

**MARIGOLD LIBRARY SYSTEM**  
 Board of Management  
**Saturday, January 26, 2019**  
 Four Locations via Videoconference  
**Airdrie, Hanna, Strathmore and Turner Valley**  
**MINUTES**

MARIGOLD BOARD MEMBERS IN ATTENDANCE			MARIGOLD HQ STAFF IN ATTENDANCE	
ACADIA	Maxine Booker	1	Michelle Toombs	
ACME	Daniel Leronowich	2	Laura Taylor	
M.D. BIGHORN	Lynda Lyster	3	Lynne Price	
CANMORE	Judith Smith	4	Caleigh Haworth	
CARBON	Michelle Lomond	5	Carlee Pilikowski	
CEREAL	Elaine Michaels	6	Nora Ott (recording)	
CHESTERMERE	Lennox Gomes	7	Alida Pituka	
COCHRANE	Susan Roper	8	Richard Kenig	
CONSORT	Michael Beier	9	Jessie Bach	
CROSSFIELD	Jo Tennant	10	Nicole Dunnewold	
DELIA	Jordan Elliot	11	Kristine den Boon	
DRUMHELLER	Margaret Nielsen	12	Miriam Thompson	
FOOTHILLS M.D.	Eleanor Chinnick	13		
HANNA	Melanie Jensen	14	<b>REGRETS Excused with Motion</b>	
HIGH RIVER	April Trafford	15	AIRDRIE	Leon Cygman
HUSSAR	Kristen Anderson	16	BANFF	Brian Standish
IRRICANA	Teresa Cameron	17	BEISEKER	Sharon King
KNEEHILL COUNTY	Glen Keiver	18	GHOST LAKE	Donna Bauer
LINDEN	Cynthia Klassen	19	I.D. #9	Jean-Marc Stelter
MORRIN	Karen Neill	20	KANANASKIS I.D.	Stephen Dodwell
OKOTOKS	Sarah Linde	21	LONGVIEW	Jan Dyck
OYEN	Ed Hogan	22	ROCKY VIEW COUNTY	Dimitri Dimopoulos
ROCKYFORD	Gary Billings	23	SPECIAL AREA #3	Helen Veno
SPECIAL AREA #4	Jodie Kurek	24	THREE HILLS	Marilyn Sept
STANDARD	John Getz	25		
STARLAND COUNTY	Lil Morrison	26	<b>VACANCIES</b>	
STRATHMORE	Denise Peterson	27	SPECIAL AREA #2	
TROCHU	Bonnie Munro	28		
TURNER VALLEY/ BLACK DIAMOND	Ian Huffman	29		
WAIPAROUS	Janine Jevne	30	<b>REGRETS WITHOUT NOTICE</b>	
WHEATLAND COUNTY	Amber Link	31	EMPRESS	Nora Sunderland
YOUNGSTOWN	Renee Laughlin	32	MUNSON	Lyle Cawiezel

# MINUTES

## 1. CALL TO ORDER

- 1.1 Introduction of delegates, guests, and staff  
-Delegates from each location introduced themselves

- 1.1.1 Question during introduction – **“What book or movie have you enjoyed that you would recommend that everyone read or watch?”**

**Airdrie:** Gentleman in Moscow (book), Twelve Mile Straight, Bohemian Rhapsody (movie) Black Klansman (movie) Michelle Obama’s book (audio)

**Strathmore:** 2001 A Space Odyssey (movie), Louise Penny (author), Greatest Show Man (movie), Movement (book), A lucky Few, Even Silence has an End, Starlight, Princess Ballerina, Nut Makers Handbook, Mission Impossible latest version, The Mule (movie), Michael Connelly (newest series)

**Hanna:** Christmas Letters (book), Christopher Robin (Book), Mr. Holmes, The Raven Master (book), Educated (book), Harry Potter, The Mule (movie), Someone’s Always Watching (book), Aesop’s Fables, Thanks a lot, Mr. Kibblewhite (book).

**Sheep River:** Ann Cleeve’s Shetland (books and T.V. series), Vera (T.V. series) Javier Marias Trilogy, Robert’s Rules for Dummies (book), Black Swan (book), Rhymes for Young Ghouls (movie), Hangman (book), 1922, Guernsey Literary and Potato Peel Pie Society (movie), Tea Girl of Hummingbird Lane, Wind in the Willows (book), Dandelion Wine (book), Gentleman in Moscow (book), Women Talking (book), Outlander (series), Priest Daddy (book)

- 1.2 Recognition of new Marigold Trustees  
- There is currently one vacancy – Special Area #2  
Information: Board members (especially new Board members) were asked to provide appointment letters from their municipality.  
- There are four new trustees
- Brian Standish – Town of Banff
  - Ian Huffman – Town of Black Diamond and Town of Turner Valley
  - Stephen Dodwell – Kananaskis Improvement District
  - Sarah Linde – Town of Okotoks

- 1.3 Acknowledging regrets and excused absences

**MOTION:** I. Huffman/ J. Getz

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

CARRIED

## 2. APPROVAL OF AGENDA

**MOTION:** D. Peterson/ G. Billings

-To approve the agenda as presented

CARRIED

## 3. MINUTES OF THE November 17, 2018 MEETING

**MOTION:** M. Nielsen/ M. Beier

-To accept the Minutes of the November 17, 2018 meeting  
CARRIED

#### 4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda  
- Item 4.3.5 was moved to regular Agenda 6.1

4.2 Motion to move item 4.3.5 to regular Agenda

**MOTION:** S. Roper/ B. Munro

-To approve moving item 4.3.5 to the regular Agenda  
CARRIED

4.3 Motion to accept remaining consent agenda items

**MOTION:** J. Getz/ K. Anderson

-To approve agenda items 4.1 to 4.2 from the Consent Agenda  
CARRIED

#### 5. DECISION

5.1 Financial

5.1.1 Marigold Financial Statements to December 31, 2018

**MOTION:** D. Peterson/ L. Morrison

-Subject to audit, the Marigold financial statements to December 31, 2018 be accepted as presented  
CARRIED

