kenig
CHESTERMERE	Marilyn King	7	Margaret Newton
COCHRANE	Susan Roper	8	Nora Ott (Recording)
DELIA	Barb Marshall	9	Wendy Anderson
DRUMHELLER	Margaret Nielsen	10	Jennifer Waugh
EMPRESS	Sheila Howe	11	Jessie Bach
FOOTHILLS M.D.	Eleanor Chinnick	12	Caleigh Haworth
GHOST LAKE	Donna Bauer	13	
HANNA	Jerry Kruse	14	REGRETS WITH NOTICE
HUSSAR	Kristen Anderson	15	
KNEEHILL COUNTY	Glen Keiver	16	CEREAL — Elaine Michaels
LONGVIEW	Jan Dyck	17	CROSSFIELD — Jo Tennant
MORRIN	Karen Neill	18	HIGH RIVER — Linda Schafer
ROCKYFORD	Gary Billings	19	OKOTOKS — Leslie Duchak
ROCKY VIEW COUNTY	Debbie Habberfield	20	OYEN — Dennis Punter
SPECIAL AREA # 2	Bob Gainer	21	STANDARD — John Getz
SPECIAL AREA # 3	Helen Veno	22	STRATHMORE — Denise Peterson
STARLAND COUNTY	Lil Morrison	23	WAIPAROUS — Sandra Barker
THREE HILLS	Ron Howe	24	
TROCHU	Connie Fraser	25	
WHEATLAND COUNTY	Berniece Bland	26	

GUESTS			REGRETS **WITHOUT** NOTICE
Amelia Clark	Old Sun College	1	ACME — Daniel Leronowich
Fritzi Woods	Old Sun College	2	BEISEKER — Leo Louwerse
Sue Kingsford	England	3	IRRICANA — Dennis Tracz
Marlis Pollock	Sheep River Library	4	KANANASKIS I.D. — Susan Billington
			LINDEN — Carrie Campbell
			MUNSON — Lyle Cawiezel
			SPECIAL AREA #4 — Lisa Vert
			YOUNGSTOWN — Lorraine Ruppert

MINUTES

1. **CALL TO ORDER**
    -L. Lyster called the meeting to order at 9:35 a.m.

    1.1   Introduction of delegates, guests, and staff
    -There are 42 Marigold Trustees and there is one vacancy, the Village of Consort
    -Amelia Clark and Fritzi Woods were welcomed from Old Sun College
    -Marlis Pollock attended from the Sheep River Library
    -Sue Kingsford attended from England

    1.2   Recognition of new Board members
    -There are no new Board members

    1.3   Greetings from Siksika First Nation
    -On behalf of the Chief and Council, Warren Drunken Chief provided greetings from the Siksika First Nation. Warren welcomed delegates to the Siksika Nation stating that the Nation was open to building relationships with surrounding municipalities and this meeting could be a start of something in the future.

2. **APPROVAL OF AGENDA**
    AMENDMENTS:
        1. Move 5.4.7 Lending Bylaw to 6.2.3
        2. Remove 5.5 ALTA Report as it will be presented at the next meeting
        3. Add 6.6 Banff
    MOTION: B. Bland/K. Anderson
    -To approve the agenda as amended   CARRIED

3. **MINUTES OF THE April 12, 2014 MEETING**
    MOTION: J. Dyck/L. Morrison
    -To accept the minutes of the April 12, 2014 meeting as presented   CARRIED

4. **MINUTES OF THE April 12, 2014 AGM**
    MOTION: D. Osberg/S. Sweet
    -To accept the minutes of the April 12, 2014 AGM as presented   CARRIED

5. **CONSENT AGENDA**
    5.1   Transfer of agenda items from consent agenda
            -There were no items moved from the consent agenda

    5.2   Motion to accept remaining consent agenda items
    MOTION: E. Chinnick/D. Habberfield
    -To approve consent agenda items 5.1 to 5.5   CARRIED

6. **DECISION**
    6.1   Financial
    6.1.1 Marigold Financial Statements to July 31, 2014
    MOTION: D. Habberfield/L. Morrison
    -To accept for information the unaudited financial statements to July 31, 2014 CARRIED

6.1.2 RISE Financial Statements to July 31, 2014
MOTION: D. Habberfield/ C. Raitz-Wakaryk
-To accept for information the Rise unaudited Financial Statements to July 31, 2014   CARRIED

6.1.3 Budget Estimates 2015
MOTION: H. Veno/C. Raitz-Wakaryk
-To accept the Marigold Budget Estimates for 2015   CARRIED

6.2   Policies/Plans
6.2.1   Finance Policy – Finance Committee
MOTION: M. Booker/C. Raitz-Wakaryk
-To approve the Finance Policy   CARRIED

