

**Marigold Library System**  
 Board of Management  
**Saturday, 22 April, 2017**  
 Strathmore Alliance Church  
**Strathmore, Alberta**  
**MINUTES**

**MARIGOLD BOARD MEMBERS IN ATTENDANCE**

ACADIA	Maxine Booker	1
ACME	Daniel Leronowich	2
AIRDRIE	Kayla Jessen-White	3
M.D. BIGHORN	Lynda Lyster	4
CANMORE	Judith Smith	5
CARBON	Guss Nash	6
CEREAL	Elaine Michaels	7
CHESTERMERE	Lennox Gomes	8
COCHRANE	Susan Roper	9
CROSSFIELD	Jo Tennant	10
DELIA	Janice Hoover	11
DRUMHELLER	Margaret Nielsen	12
FOOTHILLS M.D.	Eleanor Chinnick	13
HANNA	Richard Preston	14
HIGH RIVER	Heather Meszaros	15
HUSSAR	Kristen Anderson	16
I.D.#9	Ghada Wirth	17
KNEEHILL COUNTY	Glen Keiver	18
LONGVIEW	Jan Dyck	19
MORRIN	Karen Neill	20
OKOTOKS	Marian Walsh	21
ROCKYFORD	Gary Billings	22
SPECIAL AREA # 2	Bob Gainer	23
STANDARD	John Getz	24
STARLAND COUNTY	Lil Morrison	25
STRATHMORE	Denise Peterson	26
THREE HILLS	Ron Howe	27
TROCHU	Bill Cunningham	28
WHEATLAND COUNTY	Berniece Bland	29
YOUNGSTOWN	Leann O'Connell	30

**REGRETS WITH NOTICE**

BEISEKER	Sharon King	1
GHOST LAKE	Donna Bauer	2
IRRICANA	Shannon Simmons	3
LINDEN	Wendy Marsh	4
OYEN	Dennis Punter	5
ROCKY VIEW COUNTY	Dimitri Dimopoulos	6
SPECIAL AREA # 3	Helen Veno	7
WAIPAROUS	Janine Jevne	8

**MARIGOLD HQ STAFF IN ATTENDANCE**

Michelle Toombs
Laura Taylor
Lynne Thorimbert
Carlee Pilikowski
Alida Pituka
Nora Ott (recording)
Jessie Bach
Nicole Talsma
Jane Fisher
Richard Kenig
Caleigh Haworth
Oleniuk, Alison

**REGRETS WITHOUT NOTICE**

BANFF	Corrie DiManno
CONSORT	Dale Kroeger
EMPRESS	Sheila Howe
KANANASKIS I.D.	Susan Billington
MUNSON	Lyle Cawiezel
SPECIAL AREA #4	Lisa Vert

**GUESTS**

Marilyn King	Chestermere Library Board
Janelle Sandboe	Chestermere Library Board
Gurpreet Billing	Chestermere Library Board
Peggy Emslie	Sheep River Library Board
Nancy Jackson	Sheep River Library Board
Lora Peterson	Irricana Town Council
Teresa Cameron	Irricana Library Board
Erin Gregory	Auditor
Michael Ell	Mayor of Strathmore

**VACANCIES**

**BLACK DIAMOND/TURNER VALLEY**

**MINUTES**  
**22 April 2017 Marigold Library System Board Meeting**

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**1. CALL TO ORDER**

- L. Lyster called the meeting to order at 9:31 am

**1.1 Greetings from the Town of Strathmore**

- Mayor Michael Ell brought greetings on behalf of the Town of Strathmore. Mayor Ell stated that Strathmore recognizes and is grateful for the work Marigold does for its communities. He complimented Marigold for going above and beyond with innovative services that may not be provided by other library systems, citing remote lockers as an example. Mayor Ell reported that the resolution to borrow money that was taken to the Government of Alberta did not pass but increased awareness of Marigold's inability to obtain funding for a new Headquarters. As a direct result, the Government of Alberta has pledged to provide just over three million dollars towards a new building so that Marigold can serve its members better. Mayor Ell congratulated the Marigold Representatives for aiding in this awareness and stated that one of reasons Marigold is successful is because of its Board representatives

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

- L. Lyster asked that the delegates, guests, and staff introduce themselves

**1.3 Recognition of new Board members**

- There are no new Board members
- There are 43 appointed Marigold Trustees
- There is one Board vacancy– Black Diamond/Turner Valley

**1.4 Board and staff service recognition**

- Six Board members were recognized for years of service:

- Gary Billings – 5 years
- Susan Billington– 5 years
- Daniel Leronowich – 5 years
- Dennis Punter –5 years
- Ron Howe – 5 years
- Glen Keiver – 10 years

-Three Marigold staff were recognized for years of service:

- Alison Oleniuk – 5 years
- Bradley Hoffman – 10 years
- Margaret Newton – 10 years

**2. APPROVAL OF AGENDA**

**MOTION:** J. Getz/M. Nielsen

-To approve the agenda

CARRIED

**3. MINUTES OF THE January 28, 2017 MEETING**

**MOTION:** J. Dyck/ D. Peterson

-To accept the minutes of the January 28, 2017 meeting

CARRIED

Lynda Lyster declared the Regular April Meeting of the Marigold Board meeting recessed at 9:52 am

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The Regular April Meeting of the Marigold Board was reconvened at 10:47am

**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

<b>MOTION:</b> B. Bland/D. Peterson -To approve consent agenda items 4.1 to 4.4	CARRIED
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**5. DECISION**

- 5.1 Financial
  - 5.1.1 Financial Statements to March 31, 2017

<b>MOTION:</b> G. Billings/M. Walsh - Subject to audit, the Marigold financial statements to March 31, 2017 be accepted as presented	CARRIED
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- 5.1.2 RISE Financial Statements to March 31, 2017

<b>MOTION:</b> J. Getz/J. Dyck -Subject to audit, the RISE Financial Statements to March 31, 2017 be accepted as presented	CARRIED
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- 5.2 Policies/Plans

- 5.2.1 Marigold Library System Technology Plan 2016 – 2018 – Standards & Services

<b>MOTION:</b> M. Booker -To approve the Marigold Library System Technology Plan 2016 – 2018	CARRIED
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- 5.2.2 Policy Making Policy – Governance

<b>MOTION:</b> K. Anderson -To approve the Policy Development Policy	CARRIED
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- 5.2.3 Freedom of Information and Protection of Privacy Bylaw – Governance

<b>MOTION:</b> K. Anderson/J. Getz -That the Freedom of Information and Protection of Privacy Bylaw be given first reading	CARRIED
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<b>MOTION:</b> K. Anderson/R. Preston -That the Freedom of Information and Protection of Privacy Bylaw be given second reading	CARRIED
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<b>MOTION:</b> K. Anderson/D. Peterson -That the Freedom of Information and Protection of Privacy Bylaw be given third reading	CARRIED
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<b>MOTION:</b> K. Anderson -To approve the Freedom of Information and Protection of Privacy Bylaw	CARRIED
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#### 5.2.4 Governance Policy – Governance

**MOTION:** K. Anderson

-To approve the Governance Policy

CARRIED

#### 5.3 Marigold ALTA Representative and Alternate – Volunteers Required

**POSTPONED:**

- There were no nominations for the appointment of Marigold ALTA Representative or Alternate. Nominations for these appointments were postponed until the August 2017 Board meeting.
- Board members thinking about volunteering for one of these positions were encouraged to speak with Lois Bedwell (past ALTA Representative) for more information

#### 6. ITEMS FROM THE CONSENT AGENDA

- There were no items moved from the consent agenda

#### 7. INFORMATION

##### 7.1 Value of Your Investment/Power of Your Library Card

- L. Taylor gave an explanation about the importance of the Value of Your Investment/Power of Your Library Card reports.
- The reports compare the cost of levies paid to Marigold in relation to the value of services and resources that are received by Marigold. In all cases, the levy paid to Marigold is much less than the value in direct and indirect services and resources that are received.
- The Power of Your Library card was created for municipalities without library boards. It highlights the variety of library services available to all residents of Marigold municipalities, including those in remote and rural communities. Attached to the Power of Your Library Card for municipalities without library boards are Value of Your Investment reports for libraries located within or near the municipality.
- The Value of Your Investment was created for member libraries. It outlines direct benefits that member libraries receive from Marigold Library System, such as operating grants, IT, Consultation, and training support, materials, services and programs.