5.1.2 RISE Financial Statements to December 31, 2018

**MOTION:** E. Michaels/ A. Link

-Subject to audit, the RISE financial statements to December 31, 2018 be accepted as presented  
CARRIED

5.1.3 Marigold Operating Budget 2019 – 2020

**MOTION:** G. Billings/ M. Nielsen

-To approve the Marigold Operating Budget for 2019 and the projected budget for 2020

CARRIED

5.1.4 Marigold Capital/Projects Budget 2019

**MOTION:** G. Billings/ M. Beier

-To approve the Marigold Capital / Projects Budget for 2019  
CARRIED

5.2 New Building Update

-J. Getz, Vice Chair of the Marigold Board and Lynne Price, Director of Service Delivery, provided an update on the progress towards the new headquarters facility in Strathmore. Progress includes:

- Town of Strathmore approved Land Use Re-designation – rezoned to Highway Commercial use and waived several application fees. Marigold and WID are currently working on a development agreement.
- A new development agreement will be created between WID, Marigold, and Town of Strathmore. The agreement will provide details about actions that can be taken on the site while waiting for subdivision process to be completed.

5.3 Marigold Board Committee Vacancies

5.3.1 Nominating Ad Hoc Committee

**MOTION:** J. Getz/ K. Anderson  
 -That Elaine Michaels and Jan Dyck be appointed to the Nominating Ad Hoc Committee  
 CARRIED

5.4 Community Libraries Plans of Service, 2019-2023

Nicole Dunnewold spoke about the Community Libraries Plans of Service.

**MOTION:** A. Link/ T. Cameron  
 - That the Community Libraries Plans of Service, 2019-2023 be approved  
 CARRIED

5.5 Policies/Plans

5.5.1 Collection Management Policy - Standards & Services

**MOTION:** M. Booker  
 -To approve the Collection Management Policy and Schedule A: Statement on Intellectual Freedom and Libraries  
 CARRIED

5.5.2 Schedule B – Distribution of Materials 2019 (Collection Management Policy) – Standards & Services

**MOTION:** M. Booker  
 -To Approve Schedule B: Distribution of Materials 2019 (Collection Management Policy)  
 CARRIED

5.5.3 Schedule C – Shared Collections & Bestseller Program 2019 (Collection Management Policy) – Standards & Services

**MOTION:** M. Booker  
 -To approve Schedule C: Shared Collections and Bestseller Program 2019  
 CARRIED

5.5.4 Transfer Payments Policy - Standards & Services

**MOTION:** M. Booker  
 -To approve the Transfer Payments Policy  
 CARRIED

5.5.5 Schedule A – Services Grant 2019 (Transfer Payments Policy) – Standards & Services

**MOTION:** M. Booker

-To approve Schedule A: Services Grant 2019 (Transfer Payments Policy) CARRIED

5.5.6 Schedule B – Community Library Grant 2019 (Transfer Payments Policy) – Standards & Services

**MOTION:** M. Booker

-To approve Schedule B: Community Library Grant 2019 (Transfer Payments Policy) CARRIED

5.5.7 IT Capacity Fund Policy and Schedule A: 2019 IT Capacity Fund Amounts - Standards & Services

**MOTION:** M. Booker

-To approve the IT Capacity Fund Policy and Schedule A: 2019 IT Capacity Fund Amounts CARRIED

5.5.8 Information Technology Policy – Governance

**MOTION:** K. Anderson

-To approve the Information Technology Policy CARRIED

**6. ITEMS FROM THE CONSENT AGENDA**

- One item moved (4.3.5) from Consent Agenda HR Committee Report
- J. Jevne asked if the rationale for the 2.5% staff base pay adjustment could be explained. S. Roper from the HR Committee provided an explanation of the process.

**MOTION:** J. Getz/ K. Anderson

-To accept the 6.1 Consent Agenda item CARRIED

**7. INFORMATION**

7.1 Customer Satisfaction Survey

-Deputy CEO, Laura Taylor, discussed the results of the most recent Customer Satisfaction survey. The survey showed positive responses and 4.1 or higher ratings. Highest rankings included Consultation Response Rate, Delivery Services, and Staff at Marigold and Support from Marigold. Marigold will work on improving new product launches, and its online presence.

7.2 2018 Achievements, Marigold Library System – M. Toombs

–CEO, Michelle Toombs, provided a list of what had been achieved in 2018, specifically:

- the new headquarters facility, new website, Holds Pilot, approval of Schedule C, and 32 Board, Committee and special meetings.

7.3 Upcoming Board Meetings:

- Saturday, April 13, 2019, 9:30am – Strathmore
- Saturday, August 24, 2019, 9:30am – Beiseker
- Saturday, November 16, 2019, 9:30am – Carseland

7.4 Marigold Board Orientation

- Saturday, February 9, 2019, 9:30am – Marigold Headquarters, Strathmore

7.5 Updates – M. Toombs

- Member Libraries Workshop will take place on May 15, 2019 at the Best Western Premier Calgary Plaza Hotel & Conference Centre. Board members from the Marigold Board and local boards are encouraged to attend. Sessions designed for Board members will be offered in each time slot.

7.6 Information Sharing – Roundtable

- Members of the Marigold Board provided updates on what is taking place at their local library or in their municipality.