6.2.2   Internet and Email Acceptable Use by Library Staff, Library Service Points – Governance
        Committee
MOTION: K. Anderson
- To approve the Internet and Email Acceptable Use Policy, Library Service Points   CARRIED

6.2.3   Lending Bylaw
MOTION: M. Booker
-To repeal the Lending Bylaw   CARRIED

6.3   Executive Committee Composition
GENERAL PRINCIPLES:
1. Interest and willingness to be on the Executive are the primary criteria, along with availability, commitment and suitability.
2. Complementary skills are important and will be taken into consideration when recruiting someone to be on the Executive.
3. No more than 10 Marigold Board members will be on the Executive.
4. It is preferred that Board members will have served on the Marigold Board before becoming an Executive Committee member. (not a firm requirement, but a good idea)
5. The top three populations will have a permanent seat on the Executive Committee. (At present, the communities of Airdrie, Rocky View County and Okotoks have the largest population.)
6. The remaining seven seats on the Executive Committee will be members-at-large.
7. Chair appointment will come from the Board as a whole.
8. Vice chair appointment will come from the Executive.
9. Treasurer appointment will come from the Executive. Ideally, the home or work address of the Treasurer will be in convenient proximity to Marigold Headquarters for cheque signing.
10. Guidelines for appointing Executive members, such as population groupings, will be optional, not mandatory.

Selection practices for the Executive will be reviewed annually by the Executive Committee in January
MOTION: K. Neill/L. Morrison
-To accept the Executive Committee Composition   CARRIED

6.4   Canadian Library Month Proclamation
     -Executive Committee Member, Debbie Habberfield read the Proclamation and Lynda Lyster proclaimed October 2014 as Canadian Library Month before signing the proclamation.

6.5   Upcoming Board Meetings:
- November 15, 2014 9:30 a.m. – Three Hills
- January 31, 2015 9:30 a.m. – Videoconference meeting at four locations (Airdrie, Cochrane, Hanna and Marigold Headquarters)

6.6   Banff
MOTION: J. Kruse/S. Sweet
- For the Executive and CEO to continue talks with Banff and to enter into an agreement for Banff to
  return to Marigold   CARRIED

7. **ITEMS FROM THE CONSENT AGENDA**
   -There were no further items added to the consent agenda

8. **GROUP DISCUSSION – ALL IN ATTENDANCE**
   Board members answered the question:
   "How should Marigold Library System raise funds for a new headquarters facility?"

   RESPONSES INCLUDED:
   - Create a "Friends of the Library" Group or Society
   - Large corporate sponsor/donor
   - Get a government loan
   - Partner with the Town of Strathmore
   - Partner with Chestermere
   - Hold a lottery
   - Gala Dinner
   - Golf Tournament
   - Hire a full-time fundraiser
   - Generate revenue
   - Raise community awareness and have others rally around the cause
   - Hire a grant writer and research and apply for grants
   - Secure government funding
   - Operate a casino
   - Find an inexpensive vacant building in Strathmore
   - Partner with Langdon
   - Re-locate to another location
   - Auction
   - Charge a building levy fee
   - Splash event
   - Combine several approaches
   - Collaborate with other organizations to fundraise

9. **INFORMATION**
   9.1   Principles of Branding
   -Carlee Pilikowski talked about the principles of branding
   - Brand Identity
   - Brand Promise
   - Brand Personality
   - Visual Identity
   -The Marigold brand belongs to everyone in the Marigold community. All are brand
   ambassadors. Currently the Marigold brand is strong but the logo is outdated. Marigold will be
   hiring a firm to design a new logo in the near future.

   9.2   Background Notes and Updates – Michelle Toombs
   - Padfolios that Chinook Arch paid for and gave to Marigold at no charge, were supplied to delegates
   - Marigold is waiting for 14 municipalities to sign Schedule C
   - During the re-roofing of Marigold Headquarters it was discovered that the drainage scuppers could not be removed and rebuilt without significant additional costs to Marigold
   - TRAC libraries are not yet part of the Alberta Wide Borrowing (AWB) initiative. TRAC is still waiting for a working setup. Richard Kenig from Marigold is lending his expertise to this endeavor. It is hoped that TRAC will be included in AWB in September 2014

- The trifold paper cards that are now being used by all TRAC partners will be replaced with plastic cards. The unveiling of the new cards will coincide with AWB
- Anne Smith, the facilitator for Vision 2015, has agreed to work with Marigold on the next strategic plan
- There have been many new innovations from Marigold's IT department including:
  1. Papercut: software that prevents wasteful, unpaid printing.
  2. Minecraft: the popular online game has been networked at 27 of our member libraries
  3. Instant messaging is being developed
  4. SuperNet GigE upgrade for Marigold is close to completion.
  5. Wireless upgrades
- The consulting team is developing makerspace kits for member library use
- Upcoming RISE programs include:
  1. Diving with the Dolphins
  2. Dewey Divas on Sept 30
- Board Basics workshop will be held in Chestermere on Saturday, September 27 at the Chestermere Town Hall Council Chambers: 9:30 to 4:30
- In order to have a better understanding of how school-housed libraries operate, Jen Anderson from PLSB will be visiting Marigold school-housed public libraries