##### 7.2 Marigold HQ Feasibility Study Update

- J. Getz and M. Toombs provided an update on the work that has taken place with the Marigold HQ Feasibility Steering Committee and the report from BRZ Partnership Architecture Inc.
- The Feasibility Study Report will be presented at the August 2017 Board meeting. An Open House reception will be held the evening before the meeting so that Board members can look at the study and ask questions prior to the presentation
- Marigold has received confirmation that \$3.022 million will be issued from Municipal Affairs to increase the capacity of its Headquarters.
- If the Feasibility Study costs are accurate, Marigold will have a probable shortfall of \$1.5 - 2.5 million.
- These costs could be covered as operational expenses if Marigold can convince a municipality to borrow from the Alberta Capital Finance Authority, on Marigold's behalf, for a fixed low interest rate. Other sources of funding could include:
  - Funding (in some form) from the Federal Government
  - Donated land
  - Various Grants
- Because of acquiring this funding, Marigold would not be introducing a special levy or increasing levies through Schedule C for the purpose of expanding the current Headquarters.
- Major problems with the current site include:
  - Delivery of materials by semi-trailer rigs (safety concerns and insufficient space to maneuver vehicles)
  - Increased construction time
  - Unacceptable service disruptions/cessations during construction
- Marigold would like a building that can be expanded in the future, if needed

- Because there are no advantages to leasing or sharing, the Steering Committee is less inclined to pursue these options

-Next Steps include:

- Ensuring that the money received from Municipal Affairs can be used for a new building
- Applying for various grants
- Seeking a viable property
- Looking for a possible buyer for the current property

### 7.3 Upcoming Board Meetings

- Friday, August 25, 2017 Wine and Cheese reception and Feasibility Study Open House in Okotoks (members were asked to request overnight accommodation)
- Saturday, August 26, 2017, 9:30 a.m. – Okotoks
- Saturday, November 18, 2017, 9:30 a.m. – Drumheller

### 7.4 Updates – M. Toombs

TAL

- -took over Lois Hole Collection
- -Changed their governance structure
- -experienced four audits

PLSB

- Government Courier service is being cut back or discontinued altogether in some Regional Systems. L. Thorimbert, from Marigold, is on the committee studying this issue

### 7.5 Information Sharing – Roundtable

**Crossfield** – July 1, is the tentative date for the opening ceremony of the new library. There will be a celebration from 2 to 4 pm

**ID #9** – Banff Library is hosting a gala on 28 April, from 7:30 pm to Midnight

**Chestermere** – The therapy dogs will be travelling to Airdrie the weekend of 28 April, to 30 April

**Longview** – Lynda Winfield is the new manager of the Longview Library

## 8. BOOK DRAW

- The book draw for, “Photo Ark”, was won by Janice Hoover from Delia

## 9. ADJOURNMENT

-L. Lyster declared the meeting adjourned at 12:20 pm

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CEO

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Board Chair

## Marigold Board Meeting April 22, 2017 Background Notes

### 1. Marigold Audit

Erin Gregory will be presenting a high-level overview of Marigold’s 2016 financials at the April Board meeting. Please read the Year-end Financials PowerPoint and Financial Statements to December 31, 2016 in the Board package. Erin will be following the PowerPoint presentation and there will be time for questions.

The management letter from Gregory, Harriman and Associates thanks Marigold staff for their cooperation and assistance. Kudos to Alida Pituka, our Accounting Administrator, Executive Committee

members and Marigold Management staff for a clean audit and their attention and commitment to ensuring that Marigold is financially accountable and secure. Erin mentioned that Marigold has one of the best track records for audits among her clients.

## 2. Marigold and RISE Financials

### Marigold Balance Sheet and Income Statement (unaudited) to March 31, 2017:

**Balance Sheet:** Marigold invoiced for municipal levies earlier this year because official population numbers were released in January from Municipal Affairs, thus, Marigold has received more income at this time of year compared to last year. Details related to assets and reserves will be adjusted after the audited financials are approved by the Board.

#### **Income Statement:**

**Revenue:** Almost all municipalities have paid their annual levy invoices. The next revenue will be the provincial grants which typically arrive in June.

**Expenditures:** 25% of the year has gone by and 28% of the budget has been expended. TRAC levy, TAL membership, insurance and some e-resource subscriptions are paid in full at the beginning of the year. Expenditures for collection materials and salaries are on track.

### RISE Balance Sheet and Income Statement (unaudited) to March 31, 2017:

RISE currently has 87 libraries participating in the network. Six sites withdrew after 2016 and one site joined. The reason for withdrawal was financial. Marigold paid \$36,000 for 36 libraries and will receive \$50,000 in reimbursement from RISE for IT staff, administrative costs and Internet.

RISE transfers \$4,167 each month to Marigold for expenses to support the RISE network. There is considerable IT expertise and oversight needed to operate the new central site equipment. Richard Kenig explained that the IT staff are still working on the RISE central site project (replacement equipment was purchased for \$63,605 last fall). They are sorting out licensing issues between the old and new equipment, installing a Conductor appliance, and remedying a compatibility problem with the Jabber client. While most of us are out of our depth with the technical terms and complexity of this installation, we have the highest regard for Richard's expertise. He says that, for him, it has been the most challenging project so far. Marigold paid for a 3-year service agreement to replace equipment if it fails and to receive software upgrades.