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

-Each location drew for a book and a Freedom to Read Display

Airdrie: Book Draw: J. Jevne Waiparous  
Display: J. Tennant Crossfield

Hanna Book Draw: K. Neill Morrin  
Display: K. Neill Morrin

Strathmore  
Book Draw: L. Gomes Chestermere  
Display: A. Link Wheatland County

Turner Valley  
Book Draw: P. Emslie Sheep River  
Display: J. Smith Canmore

**9. ADJOURNMENT** - The meeting was adjourned at 12:15 p.m.



CEO



Board Chair

**ANNUAL GENERAL MEETING**  
**Marigold Library System**  
Board of Management  
**Saturday, 13 April 2019**  
Strathmore Alliance Church  
Strathmore, Alberta  
**MINUTES**

MARIGOLD BOARD MEMBERS IN ATTENDANCE			MARIGOLD HQ STAFF IN ATTENDANCE	
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ACME	Daniel Leronowich	2	Laura Taylor	Miriam Thompson
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SPECIAL AREA# 3	Helen Veno	24	EMPRESS	Nora Sunderland
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STANDARD	John Getz	26		
STARLAND COUNTY	Lil Morrison	27	<b>GUESTS</b>	
STRATHMORE	Denise Peterson	28	Erin Gregory	Auditor
TROCHU	Bonnie Munro	29	Caley Harriman	Auditor
THREE HILLS	Marilyn Sept	30	Luella Dickman-Gaultier	Chestermere Library Board
TURNER VALLEY/ BLACK DIAMOND	Ian Huffman	31	Jason Montgomery	Deputy Mayor of Strathmore
WHEATLAND COUNTY	Amber Link	32		
YOUNGSTOWN	Rene Laughlin	33		

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## ANNUAL GENERAL MEETING 2019

1. CALL TO ORDER – L. Lyster called the Annual General Meeting to order at 9:50 am

**MOTION:** A. Link/M. Nielson

-To approve the Annual General Meeting agenda

CARRIED

2. MINUTES OF THE April 21, 2018 AGM

-The minutes of the April 21, 2018 Annual General Meeting were approved in August 2018 and were available for review

3. Governance Statements

**Mission Statement**

-Marigold cultivates a collaborative library community to support a range of responsive, quality library services.

**Vision**

-Leaders in library service and innovation

**Values**

-Leadership

-Respect

-Responsiveness

-Communication

-Integrity

-Inclusiveness

-Accountability

4. 2018 Audited Financial Statements

- E. Gregory and C. Harriman from Gregory, Harriman & Associates presented the 2018 Audited Financial Statements

-The 2018 Audit for Marigold was a clean audit

**MOTION:** L. Morrison/B. Munro

-That the Marigold Library Board's financial statements, for the fiscal year ending December 31, 2018, be taken as read, verified and approved

CARRIED

5. Appointment of Auditor for 2019

**MOTION:** G. Billings/J. Getz

-That Gregory, Harriman & Associates be named as auditor for 2019

CARRIED

6. Annual Report

-C. Pilikowski presented the Annual Report for 2018

-The purpose of the Annual Report is to:

- increase Marigold's visibility, accountability and transparency
- inform community leaders and influential decision makers about Marigold's work and accomplishments



- be a source of reliable information for Board members to use when advocating for Marigold
- to align with the current plan of service

-As stated in the Marigold Agreement, the Annual Report will be sent to key stakeholders including municipalities and the Public Library Services Branch.

**MOTION:** C. Klassen/E. Chinnick  
 -To accept the Annual Report for 2018  
 CARRIED

7. Elections & Appointments to Committees – Nominating Committee – J. Dyck/E. Michaels  
 Board Chair:

Lynda Lyster put her name forward as Board Chair.

After 3 requests for further nominations, there were no further nominations

**MOTION:** J. Dyck/ E. Michaels  
 -That Lynda Lyster be appointed Chair of the Marigold Board  
 CARRIED

-As outlined in Marigold’s Constitution, the Vice Chair and Treasurer are chosen from members of the Executive Committee and were appointed at the February 13, 2019 Executive Committee meeting.

**MOTION:** J. Dyck/ E. Michaels  
 - That the following members be elected to the Executive Committee for 2019/2020  
**Chair** Lynda Lyster - M.D. of Bighorn. Lynda is a voting ex officio member of all standing committees.  
 As representatives from the top three populations in Marigold:  
 Leon Cygman - City of Airdrie  
 Sarah Linde - Town of Okotoks  
 Dimitri Dimopoulos - Rocky View County. Dimitri is on the HR Committee.  
 As Members-at-large:  
**Vice Chair** John Getz - Village of Standard. John is Chair of the Building committee and is also on the Governance, Finance and CEO Contract and Performance Review Committee.  
**Treasurer** Gary Billings - Village of Rockyford. Gary is Chair of the Finance Committee and is on the Building Committee.  
 Maxine Booker - M.D. of Acadia. Maxine is Chair of the Standards & Services Committee and is on the HR Committee.  
 Lil Morrison - Starland County. Lil is Chair of the Advocacy Committee.  
 Susan Roper -Town of Cochrane. Susan is Chair of the HR Committee and is on the CEO Contract and Performance Review Committee.  
 Kristen Anderson – Village of Hussar. Kristen is Chair of the Governance Committee  
 CARRIED

Advocacy Committee

**MOTION:** J. Dyck/ E. Michaels  
 -That Lil Morrison, Melanie Jensen, Helen Veno and Lynda Lyster, as ex officio, be appointed to the Advocacy Committee and that Lil Morrison be appointed Chair and representative on the Executive Committee  
 CARRIED

There were vacancies on the Advocacy Committee. Denise Peterson, Jordan Elliott and Teresa Cameron

put their names forward for the Advocacy Committee.

After 3 requests for further nominations, there were no further nominations and Denise Peterson, Jordan Elliott and Teresa Cameron were appointed to the Advocacy Committee.

#### Governance Committee

**MOTION:** J. Dyck/ E. Michaels

- That Kristen Anderson, Eleanor Chinnick, Jan Dyck, Margaret Nielsen, Denise Peterson and John Getz be appointed to the Governance Committee and that Kristen Anderson be appointed Chair and representative on the Executive Committee.

CARRIED

#### Finance Committee

**MOTION:** J. Dyck/ E. Michaels

-That Gary Billings, John Getz and Lynda Lyster be appointed to the Finance Committee and that Gary Billings be Chair. Gary Billings is Marigold's Treasurer and the representative on the Executive Committee.

CARRIED

#### Standards & Services Committee

**MOTION:** J. Dyck/ E. Michaels

-That Maxine Booker, Elaine Michaels, Jo Tennant, and Lynda Lyster, as ex officio, be appointed to the Standards & Services Committee and that Maxine Booker be appointed Chair and the representative on the Executive Committee.