9.3 Information Sharing – Roundtable
-Delegates shared information about their locations.

10. BOOK DRAW
-The book draw for "*A Geography of Blood: Unearthing Memory from a Prairie Landscape.*" by Candace Savage*,* was won by Sheila Howe from Empress

11. ADJOURNMENT
-L. Lyster declared the meeting adjourned at 12:45 p.m.

_____   _____
                    CEO   BOARD CHAIR

Marigold Board Meeting
August 23, 2014 Background Notes

1.   **Marigold and RISE Financials**
        Marigold Balance Sheet and Income Statement (unaudited) to July 31, 2014:
        The Assets section of the balance sheet shows prepaids much higher than in 2013 due to the payment

        of the 3 year Allstream contracts. Accounts Receivables are lower in 2014. There has been a lot of uptake from member libraries to receive better discounts and pricing on equipment and supplies in the purchasing program that was launched in late 2013. Marigold purchases the requested products for the libraries and invoices them when they are received. Marigold is receiving payments quickly from municipalities and member libraries.

        In June, a 2014 Ford Explorer was purchased for the IT department. This vehicle will house IT equipment, cabling and supplies so that it does not have to be loaded and reloaded each time IT staff

uses a vehicle. The Explorer will also comfortably seat the IT staff with proper ergonomics for lengthy driving. On any given day, most of the Marigold fleet is on the road for delivery, consultation, training or IT service. The aging vehicles are resulting in more maintenance requirements as of late.

A thorough review of journal entries for the months January to June was done to ensure that all entries were coded to the proper budget areas. This work will be done quarterly. The Marigold levy for Library Boards was sent out on August 12. Interest is slightly lower as some GICs are coming due in the fall. All other budget areas are on track for this part of the fiscal year. Several expenditures are due in the fall such as some electronic resources.

The IT Capacity fund has been well-received by member libraries. To date, 29 of 36 libraries have not utilized their funding. These libraries include Bighorn, Canmore, Chestermere, Crossfield, Drumheller and Irricana. One library has requested to carry-over the funding to 2015.

RISE Balance Sheet and Income Statement (unaudited) to July 31, 2014:
Very little activity has occurred in the RISE Financials. New speakers were purchased for the videoconference equipment in the flex room at Marigold Headquarters. The audit was lower at $1000 than the amount budgeted at $2500.

2. **Budget estimates**
Marigold's annual budget for 2015 is estimated at $4,426,920 (+6.24% from 2014).
Key considerations for budget estimates:
- **Revenue**: Hoping for current population, but no assurances. Still at 2010 population for provincial government funding. Marigold is subsidizing licensing and e-resource costs that are based on current population.
- **Salaries and benefits**: Salaries increased for step increases and also to provide staff with a COLA (not done in 2014). Benefits review in 2014 resulted in better benefits for a lower cost.
- **Materials, processing, delivery**: Allocation adjusted for population +2%. eResource costs increased because Marigold has to absorb costs of the TAL Core and other eResources that PLSB has paid for in the past. PLSB decisions pending on some eResources and decisions will not be made until mid-2015. More eResources added: hoopla and ZINIO. Increased e-book investments in Overdrive and 3M. Delivery budget increased to account for fluctuating fuel costs and higher volume (more deliveries).
- **Transfer payments:** population growth (estimated + 2%).
- **Admin, Board, building**: strategic planning costs for 2015 include hiring Anne Smith who worked with Marigold for the last strategic planning process. Maintenance and utility costs are increasing.
- **Computers:** SuperNet costs to decrease even with bandwidth increase (PLSB paying). Maintenance costs and costs of computer equipment, licenses and software are increasing. Review of Marigold's Technology Plan guided this estimate.
- **Contracts:** TRAC costs increasing because of replacement of Polaris ILS system servers at Yellowhead. Insurance costs going up. TAL membership costs increasing as well.
- **Consultation**: Training costs increased because amount of training has increased to member libraries. New Library Aware program included with Marketing.
- **Reimbursement**: No change. Revenue equals expenditures.

