

**MARIGOLD LIBRARY SYSTEM**

Board of Management

**Saturday, January 25, 2014**

Videoconference - Four Locations

ACADIA	Maxine Booker	Hanna	1	MARIGOLD STAFF IN ATTENDANCE	
AIRDRIE	Shelley Sweet	Airdrie	2	Michelle Toombs	Cochrane
M.D. BIGHORN	Lynda Lyster	Cochrane	3	Lynne Thorimbert	Airdrie
BLACK DIAMOND	Diane Osberg	Cochrane	4	Richard Kenig	Strathmore
CANMORE	Carney Raitz-Wakaryk	Cochrane	5	Jessie Bach	Cochrane
CEREAL	Elaine Michaels	Hanna	6	Jenifer Waugh	Hanna
CARBON	Richard Ekman	Strathmore	7	Carlee Pilikowski	Strathmore
CHESTERMERE	Marilyn King	Strathmore	8	Margaret Newton	Strathmore
COCHRANE	Susan Roper	Cochrane	9	Nora Ott (Recording)	Cochrane
CROSSFIELD	Jo Tennant	Airdrie	10	Lorraine Betts	Hanna
DELIA	Barb Marshall	Hanna	11	Barb Froese	Strathmore
DRUMHELLER	Margaret Nielsen	Strathmore	12	Caleigh Haworth	Strathmore
EMPRESS	Sheila Howe	Hanna	13		
GHOST LAKE	Donna Bauer	Cochrane	14		
HANNA	Jerry Kruse	Hanna	15		
HIGH RIVER	Linda Schafer	Cochrane	16		
HUSSAR	Kristen Anderson	Strathmore	17	REGRETS WITH NOTICE	
IRRICANA	Dennis Tracz	Airdrie	18	STANDARD	John Getz
KANANASKIS I.D.	Arn Hoffman	Cochrane	19	TROCHU	Connie Fraser
KNEEHILL COUNTY	Glen Keiver	Airdrie	20		
LINDEN	Carrie Campbell	Airdrie	21		
LONGVIEW	Jan Dyck	Airdrie	22		
OKOTOKS	Leslie Duchak	Airdrie	23		
OYEN	Dennis Punter	Hanna	24		
MORRIN	Karen Neill	Hanna	25		
ROCKYFORD	Gary Billings	Strathmore	26		
ROCKY VIEW COUNTY	Debbie Habberfield	Airdrie	27		
SPECIAL AREA # 2	Bob Gainer	Hanna	28	REGRETS WITHOUT NOTICE	
SPECIAL AREA # 3	Helen Veno	Hanna	29	ACME	Daniel Leronowich
STARLAND COUNTY	Lil Morrison	Hanna	30	BEISEKER	Leo Louwerse
STRATHMORE	Denise Peterson	Strathmore	31	MUNSON	Lyle Cawiezel
THREE HILLS	Ron Howe	Airdrie	32	SPECIAL AREA # 4	Lisa Vert
WAIPAROUS	Sandra Barker	Cochrane	33		
WHEATLAND COUNTY	Berniece Bland	Strathmore	34		
YOUNGSTOWN	Lorraine Ruppert	Hanna	35		

**GUESTS**

Board Chair of Hanna Municipal Library	-Evange Lamson	Hanna
Manager of Hanna Municipal Library	-Cheryl Johnson	Hanna
Manager of Nan Boothby Memorial Library	-Kathryn Foley	Cochrane

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# MINUTES

## 1. CALL TO ORDER - Lynda Lyster called the meeting to order at 9:35 am

### 1.1 Greetings

- Denise Peterson, Marigold Board Representative and Strathmore Town Councilor sent greetings from Strathmore
- Kathryn Foley, Director of the Nan Boothby Memorial Library in Cochrane welcomed delegates to the Cochrane location
- Jerry Kruse, Marigold Board Representative and Hanna Town Councilor welcomed everyone from the Hanna location