CARRIED

There were vacancies on the Standards & Services Committee. Leon Cygman put his name forward for the Standards & Services Committee.

After 3 requests for further nominations, there were no further nominations and Lyon Cygman was appointed to the Standards & Services Committee.

Delegates who might be interested in volunteering for the Standards & Services Committee were encouraged to speak with Maxine Booker, Michelle Toombs or Laura Taylor.

#### Building Committee

**MOTION:** J. Dyck/ E. Michaels

-That John Getz, Gary Billings, Denise Peterson and Lynda Lyster, as ex officio, be appointed to the Building Committee and that John Getz be appointed Chair and representative on the Executive Committee.

CARRIED

#### HR Committee

**MOTION:** J. Dyck/ E. Michaels

-That Susan Roper, Dimitri Dimopoulos, Maxine Booker and Lynda Lyster, as ex officio, be appointed to the HR Committee and that Susan Roper be appointed Chair and representative on the Executive Committee.

CARRIED

8. Signing Authority – G. Billings

**MOTION:** G. Billings/ K. Anderson

-That Chair, Lynda Lyster, or Vice Chair, John Getz, or Treasurer, Gary Billings and CEO, Michelle Toombs or Deputy CEO, Laura Taylor or Director of Service Delivery, Lynne Price have signing authority where Marigold Library System does banking in Strathmore.

CARRIED

9. Disposal of Records

-During 2018, the records of Marigold Library System for the year 2010 were disposed of in accordance with the Records Management Policy

10. Adjournment of Annual Meeting

**MOTION:** T. Cameron/J. Dyck

-To adjourn the Annual General Meeting at 10:30 am

CARRIED

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CEO

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Board Chair

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Board of Management  
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YOUNGSTOWN	Rene Laughlin	33		

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## MINUTES

### 1. CALL TO ORDER

-L. Lyster called the meeting to order at 9:30 am

#### 1.4 Greetings from the Town of Strathmore

– Deputy Mayor Jason Montgomery gave greetings on behalf of the residents and council of the Town of Strathmore. He stated that he is thankful for the educational resources that enrich the community, the prompt efficient service and the breadth of service that Marigold provides. He is looking forward to working with Marigold and WID as they move ahead with their new building.

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

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

#### 1.6 Recognition of new Board members

-There was one new Board member

1. Patty Anasco - Banff

#### 1.7 Acknowledging regrets and excused absences

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

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

CARRIED

#### 1.8 Board and staff service recognition

-Three Board members were recognized for years of service:

- Elaine Michaels –15 years
- Judith Smith – 5 years
- Eleanor Chinnick – 5 years

- Three Marigold staff were recognized for years of service:

- Michelle Toombs – 10 years
- Nancy Smith – 10 years
- Clara Cao – 10 years

### 2. APPROVAL OF AGENDA

ADDITION:

-7.4 Margaret Nielsen from Drumheller to speak

**MOTION:** K. Anderson/J. Dyck

-To approve the agenda as amended

CARRIED

### 3. MINUTES OF THE January 26, 2019 MEETING

**MOTION:** D. Peterson/M. Booker

-To accept the Minutes of the January 26, 2019 Board Meeting  
CARRIED

Lynda Lyster declared the Regular April Meeting of the Marigold Board meeting recessed at 9:50 am

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The Regular April Meeting of the Marigold Board was reconvened at 10:55 am

#### 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:** M. Booker/J. Getz  
-To approve consent agenda items 4.1 to 4.5  
CARRIED

#### 5. DECISION

- 5.1 Financial  
5.1.1 Financial Statements to March 31, 2019

**MOTION:** G. Billings/A. Link  
- That, subject to audit, the Marigold financial statements to March 31, 2019 be accepted as presented  
CARRIED

#### 5.2 New Building Update

- J. Getz provided information on the progress of the new joint facility.
- The property is now zoned, "highway commercial".
- Marigold is now in the process of having the property subdivided. This may take several months for the Town of Strathmore to approve. The sub-division date has been extended to September 2019.
- Due Diligence requirements were waived, and a development agreement is being finalized.
- Marigold has paid a deposit on the property.
- The RFP's that were sent, resulted in strong submissions from architectural candidates. WID and Marigold chose BRZ Partnerships as the successful bid, based on cost. Draft designs will be available soon.
- The publication, "Renews," provides a timeline indicating that Marigold is on schedule for a move-in date in 2020

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

- L. Taylor talked about the documents that were distributed to each delegate regarding the value of services provided to their specific municipalities or areas "The Power of Your Library Card", highlights the variety of library services available

to all residents of Marigold municipalities, including those in remote and rural communities

-The Value of Your Investment outlines direct benefits that member libraries receive from Marigold Library System. The report compares the cost of the levy paid to Marigold by the municipality and library board 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.

-Services that are available to all residents include:

- Consultation
- Operating grants
- IT and Network Support
- Materials and Digital Content
- Training
- Programming

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

-To accept the Value of your Investment/Power of Your Library Card for each municipality for information

CARRIED

#### 5.4 Policies/Plans

##### 5.4.1 Nominating Committee Mandate Statement – Governance

**MOTION:** K. Anderson

-To Approve the Nominating Committee Mandate Statement

CARRIED

##### 5.4.2 Policy Development Policy – Governance

**MOTION:** K. Anderson

-To Approve the Policy Development Policy

CARRIED

## 6. ITEMS FROM THE CONSENT AGENDA

-There were no items from the Consent Agenda

## 7. INFORMATION

### 7.1 Presentation: Day in the Life of a Marigold Delivery Driver - G. Russell

-Glenn Russell has worked at Marigold Library System as a Delivery Driver since 2013.

Before working for Marigold, Glenn held several jobs including:

- Farm hand
- Armed forces
- Oil rig worker
- Roofer
- Nova/TransCanada Pipelines

He claimed that driving for Marigold is the best job he has ever had because management is approachable, considers his input, and makes him feel appreciated.