3. **Executive Composition**
Discussion took place at the April Marigold Board meeting to review and establish a process by which Marigold Board members are appointed to the Executive Committee. At both the June and July Executive Committee meetings, the Executive discussed the criteria for the Executive composition. The following list of general principles is a summary of the recommendations from the Executive Committee:
  i. Interest and willingness to be on the Executive are the primary criteria, along with availability, commitment and suitability.
  ii. Complementary skills are important and will be taken into consideration when recruiting someone to be on the Executive.
  iii. No more than 10 Marigold Board members will be on the Executive.

    iv.   It is preferred that Board members will have served on the Marigold Board before becoming an Executive Committee member.

    v.   The top three populations will have a permanent seat on the Executive Committee. (At present, the communities of Airdrie, Rocky View County and Okotoks have the largest population.)

    vi.   The remaining seven seats on the Executive Committee will be members-at-large.

    vii.   Chair appointment will come from the Board as a whole.

    viii.   Vice chair appointment will come from the Executive.

    ix.   Treasurer appointment will come from the Executive. Ideally, the home or work address of the Treasurer will be in convenient proximity to Marigold Headquarters for cheque signing.

    x.   Guidelines for appointing Executive members, such as population groupings, will be optional, not mandatory.

    xi.   Selection practices for the Executive will be reviewed annually by the Executive Committee in January.

4.   **Roof replacement**

    Construction on the roof began the week of August 5. Work began a bit earlier than the anticipated start date at the end of August. The close proximity of the school to Marigold ensures that less traffic and activity will take place around the building during the roof replacement. The roofing company, Canterbury Roofing, will apply a better quality roofing product (Torch on SPS) at the original price quoted. This product has a 10 year warranty and is estimated to last 25 years. The project is estimated to be completed in 2-3 weeks, weather permitting.

5.   **Vehicle accident**

Vehicle Accident on May 23 at between 5:00 &5:30*:* Richard, Jen and Rachel (Strathmore Public Library) were returning from Spruce Grove (TRAC Advisory) and were about 10 minutes away from Strathmore when the front passenger side wheel was sheared off the vehicle. Richard's skillful driving prevented a worse catastrophe and no one was injured, just very shook-up. The front bumper and undercarriage were damaged by the collision with the ground.

    Marigold has roadside assistance from Canadian Tire and the vehicle was towed to the Canadian Tire lot. The accident was reported to the RCMP, from whom we acquired an accident sticker so repair work could be done.

    An investigation by the insurance adjuster is being done to determine the cause of the accident. After the repairs were completed, the vehicle was inspected by a third party mechanic to ensure that it passed a safety inspection (as per Exec motion on June 18).

    Actions Being Taken To Prevent a Similar Incident: Because of the seriousness of this accident and potential for loss of life, Lynne Thorimbert and Nora Ott have created a program to minimize the risk of another similar incident that could lead to higher insurance costs, fines, injury or death. The new program will also ensure that Marigold is in compliance with safety laws pertaining to vehicles operating on the highway. Other outcomes will be increased knowledge of the vehicles and improved communication between drivers. Daily vehicle checks will be required before any HQ staff member takes out any one of the vehicles. If a vehicle has a condition that will likely cause or contribute to a collision or vehicle breakdown, staff will not have access to the vehicle until the problem has been fixed.

Staff members who drive Marigold vehicles have received vehicle inspection training. A safe driving course has been scheduled for all staff that use the Marigold vehicles as a professional development activity. Some staff have already completed the online course.

6.   **RISE**

In July, the RISE Network sent out a memo to participants in the RISE expansion project to indicate terms of funding requirements to continue accessing the RISE Bridge. Participants have up to the middle of August to indicate their intent to continue participation in the RISE Network. In May, the RISE Network learned that no additional funding will be made available from PLSB to support the worthwhile project.

Many exciting programs are being offered on the RISE Network this summer and fall, including "Dewey Divas," "Ocean Rangers: Shark Mythbusters," and "Put your Garden to Bed," along with a number of other great events!

One especially cool program is "Dive in with Dolphins" that was held on August 13th. Patrons at 9 Alberta libraries got the chance to meet the residents of Dolphin Bay at the Texas State Aquarium. Attendees were able to view two real time cameras of the dolphin's aquatic home, and participate in hands-on activities, as well as learning all about:

* The anatomy of dolphins
* The importance of protecting dolphin habitats
* How to "talk" like a dolphin
* How blubber works
* And how to identify adaptations of dolphins

As this program was scheduled during Shark Week, the presentation included video and information about sharks as well! From the Marigold region, Irricana, Morrin, Standard, and Delia attended this videoconference.

In September, the RISE Network will be hosting the Dewey Divas presentation. Dewey Divas includes several book publisher representatives from Ontario who discuss their favorite picks for what's new and hot in the fall and winter publishing season in books for adults, children and teens. The presentation is a lecture style and is intended for library staff. In past years, the presentation was held in-person at the Calgary Public Library and presented via videoconference. This is the first year that the presenters are presenting entirely using videoconferencing equipment from Ontario which indicates the importance of the videoconferencing equipment and bridging that the RISE Network provides.