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

- Jerry Kruse – Hanna  
Margaret Nielsen – Drumheller  
Denise Peterson – Strathmore  
Bob Gainer – Special Areas #2  
Dennis Tracz – Irricana  
were welcomed as new appointees to the Marigold Board. Helen Veno will now represent Special Areas #3 and Sheila Howe will be the lone representative from Empress
- Cheryl Johnson, Manager of the Hanna Municipal Library and Evange Lamson, Board Chair of the Hanna Municipal Library Board, attended as guests at the Hanna Location.
- Kathryn Foley, Manager of the Nan Boothby Memorial Library, attended as a guest at the Cochrane location.
- There are vacancies in 2 locations: Consort and Foothills MD

## 2. APPROVAL OF AGENDA

ADDITION: 5.3.5 HR Committee –volunteer needed

MOTION: L. Schafer / D. Habberfield

- To approve the agenda as amended

CARRIED

## 3. MINUTES OF THE AUGUST 24, 2013 MEETING

MOTION: L. Duchak/ A. Hoffman

- To accept the Minutes of August 24, 2013

CARRIED

## 4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda

- There were no items to be transferred from the consent agenda

MOTION: S. Roper/S. Sweet

- That consent agenda items 4.1 to 4.4 be approved

CARRIED

## 5. DECISION

5.1 Financial

5.1.1 Financial Statements to December 31, 2013

MOTION: J. Dyck/ D. Habberfield

- To approve the unaudited financial statements to December 31, 2013, to be received as information

CARRIED

5.1.2 RISE Financial Statements to December 31, 2013

MOTION: D. Habberfield/ D. Osberg

- To approve the unaudited RISE financial statements to December 31, 2013 and that they be received for information

CARRIED

- 5.1.3 Marigold Budget 2014 - 2016  
MOTION: M. Booker/ L. Duchak  
- To approve the budget for 2014 and the projected budget for 2015 and 2016 CARRIED
- 5.1.4 Marigold Capital Budget 2014  
MOTION: D. Peterson/ S.Roper  
- To approve the Marigold Capital Budget for 2014 CARRIED
- 5.1.5 Capitalizing vs. expensing – collection  
MOTION: D. Habberfield/ J. Dyck  
-To adopt the Gregory Harriman & Assoc. recommendation (dated December 10, 2013) to expense materials purchases starting with the 2013 audited financials CARRIED
- 5.1.6 Collection Reserve  
Motion: S. Sweet/ L. Duchak  
-To approve the establishment of a Collection (operating) Reserve for future collection development projects CARRIED
- 5.2 Policies/Plans
- 5.2.1 Contingency Plan for Finance – Executive/Finance  
MOTION: L. Duchak  
-That the Contingency Plan for Finance be approved CARRIED
- 5.2.2 Finance Policy – Executive/Finance  
MOTION: L. Duchak  
- That the Finance Policy be approved CARRIED
- 5.2.3 Schedule C Mandate Statement – Executive  
MOTION: L. Duchak  
- That the Schedule C Mandate Statement be approved CARRIED
- 5.2.4 Records Management Policy – Executive  
MOTION: K. Anderson  
- That the Records Management policy be approved CARRIED
- 5.2.5 Collection Management Schedule B – Materials Allocation 2014 – Standards & Services  
MOTION: M. Booker  
- That the Collection Management policy Materials Allocation - Schedule B be accepted CARRIED
- 5.2.6 Schedule A – Services Grant 2014 (Transfer Payments Policy) - Standards & Services  
MOTION: M. Booker  
- That Transfer Payment policy Schedule A - Services Grant for 2014 be accepted CARRIED
- 5.2.7 Schedule B – Services Grant 2014 (Transfer Payments Policy) - Standards & Services  
MOTION: M. Booker  
- That Schedule B – Community Library Grant for 2014 be accepted CARRIED
- 5.2.8 Resource Sharing Policy – Standards & Services  
MOTION: M. Booker  
- That the Resource Sharing Policy be approved CARRIED