Glenn really likes driving the new vans and appreciates Marigold's attitude towards safety.

## 7.2 Updates – M. Toombs

- IT Manager, Richard Kenig, reported on several initiatives are taking place with Marigold IT. Richard is replacing outdated hardware and software including upgrades to firewalls/security and routers. The staff resources are being separated out. New wireless access will allow libraries to use 100% of their bandwidth. The IT staff will be visiting each library to install new infrastructure. The website is in its final stages. Libraries are creating their specific content and are receiving training. There are six sites that have gone live with no reported problems.
- Library Services Consultant, Kristine den Boon, provided information on Solace which is a new product being considered to replace the TRACpac App
- Library Services Consultant, Nicole Dunnewold encouraged delegates to promote the Summer Reading Program for Children and the online Teen Summer Library Experience
- Michelle Toombs provided an update explaining that appeals officer has been appointed to resolve the CRA issue at TAL. If the issue is not resolved to TAL's satisfaction, TAL may take the issue to the Federal Tax Court.

## 7.3 Upcoming Board Meetings

- Saturday, August 24, 2019, 9:30 a.m. – Beiseker
- Saturday, November 16, 2019, 9:30 a.m. – Carseland

## 7.4 Information Sharing – Roundtable

Canmore – Would like to see Marigold become a leader for environmental conservation. A request was made to discontinue providing individual plastic water bottles at Board meetings. Delegates were asked to bring their own reusable water bottles to future meetings.

### **ACTION:**

-When the next Board meeting announcement is sent, a reminder to bring a water bottle will be given. Marigold will instruct future hosts not to provide individual plastic water bottles.

Airdrie – May have a decision on a land plot for a new library as soon as next month

Standard – A new grocery store has opened and may bring increased traffic to the Standard Library

Chestermere – Marilyn King, former Marigold Board member and Chestermere Library Board Chair, was chosen to receive the Lois Hole Lifetime Achievement Award for her many years of dedicated library service. L. Gomes, ALTA representative for Marigold, encouraged delegates to apply for this award in the future and offered to help with applications.



Hussar – The Library Board ran a program about Cyber Security for all ages that was very successful.

Linden – Paint Night has been a very successful program at the Linden Library

Marigold HQ – CEO, Michelle Toombs encouraged Board members to sign up for the Advocacy Course offered through Northern Lakes College

Black Diamond/Turner Valley – I. Huffman informed delegates that Municipal Councils and Local Library Boards are not allowed to provide Alternates to attend Board meetings. M. Toombs referred delegates to the publication produced by Alberta Municipal Affairs entitled, “Municipal Councils and Library Boards- Roles and Responsibilities,” that states that Regional Library Systems do accept Alternates if they can provide proof of appointment by the Municipal Council.

**8. BOOK DRAW**

-J. Tennant from Crossfield won the signed copy of “Alberta Book: Photographs by George Webber with Contributions from Fred Stenson and Rosemary Griebel”.

-The draw for a spot at the Alberta Library Conference, in Jasper, was won by M. Nielsen from Drumheller

**9. ADJOURNMENT**

– L. Lyster declared the meeting adjourned at 12:28 pm

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**CEO**

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**Board Chair**

**MARIGOLD LIBRARY SYSTEM**

Board of Management

**Saturday, August 24, 2019**

Beiseker Community Centre

**Beiseker, Alberta**

**MINUTES**

**MARIGOLD BOARD MEMBERS IN ATTENDANCE**

ACADIA	Maxine Booker	1
ACME	Daniel Leronowich	2
BANFF	Patty Anasco	3
BEISEKER	Sharon King	4
CARBON	Michelle Lomond	5
CEREAL	Elaine Michaels	6
CHESTERMERE	Lennox Gomes	7
COCHRANE	Susan Roper	8
CONSORT	Michael Beier	9
CROSSFIELD	Jo Tennant	10
DELIA	Jordan Elliott	11
DRUMHELLER	Margaret Nielsen	12
EMPRESS	Nora Sunderland	13
GHOST LAKE	Donna Bauer	14
HUSSAR	Kristen Anderson	15
IRRICANA	Teresa Cameron	16
I.D. #9	Jean Marc Stelter	17
KNEEHILL COUNTY	Glen Keiver	18
LINDEN	Cynthia Klassen	19
LONGVIEW	Jan Dyck	20
MORRIN	Karen Neill	21
ROCKYFORD	Gary Billings	22
SPECIAL AREA #3	Helen Veno	23
STARLAND COUNTY	Lil Morrison	24
STANDARD	John Getz	25
THREE HILLS	Marilyn Sept	26
TROCHU	Bonnie Munro	27
TURNER VALLEY/ BLACK DIAMOND	Ian Huffman	28
WAIPAROUS	Janine Jevne	29
WHEATLAND COUNTY	Amber link	30

**MARIGOLD HQ STAFF IN ATTENDANCE**

Michelle Toombs
Laura Taylor
Lynne Thorimbert
Caleigh Haworth
Carlee Pilikowski
Nora Ott (recording)
Alida Pituka
Richard Kenig
Jessie Bach
Nicole Talsma
Kristine den Boon

**REGRETS - EXCUSED WITH MOTION**

AIRDRIE	Leon Cygman
CANMORE	Judith Smith
M.D. BIGHORN	Lynda Lyster
FOOTHILLS M.D.	Eleanor Chinnick
HANNA	Melanie Jensen
KANANASKIS I.D.	Stephen Dodwell
OYEN	Ed Hogan
ROCKY VIEW COUNTY	Dimitri Dimopoulos
SPECIAL AREA #4	Jodi Kurek
STRATHMORE	Denise Peterson
YOUNGSTOWN	Renee Laughlin

**VACANCIES**

HIGH RIVER
SPECIAL AREA #2

**ABSENT WITHOUT NOTICE**

MUNSON	Lyle Cawiezel
OKOTOKS	Sarah Linde

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## MINUTES

### 1. CALL TO ORDER -J. Getz called the meeting to order at 9:30 am

#### 1.9 Greetings from the Village of Beiseker

-Mayor Warren Wise provided greetings on behalf of the Village of Beiseker. He stated that Beiseker is very happy with the services that Marigold provides. He indicated it would be impossible to have a library otherwise, without the services of Marigold.