## 3. Provincial budget announcement for 2017-2018

This March 16 email from Diana Davidson, Director of Public Library Services Branch (PLSB) in Municipal Affairs, announced exciting and unexpected news:

*Dear Library Stakeholders,*

*You will have noticed that there is an increase to the overall Public Library Services Branch Budget proposed in the 2017-2018 Provincial Budget. Subject to legislature approval, we will be able to fund 2017-2018 operating grants at 2016 Official Populations (for those municipalities that did a census) and there is an investment, through the Municipal Affairs Capital Plan, to fund renovations for six regional library system headquarter buildings and the Edmonton Public Library (EPL) Milner renovation [\$10.7M].*

*The Budget also calls for funding on-reserve and on-settlement populations through six regional systems, Edmonton Public Library, Calgary Public Library, and the Regional Municipality of Wood Buffalo Library as was done in 2016-2017 based on 2016 populations.*

*Pending legislative approval of the Budget, we will be contacting EPL to do a grant agreement. We will also be contacting Peace, Parkland, Yellowhead, Shortgrass, Marigold and Chinook Arch to build grant agreements based on Infrastructure's assessments done a few years ago (adjusted for inflation).*

*Thank you, Diana Davidson*

Ken Feser, consultant at PLSB, clarified on January 6: *Total ask for all systems was for \$10.6 million, with \$2.99 million flagged for Marigold. In 2012, we [PLSB] asked for \$9.2 million. We have put a request in every year since then.*

Diana Davidson emailed an update on April 6 as follows:

*We have drafted grant agreements for each of the six systems based on the Infrastructure assessments done a few years ago and adjusted for inflation. Once the Budget has received full Legislative Approval, after MA [Municipal Affairs] goes to a Budget Committee (hopefully next week), we will send everyone their draft grant agreement to review.*

Lynda Lyster and Michelle responded on April 10 to ask Diana if this capital funding can be used for a new build, and to advise PLSB that Marigold's Feasibility Study is recommending a new build because of planning and safety issues with the current site. We are waiting to hear her response.

It is estimated that Marigold will have in the range of \$5.5M to put towards a building project, not including revenue from the sale of the existing property. It is likely that Marigold will have to explore options for additional funding; however, we will have a better understanding of the overall cost when the project scope is defined and tendered.

#### **4. Feasibility Study**

The Executive Committee reviewed the Feasibility Study report on April 5. There were questions about the costs in the report, so Hank Brzezinski has been invited to attend the Executive meeting on May 20. He is the Principal of BRZ Architecture, the firm that was retained to do the Feasibility Study after an RFP was sent to six architectural firms with library building experience.

As specified in the RFP and the RFP responses, the Feasibility Study includes an opinion of overall probable costs, including building cost per square foot, cost of land, soft costs such as consulting fees, construction and escalation factors, and costs for the transition from the existing headquarters facility to a new or renewed facility. The report also contains schematic plans for each of the three options, separate costings for comparison and an analysis of space requirements. OPTION A is for development on the existing property; OPTION B is for renovation of an existing building; and OPTION C is for 2.5 acres upon which a new building would be constructed. In Hank's words, this Feasibility Study is longer than most because it is really three projects. The images and plans help us to visualize operations in a larger space and to better understand how large the facility should be for immediate and future needs.

The Feasibility Study report does not recommend an expansion on the current site. Hank writes: *"there are serious planning and safety issues surrounding the access / egress of delivery trucks."* Marigold is located across the street from a busy Catholic school: grades K to 12, three campuses, 900 students/teachers. *"Another important consideration is the health and safety of Marigold Library System staff through the course of the construction."* During the estimated two-year renovation to expand our existing facility from 9600 sq. ft. to 20,000 sq. feet, the garage and shipping area must be demolished, the roof removed, and power and services interrupted/relocated; therefore, numerous service delivery interruptions would be inevitable.

It is expected that the Feasibility Study will be distributed for discussion and possible decision at the August 26 Board meeting.