- 5.2.9 IT Capacity Fund Policy – Standards & Services  
MOTION: M. Booker  
- That the IT Capacity Fund policy and Schedule A be approved CARRIED
- 5.2.10 Continuing Education for Board Members – Governance  
MOTION: K. Anderson  
- That the Continuing Education for Board Members policy be approved CARRIED
- 5.2.11 Marigold Board Policy Table of Contents Reorganization  
The reorganization of the table of contents will allow committees to better plan review dates and even out workloads over the course of a year and will also allow the Executive to provide an objective review of committee policies in light of legal, financial and legislative implications.  
MOTION: D. Habberfield/ J. Dyck  
- To approve the Marigold Board Policy Table of Contents Reorganization CARRIED
- 5.3 Marigold Board Committees
- 5.3.1 Standards & Services Committee – Volunteer needed  
MOTION: L. Duchak  
-To appoint Jo Tennant as a member of the Standards & Services Committee CARRIED
- 5.3.2 Governance Committee – Volunteer needed  
MOTION: L. Schafer/ G. Billings  
-To appoint Denise Peterson as a member of the Governance Committee CARRIED
- 5.3.3 Advocacy Committee – Volunteer needed  
MOTION: M. Booker/ D. Osberg  
-To appoint Jerry Kruse as a member of the Advocacy Committee CARRIED
- 5.3.4 Nominating Committee – Volunteers needed  
MOTION: S. Roper/B. Bland  
-That Elaine Michaels and Kristen Anderson be appointed to the Nominating Committee CARRIED
- 5.3.5 HR Committee - Volunteer needed  
Debbie Habberfield indicated that she will be leaving the HR Committee in the fall.  
MOTION: D. Peterson/ D. Habberfield  
-To appoint Diane Osberg and Berniece Bland as members of the HR Committee CARRIED
- 5.4 Upcoming Board Meetings:
- Saturday, April 12, 2014 9:30am in Strathmore – Hope Community Church
  - Saturday, August 23, 2014 9:30am – Blackfoot Crossing  
Blackfoot Crossing is fairly central in Marigold and a tourist destination. Having the Marigold Board meeting here may also be seen as a positive gesture for the Siksika Nation who approached Marigold earlier this year
- 5.5 Marigold ALTA (Alberta Library Trustees Association) Representative – Appointment  
-There were no volunteers for this appointment at this time  
-Board members were encouraged to apply online or to call Lynda Lyster or Michelle Toombs if they wished to volunteer
- 5.6 Marigold Board Orientation
- Saturday, February 8, 2014 9:30 a.m. – Strathmore, Marigold Headquarters  
Board Orientation is an opportunity to find out about how Marigold is structured including funding, committees and all of the partners including TAL

## 6. ITEMS FROM THE CONSENT AGENDA

There were no items added to the consent agenda

## 7. INFORMATION

### 7.1 ALTA (Alberta Library Trustees Association) Report – Diane Osberg

- ALTA has posted a survey online. The results of the survey will be presented at the Alberta Library conference as part of the Trustee workshop
- The Advocacy workshop guide is available online. The trustees have been offering Advocacy presentations that include marketing and lobbying. These members are willing to conduct the workshop for anyone who initiates a request.
- ALC registration is open. Board members are required to register as ALTA trustees.
- Diane will be asking those who will be attending ALC to introduce session speakers

### 7.2 Background Notes and Updates – Michelle Toombs

- Michelle presented the highlights of 2013 which included:
  - Crossfield rejoining
  - Flood assistance for High River
  - Rise Expansion Project
  - Wireless System upgrades
  - Supernet in Gleichen
  - HQ workspace refurbishment
  - Bibliographic Services were streamlined
  - 27 HR policies were completed
  - Eli Mina Workshop
  - 10 new staff recruited for HQ
- The Building Committee will discuss the need for a new roof as well as options for a new building
- New e-resources were added that include:
  - Zinio - magazines
  - Grant Connect – funding opportunities
  - Library Aware – creating promotional materials
  - Community Profiles – work with community partners
  - 3M Cloud – e-books
- A Marigold Advisory committee is being formed
- A Defined Contribution Pension Plan was implemented for HQ staff
- Use is increasing in Marigold System Libraries
- Michelle encouraged Board members to apply for the Ministers Awards and for the Marigold Awards
- Michelle encouraged Board members to send letters to the Government to appeal for funding to reflect the current population numbers