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

- J. Getz asked that the delegates, guests, and staff introduce themselves

-M. Toombs recognized E. Michaels' 15 years of continuous service.

-M. Nielsen, representing Drumheller, agreed to sit on the Executive committee for the remainder of the year, as Sarah Linde, representing Okotoks, stepped down from the Executive committee

#### 1.11 Recognition of new Board members

-There are no new Board members

#### 1.12 Acknowledging regrets and excused absences

**MOTION:** M. Nielsen/M. Beier

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

CARRIED

### 2. APPROVAL OF AGENDA

**MOTION:** J. Dyck/T. Cameron

-To approve the agenda as presented

CARRIED

### 3. MINUTES OF THE April 13, 2019 MEETING

**MOTION:** B. Munro/L. Morrison

-To accept the Minutes of the APRIL 13, 2019 Board Meeting as presented

CARRIED

### 4. MINUTES OF THE April 13, 2019 AGM

**MOTION:** K. Anderson/J. Elliott

-To accept the Minutes of the APRIL 13, 2019 AGM as presented

CARRIED

### 5. CONSENT AGENDA

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

- 5.2 Motion to accept remaining consent agenda items

**MOTION:** A. Link/J.M. Stelter  
-To approve agenda items 5.1 to 5.4  
CARRIED

## 6. DECISION

- 6.1 Financial

- 6.1.1 Marigold Financial Statements to June 30, 2019

-On August 20, 2019 Marigold received \$972,105.00 (50%) of the Provincial Grant  
-No information has been received about what other amount of funding Marigold will receive for 2019 or 2020

**MOTION:** S. King/D. Leronowich  
-That subject to audit, the Marigold Financial Statements to June 30, 2019 be accepted as presented  
CARRIED

- 6.1.2 Budget Estimates 2020

**MOTION:** G. Billings/L. Morrison  
-To accept the Marigold Budget Estimates for 2020  
CARRIED

- 6.2 New Building Update

-J. Getz provided an update on the progress of the new headquarters facility in Strathmore.

- 6.3 Policies/Plans

- 6.3.1 Governance Policy - Governance

**MOTION:** K. Anderson  
- To approve the Governance Policy  
CARRIED

- 6.3.2 Operational Governance Policy – Governance

**MOTION:** K. Anderson  
- To approve the Operational Governance Policy  
CARRIED

- 6.3.3 Board Meetings Policy – Governance

**MOTION:** K. Anderson  
- To approve the Board Meetings Policy  
CARRIED

- 6.3.4 Service Recognition Policy – Governance

**MOTION:** K. Anderson  
- To approve the Service Recognition Policy

CARRIED

6.3.5 Schedule A – Board Members Roles and Responsibilities (Orientation for Marigold Board Members Policy) – Governance

**MOTION:** K. Anderson

- To approve the Schedule A – Board Members Roles and Responsibilities of the Marigold Board Members Policy

CARRIED

6.3.6 Hours of Service Policy – Library Service Points – Governance

**MOTION:** K. Anderson

- To approve the Library Service Points Hours of Service Policy

CARRIED

6.3.7 Finance Policy – Library Service Points – Governance

**MOTION:** K. Anderson

- To approve the Library Service Points Finance Policy

CARRIED

6.3.8 Unattended Children Policy – Library Service Points – Governance

**MOTION:** K. Anderson

- To approve the Library Service Points Unattended Children Policy

CARRIED

6.3.9 Collection Management Policy – Library Service Points – Standards & Services

**MOTION:** M. Booker

- To approve the Library Service Points Collection Management Policy

CARRIED

6.3.10 Programs Policy – Standards & Services

**MOTION:** M. Booker

- To approve the Programs Policy

CARRIED

6.3.11 Marigold Library System Technology Plan 2019-2020 – Standards & Services

**MOTION:** M. Booker

- To approve the Marigold Library System Technology Plan 2019-2020

CARRIED

**7. ITEMS FROM THE CONSENT AGENDA**

-There were no items from the Consent Agenda

**8. INFORMATION**

8.1 Marigold IT Update

– Vice Chair, John Getz and IT Manager, Richard Kenig, provided an update on the

malware crisis that impacted Marigold in May and June of this year.

8.2 Why Weeding Matters

– N. Dunnewold and K. den Boon, Library Services Consultants at Marigold HQ, provided information about the importance of weeding in libraries

8.3 October Library Month

– Communications and Marketing Specialist, C. Pilikowski, provided information about the initiatives that member libraries will be engaged in during Alberta Culture days and Library Month in October.

8.4 Upcoming Board Meetings

- Saturday, November 16, 2019, 9:30 a.m. – Carseland Community Centre
- Saturday, January 25, 2020, 9:30 a.m. – Videoconference, four locations

8.5 Updates – M. Toombs

-All Marigold member library websites have been launched  
-Marigold is offering the Power of Advocacy: Move Your Library Forward course to any Board members or staff who wish to participate  
-Mark Asberg has been hired as the new CEO for Calgary Public Library  
-Nicole Dunnewold, Library Services Consultant at Marigold Headquarters, has accepted another position and will be leaving Marigold as of September. Marigold is actively recruiting for her position.