#### **5. Building repairs**

##### **a. Garage floor:**

Marigold's single garage floor is sagging and the concrete floor is deteriorating so much that the rebar is protruding. Whenever a vehicle enters the garage, there is considerable noise and vibration when standing in a basement storage room beneath the garage. Because of the significant safety risk, delivery vehicles are being parked outside the garage, materials are unloaded outdoors and carried indoors for sortation and distribution. Executive passed a motion to proceed with an engineering study. A structural engineer has examined the site and will be providing a recommendation and possible cost for shoring up the garage floor. The cost could exceed \$20,000 with alternatives to insert steel beams or to brick up the open space, pack the basement room with clean fill and re-pour the garage floor. PLSB has been advised that this situation could impact our capacity to fully support province-wide resource sharing.

##### **b. HVAC units on the roof:**

A Gateway technician advised us that our rooftop HVAC units require more maintenance and could fail at any time because they are 30 years old, although they are still working. Gateway, our HVAC maintenance

vendor, provided a quote to replace these units, which was \$46,000. The Building Committee agreed not to replace the units at this time pending the outcome of the Feasibility Study and next steps for expanding HQ.

**c. Roof leaks**

Marigold has spent \$128,000 on roof replacement and repairs in the last two years, yet we continue to be plagued by roof leaks. The roof design does not help because ice dams in the scuppers; however, the roof leaks even when there is just water on the roof. Canterbury, the roofing company, recommended a line of heat tape along the edge of the roof. We have also contacted our roofing consultant, Bill Elliott, and he has agreed to examine the problem and give us advice.

**6. Delivery Vehicle Purchase and Sale (written by Lynne Thorimbert)**

As directed at the March 2017 Executive Meeting, Marigold purchased a 2017 Ford Transit cargo van for \$41,923.25 + GST \$2,146.16 = Total \$44,069.41. The primary use of this vehicle will be for delivery. The Transit is a 250 engine (more powerful than other Transit models Marigold owns), with an expanded wheel base (more cargo space), and a stronger suspension. This positions Marigold to better manage newly added delivery routes and increased volume.

Marigold sold the 2013 Ford Econoline E-150 cargo van for \$1,000 to All in One Parts (auto wrecker). The van had significant body damage on two doors and a missing handle. The Executive agreed it was more cost-effective for Marigold to pass on an insurance claim, to sell the van as-is, and to purchase a new vehicle outright. This van was already scheduled for sale in 2017 as per the Vehicle Replacement Plan (approved by the Executive in 2016).

**7. MP and MLA Visits**

Michelle met with MP Martin Shields and his assistant, Andrea Hook, on February 17. Because of Martin's work on library boards and ALTA, he is very familiar with and interested in Alberta libraries and library systems, as well as municipal and Alberta government structure and practices. We talked about funding for HQ and possible federal funding sources, RISE, public library service for Indigenous Albertans, high speed Internet in rural and remote areas of the province and public library influence on community sustainability.

Michelle met with MLA Cam Westhead in January and that meeting was reported in the January 2017 Board background notes. Meetings have been requested with MLA Leela Aheer, Chestermere-Rocky View and with MLA Rick Strankman, Drumheller-Stettler. After the unsettling news about severe budget cuts impacting Saskatchewan library systems, we are reminded to regularly connect with decision-makers to emphasize that public libraries are still valued, relevant and well-used. A public library is one of the few places in a rural community that is open to everyone – all ages and incomes. Residents grieve when they lose their library because they identify strongly with its value in sustaining their community and providing residents with a hand up. Public libraries in small communities would not exist without the support of a library system like Marigold.

**8. 2016 Federal Census**

Results from the 2016 federal census were released earlier this year. We compared the population stats from Stats Canada to the 2016 official municipal populations from Municipal Affairs, expecting increased populations in municipalities closer to Calgary. At first glance, it appears that population in most municipalities did not change very much. Population was lower in Special Areas and smaller communities like Carbon, Cereal, Empress, Standard and Youngstown. These federal census results will likely be included in the Municipal Affairs official population list for 2017 and for the next five years in most cases.

Marigold's population from the federal census is now over 300,000, so Marigold is still the third largest library system in Alberta after Calgary and Edmonton, based on population.

**9. County populations on Collection Schedule - update**

At the January 2017 Board Meeting, there was discussion on whether county populations should be factored into the Collection Management Policy – Materials Allocation – Schedule A. Populations living in participating Marigold municipalities are able to access library collections from any member library facility in

Marigold (or TRAC), but the county populations have not been included in the population range used to establish collection distribution. The Marigold Board Standards & Services Committee planned to review this schedule after the release of the Federal Census. Now that the Federal Census numbers are in hand, Marigold staff have prepared a proposed schedule that will be presented to Standards & Services on May 30. Standards & Services will make a recommendation for the Executive to review, and the draft schedule for next year will be presented for approval by the Board.