### 7.3 Information Sharing – Roundtable

Members gave updates about what has happened at their locations. Information included:

- Airdrie held a used book sale to raise revenue and to bring people into the library
- Chestermere, in order to fill spaces on the library board, placed an advertisement for Board members on Facebook, resulting in many volunteers
- The Muslim Community is setting up a booth in the Strathmore Municipal Library
- Drumheller is still looking for a new Director
- Youngstown had a fire in the school at the end of 2013; it was the third fire in the community. The students are using the Municipal library

- High River's new sprung structure is open. They are looking forward to the SuperNet installation
- Cochrane is experiencing an increase in membership and will be getting a facelift for the present facility

## 8. BOOK DRAW & FREEDOM TO READ WEEK DISPLAY DRAW

Winners at the four locations were:

### COCHRANE

- Book winner was Donna Bauer – Ghost Lake
- Freedom to Read display winner was Diane Osberg – Sheep River

### STRATHMORE

- Book winner was Richard Ekman - Carbon
- Freedom to Read display winner was Margaret Nielsen - Drumheller

### HANNA

- Book winner was Barb Marshall - Delia
- Freedom to Read display winner was Sheila Howe - Empress

### AIRDRIE

- Book winner was Jo Tennant - Crossfield
- Freedom to Read display winner was Glen Keiver – Kneehill County (to go to Three Hills Library)

## 9. ADJOURNMENT

L. Lyster declared the meeting adjourned at 12:25 pm

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CEO

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Board Chair

## Marigold Board Meeting January 25, 2014 Background Notes

### 1. Marigold and RISE Financials

#### **Marigold Balance Sheet and Income Statement (unaudited) to December 31, 2013:**

The balance sheet shows deferred revenue under Current Liabilities (\$393,343.72) is lower than 2012 because \$30,000 for the wireless upgrade was charged to the Establishment Fund as per Executive motion. 100% of the year has been completed and 100% of the expenditure budget was spent. Member libraries are taking advantage of up to 90% savings on some supplies because of Marigold's involvement with PPG (Calgary and Area Public Purchasing Group). Marigold is doing an increasing number of reimbursements as we are able to negotiate bulk discounts on behalf of libraries and deliver affordable products and services required for day to day library operations. The insurance deductible of \$25,000 (flooding) for the High River collection was applied to the Insurance - materials account - thus the 138% over-expenditure.

#### **RISE Balance Sheet and Income Statement (unaudited) to December 31, 2013:**

The only activity in recent months has been the transfer of regular monthly expenses, such as SuperNet bandwidth, from the RISE deferred account. This account started with \$170,000 from the APLEN Tech Fund that has been spent over the past 16 months. Expenditures have been thoroughly tracked and documented. Dr. Diana Davidson, Director of PLSB, will review the RISE Final Report in February, so no decision will be made about funding the RISE Central Site for at least another month.

## 2. **Draft Budget 2014 to 2016**

The budget accounts for expected increases in expenditures such as insurance and IT training, and reflects Municipal Affairs official populations for 2013.

Staffing costs will increase because of step increases and pension benefits.

Programming support is a commitment along with more training on e-resources like Library Aware, Community Profiles and Grant Connect, all of which will result in higher travel costs.

Reimbursed supply and computer purchases for member libraries have turned out to be so popular with member libraries that reimbursements will continue to soar.

The Computers total has increased with the establishment of the IT Capacity Fund for all member libraries. Because of budget adjustments, enough revenue was found to restore \$300 to each Marigold library as part of their service grant (it was proposed at the April AGM that \$300 would be deducted from each member library's service grant to help pay for the IT Capacity Fund – this is no longer necessary).

Marigold intends to create a floating collection of popular DVDs to address demand. TRAC is adding another e-book resource (3M Cloud) and Marigold will continue to purchase e-titles in Overdrive. Marigold will be reviewing e-resource priorities, especially because PLSB will be making decisions about funding some (not all) e-resources for public libraries.

Spending patterns and account details are carefully examined during budget preparation. \$165,600 is an estimate of how much it will cost to support the RISE Central Site for a year; hopefully this revenue will come from PLSB and that is why it appears as RISE income (line 24).