8.6 Information Sharing – Roundtable

Back Diamond/Turner Valley - I. Hoffman, as a member of the Sheep River Library Board, is visiting Marigold member libraries and is impressed with how unique each library is

Longview – The library offered a kite program that was provided by one of Marigold’s summer students. The program was very successful

Hussar – offered the same kite program which was very well attended

Trochu – opened a competition for a new logo. A grade 11 student won the competition and Trochu library has a new logo

Waiparous – enjoyed the Member Libraries Workshop offered by Marigold in May 2019. The venue and the choice of speakers was impressive

Linden- The Minecraft program was so successful that they had a full attendance and had to turn others away

9. **BOOK DRAW**

The book, Where Rivers Meet, by Stephen Legault was won by, A. Link from Wheatland County

10. **ADJOURNMENT** – J. Getz declared the meeting adjourned at 12:13 pm

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CEO

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Board Chair

**Marigold Library System  
Board of Management Meeting  
Carseland Community Centre  
Saturday, November 16, 2019 - 9:30 am – 12:30 pm**

**MINUTES**

**MARIGOLD BOARD MEMBERS IN ATTENDANCE**

**MARIGOLD HQ STAFF IN ATTENDANCE**

ACADIA	Maxine Booker	1
BEISEKER	Sharon King	2
M.D. BIGHORN	Lynda Lyster	3
CANMORE	Judith Smith	4
CARBON	Michelle Lomond	5
CEREAL	Elaine Michaels	6
CHESTERMERE	Lennox Gomes	7
CONSORT	Michael Beier	8
DRUMHELLER	Margaret Nielsen	9
EMPRESS	Nora Sunderland	10
FOOTHILLS M.D.	Eleanor Chinnick	11
GHOST LAKE	Donna Bauer	12
KNEEHILL COUNTY	Glen Keiver	13
LONGVIEW	Jan Dyck	14
MORRIN	Karen Neill	15
OKOTOKS	Nicole Kiefuik	16
OYEN	Ed Hogan	17
ROCKYFORD	Gary Billings	18
STARLAND COUNTY	Lil Morrison	19
THREE HILLS	Marilyn Sept	20
TURNER VALLEY/ BLACK DIAMOND	Ian Huffman	21

Michelle Toombs
Laura Taylor
Lynne Price
Caleigh Haworth
Miriam Thompson
Nora Ott (recording)
Alida Pituka
Richard Kenig
Jessie Bach
Kristine den Boon

**REGRETS EXCUSED WITH RESOLUTION**

ACME	Daniel Leronowich
AIRDRIE	Leon Cygman
COCHRANE	Susan Roper
CROSSFIELD	Jo Tennant
DELIA	Jordan Elliot
HANNA	Melanie Jensen
HUSSAR	Kristen Anderson
KANANASKIS I.D.	Steven Dodwell

**MARIGOLD BOARD MEMBERS IN ATTENDANCE**

**REGRETS EXCUSED WITH RESOLUTION**

WHEATLAND COUNTY	Amber Link	22
YOUNGSTOWN	Renee Laughlin	23

LINDEN	Cynthia Klassen
SPECIAL AREA #3	Helen Veno
SPECIAL AREA #4	Jodi Kurek
STANDARD	John Getz
STRATHMORE	Denise Peterson
TROCHU	Bonnie Munro
WAIPAROUS	Janine Jevne

**VACANCIES**

BANFF  
HIGH RIVER  
SPECIAL AREA #2

**GUESTS**

Janelle Sandboe  
Chestermere Library Board

**ABSENT WITHOUT RESOLUTION**

MUNSON  
Lyle Cawiezel

## MINUTES

### 1. Call to Order – L. Lyster called the meeting to order at 9:38 am

- 1.1 Greetings from Wheatland County  
-Reeve Amber Link provided greetings on behalf of Wheatland County. Amber stated that Wheatland County was very proud of the Carseland Library. She stated that there is an evident sense of community in Carseland and welcomed all delegates to Wheatland County.
- 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 is one new Board member:
  - Nicole Kiefuik – Town of Okotoks
- 1.4 Acknowledgement of regrets and excused absences

**MOTION:** M. Nielsen/E. Hogan  
-That the Marigold Board excuse absent Marigold Trustees named in the minutes, who have provided regrets with notice of their absence before this meeting  
CARRIED

### 2. Approval of Agenda

**MOTION:** S. King/ L. Morrison  
-To amend the agenda by moving item 5.4 Marigold Library System ALTA Representative to 8.2 on the Agenda

CARRIED

**MOTION:** J. Dyck/M. Beier



-To approve the agenda as amended  
CARRIED

### 3. Minutes of the August 15, 2019 Meeting

**MOTION:** I. Huffman/K. Neill  
-To accept the minutes of the August 15, 2019 meeting as presented  
CARRIED

### 4. Consent Agenda

4.1 Transfer of agenda items from Consent Agenda  
- There were no items to transfer

4.2 Motion to accept remaining Consent Agenda items

**MOTION:** E. Chinnick/L. Morrison  
-To approve agenda items 4.1 to 4.4  
CARRIED

### 5. Decision

5.1 Financial

5.1.1 Marigold Financial Statements to October 31, 2019

**MOTION:** E. Michaels/A. Link  
-Subject to audit, the Marigold Financial Statements to October 31, 2019 be accepted as presented  
CARRIED

5.1.2 Draft Marigold Operating Budget 2020 – 2021

**MOTION:** G. Billings/M. Nielsen  
-To approve the Draft Marigold Operating Budget for 2020 - 2021 for information  
CARRIED

5.1.3 Draft Marigold Capital/Projects Budget 2020

**MOTION:** G. Billings/L. Morrison  
-To approve the Draft Marigold Capital and Projects Budget 2020 for information  
CARRIED

5.2 New Headquarters Building

-G. Billings spoke about the progress made towards to the new building.