Other notes:

- Bank charges (line 34) have increased due to exchange rates.
- Health & Safety (line 50) includes ergonomic chairs for staff.
- Computer software (line 56) is substantially higher because MS Office will be purchased for member libraries in 2014.
- The IT Capacity Fund (line 60) is included for the first time.
- The insurance budgets (lines 48, 73) are increased because higher premiums are expected.
- Shelf-ready cataloguing (line 75) is increased for faster delivery of collection materials that are in high demand.
- Budget amounts are identified for consulting and stationery costs for a rebranding initiative (line 40, 89, 117).
- World Language budget amounts (line 93) have increased as a response to demand from member libraries for more multilingual materials.
- Plastic library cards (line 123) are desired by many member libraries and will be a noticeable way to celebrate the introduction of Alberta-wide borrowing.
- Reimbursement budgets (lines 133, 134) have been increased substantially to reflect the escalating volume of purchasing requests from members. Reimbursement income matches reimbursement expenditures.

## 3. **Capital Budget**

A new passenger van will be RFP'd in 2014 as per Marigold's Vehicle Replacement program. Computer expenditures are detailed in the Tech Plan. The photocopier replacement will come from the Capital Budget if we opt to purchase rather than lease; product demonstrations are underway. A roof repair is a critical need; the cost of this is approximately \$122,000.

## 4. **Expensing Collection for 2013 Audit**

Erin Gregory, our auditor from Gregory Harriman & Assoc., met with John Getz, Michelle, Lynne and Lorraine on December 12 to recommend that Marigold no longer capitalize its materials inventory (e.g. books). Because of Marigold's inability to track the materials on a yearly basis, and because Marigold does not have full control of all materials circulating in TRAC, Erin suggested Marigold consider revising accounting policy associated with the treatment of books. Erin recommended expensing book purchases to increase clarity associated with the audited financial statements.

The change would result in a reduction of about \$2.5M in assets on Marigold's financial statements, but this amount is an arbitrary book value because all the items in member library collections or checked out to patrons cannot be physically controlled or counted. This change will also make monthly financial statements more accurate and easier to understand.

On January 15, the Executive made a motion to recommend the Marigold Board adopt the Gregory Harriman & Assoc. recommendation to expense materials purchases starting with the 2013 audited financials.

#### **5. Collection Reserve and Agreement**

Airdrie Public Library plans to move to a new, larger facility within the next four years. Their current facility is not large enough to accommodate the number of new items allocated annually without needing to withdraw materials that would otherwise be kept in the collection.

Marigold's auditors advised that this operating reserve (named Collection Reserve) can be done. Janine Jevne, Airdrie Public Library Director, has given input into the draft Collection Reserve Agreement with Terms and Conditions. This is a pilot project, as considerations include the maximum amount funds that could be deferred, how and when the deferred amount can be expended, investment terms, the impact on headquarters staffing and workflow, outsourcing and administration costs, number of consecutive years and so on.

On November 4, the Standards and Services Committee recommended the Executive Committee establish an Airdrie Collection Reserve to be held by Marigold Library System, and to create a contract to determine how the money is saved and expended.

On December 11, the Executive Committee recommended the establishment of the Airdrie Collection Reserve and development of a contract with terms of use. The draft Collection Reserve Agreement was approved by the Marigold Executive on January 15, 2014.

#### **6. Board Policies Table of Contents**

A revised Board Policy is being presented at this meeting to account for two changes that were agreed to by the Executive in October. Policies that were assigned to Executive Committee for review were reassigned to HR and Finance Committees because there are now standing committees. Governance will take responsibility for the remainder of the Board Policies that had been previously assigned to the Executive. All standing committees can recommend that a policy be reviewed by the Executive with the changes recommended by that standing committee. The Executive Committee will continue to review all Board policies that have legal, legislative and/or financial implications.

The Executive Committee also reviewed and revised Board Policy review dates. A 'year' review date, rather than a 'month/year' review date, is preferred so that committee plans can be drawn up at the beginning of each year to address priorities and to manage workload throughout the year.