**MOTION:** L. Morrison/M. Beier  
-To authorize Marigold Library System to make a one-time exception to the RFP requirement for purchases over \$50,000 in Marigold Board Finance Policy, to allow the Western Irrigation District to complete owner work and supply for the Marigold Library System/Western Irrigation District Joint Facility under the umbrella of the General Contractor  
CARRIED

5.3 Policies/Plans

5.3.1 Information Technology (IT Services) Policy – Standards & Services

**MOTION:** M. Booker  
-To approve the Information Technology (IT Services) Policy  
CARRIED

5.3.2 Access and Acceptable Use of Information Technology – Standards & Services

**MOTION:** M. Booker

-To approve the Access and Acceptable Use of Information Technology Policy

CARRIED

5.3.3 Use of Work-Issued Technology, Library Service Points – Standards & Services

**MOTION:** M. Booker

-To approve the Use of Work-Issued Technology, Library Service Points Policy

CARRIED

5.3.4 Freedom of Information and Protection of Privacy Bylaw – Governance

**MOTION:** M. Nielsen/M. Booker

-That the Freedom of Information and Protection of Privacy Bylaw be given first reading

CARRIED

**MOTION:** M. Nielsen/L. Morrison

-That the Freedom of Information and Protection of Privacy Bylaw be given second reading

CARRIED

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

-That the Freedom of Information and Protection of Privacy Bylaw be given third reading

CARRIED

**MOTION:** M. Nielsen

-That the Freedom of Information and Protection of Privacy Bylaw having been given three readings, be accepted as presented

CARRIED

**MOTION:** M. Nielsen

-To approve the Freedom of Information and Protection of Privacy Bylaw

CARRIED

5.3.5 Records Management Policy – Governance

**MOTION:** M. Nielsen

-To approve the Records Management Policy

CARRIED

5.3.6 Records Management Policy, Library Service Points – Governance

**MOTION:** M. Nielsen

-To approve the Records Management Policy, Library Service Points Policy

CARRIED

5.3.7 Accessibility for All Persons Policy, Library Service Points – Governance

**MOTION:** M. Nielsen

-To approve the Accessibility for All Persons Policy, Library Service Points  
CARRIED

5.3.8 Videoconference Equipment Policy, Library Service Points – Governance

**MOTION:** M. Nielsen

- To delete the Videoconference Equipment, Library Service Points Policy  
CARRIED

5.4 Marigold Board Committee Vacancies

5.4.1 Nominating Ad Hoc Committee

- L. Lyster asked for two volunteers for the Nominating Ad Hoc Committee  
- E. Michaels and J. Dyck volunteered to be on the Nominating Ad Hoc

Committee

- L. Lyster asked for further nominations and hearing none, declared that E. Michaels and J. Dyck are appointed to the Nominating Ad Hoc Committee

5.5 Freedom to Read Week Proclamation

- L. Taylor read the Freedom to Read Week Proclamation  
- L. Lyster declared February 23 to 29, 2020 as Freedom to Read Week and signed the proclamation  
- C. Haworth spoke about the importance of being able to choose what you want to read and how intellectual freedom is challenged when any resource is restricted

**6. Items from the Consent Agenda**

-There were no items from the Consent Agenda

**7. Group Discussion – All in Attendance**

- Participants were asked for their ideas, to pass along to the provincial government, on how to reduce library- related red tape, what formal requirements or practices they found challenging or cumbersome, and what practices or requirements they wished to retain. Suggestions included:

- change the specifications for population for professional librarians for rural libraries
- reduce the number of meetings that library boards need to have or eliminate the number of meetings that are required and let library boards meet as needed
- reduce the minimum number of board members needed on a library board
- change the length of appointments to a library/system board or eliminate the length of appointment altogether

**8. Information**

8.1 Web Portal Demonstration

– R. Kenig provided information about and a demonstration of how to access Board documents online

8.2 Marigold Library System ALTA Representative

- The Area 4 representative for Marigold is Marigold Board Member, Lennox Gomes, who has been the ALTA representative on behalf of Marigold for the past two years. He has indicated that he will continue in this position for another two years. Lennox is also the Vice President of ALTA.

- The Town of Strathmore Library Board Chair, Geoff Ball is the alternate to the ALTA Board for the Marigold Region. Geoff has also indicated his intent to continue in the Alternate position.

8.3 Updates

- M. Toombs provided the following updates:

- There were several handouts included in the Board package. M. Toombs encouraged delegates to report back to their library boards and councils with the information contained in the new handouts
- The Marigold Agreement has been revised and has been sent to Public Library Services Branch for review
- At the Rural Municipalities of Alberta (RMA) fall convention on November 14, the resolution to open up the Libraries Act passed with 87% support. RMA uses resolutions to guide its advocacy position
- The VDX software for Interlibrary Loan management is going to be replaced with a new system called Relais in 2020
- Bragg Creek will likely be getting library lockers similar to those used in Hussar. This can happen if Cochrane will provide staffing support and if Rocky View County agrees to provide funding for the lockers
- Redwood Meadows, a Township that is not Federally funded or Provincially funded, will need to negotiate a separate agreement with Marigold to be able to join the Marigold Library System. Marigold is working on developing a document that is loosely based on the Marigold Agreement, to be discussed by the Governance and Executive Committees before there is a consultation with Redwood Meadows.

#### 8.4 Upcoming Board Meetings

- Saturday, January 25, 2020, 9:30am – Videoconference, four locations
- Saturday, April 18, 2020, 9:30am – Strathmore Alliance Church
- Saturday, August 29, 2020, 9:30am – Exshaw Community Centre
- Saturday, November 21, 2020, 9:30am – Rocky View County – Administration Office

#### 8.5 Information Sharing – Roundtable

- Drumheller Library Society provided \$1000.00 towards upgrades to the Young Adult area in the Drumheller Library after several young adults made presentations giving a rationale as to why they need certain items
- Sheep River Library has installed security cameras throughout the library to prevent theft
- The Town of Turner Valley is being highlighted on the CBC series, “Still Standing”. Interviews with townspeople have taken place and the main show or stage will be happening on November 23 at the Flare n’ Derrick Community Hall in Turner Valley. Overflow seating will be provided at the library. Sheep River Library may be in the TV show, which will air in the spring of 2020.
- The Friends of the Library for Oyen is hosting a fundraising casino and will give three libraries the proceedings

### 9. Book Draw

- The book draw for “Northern Light: The Arctic and Subarctic Photography of Dave Brosha,” was won by J. Smith from Canmore

### 10. Adjournment

- Representatives were encouraged to share information from this meeting with their local board and council  
 - L. Lyster declared the meeting adjourned at 12:07 pm

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CEO

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Board Chair