



open for discovery

RED DEER LIBRARY BOARD
6:30 p.m. Thursday, October 30, 2014
****Timberlands Program Room****

MINUTES

Present: Lionel Lustgarten, Lisa Wakefield (Chair), Amy Collins, Verda Lee Gilchrist, Mark Waters, Christina Wilson (CEO), Leah Tymko, Jim Taylor, Sylvia Bolkowy, Jackie Ammeter, Jannie Ypma (Minutes)

Regrets: Buck Buchanan

Welcome & Chair's Remarks

Lisa called the meeting to order at 6:30 p.m.

Conflict of Interest Declaration

None to declare.

Approval of Consent Agenda

47. Approval of Agenda
48. Approval of Minutes of the Previous Meeting (September 25, 2014)
49. Report from the Planning & Finance Committee
 - a. Approval of Financial Statements of September 30, 2014
50. Report from the Personnel & Administration Committee
 - a.
51. Friends of the Library – no report this month
52. RDPL Centennial Committee report
53. Acceptance of the Managers' reports & Library statistics

Amendments to the Consent Agenda:

- Remove: (51) Friends of the Library report
- Add: Questions regarding the Managers' report

MOTION: To approve the consent agenda with amendments as listed above.
WATERS / GILCHRIST / CARRIED

Items for Decision

49. Planning and Finance Committee
The library financial position is looking better than at the same time last year due to city and school board funds as well as extra grant money.

- a. Approval of Financial Statements of September 30, 2014

MOTION: To accept the financial statements to September 30, 2014.
BOLKOWY / WATERS / CARRIED

MOTION: To appoint Collins Barrow Red Deer LLP as the library auditors for the 2014 tax year.
BOLKOWY / WATERS / CARRIED

MOTION: To go “in camera” at 6:43 p.m.
BOLKOWY / GILCHRIST / CARRIED

MOTION: To go out of “in camera” at 7:08 p.m.
BOLKOWY / TAYLOR / CARRIED

The Board approves the recommendation discussed “in camera”.

50. Personnel and Administration Committee

- a. Operating Hours for Staff Development Day and Christmas holidays.

MOTION: To rescind the motion made on June 25, 2014 and state that all three branches will only be closed for the morning and be open in the afternoon from 1:30 to 5:30 p.m. on Friday, December 5, 2014 for Staff Development.
COLLINS / WATERS / CARRIED

MOTION: To close all three branches at 3 p.m. on Wednesday, December 24, 2014 for Christmas Eve, and Wednesday, December 31, 2014 for New Year’s Eve. All three branches will close Thursday, December 25, 2014 for Christmas Day; Friday, December 26, 2014 for Boxing Day and Thursday, January 1, 2015 for New Year’s Day.
BOLKOWY / LUSTGARTEN / CARRIED

- b. Library Board Policy revision

Current Policy 3.1A

POLICY 3.1A – BOARD BY-LAW – SCHEDULE “A”

Date Created: December 19, 2001

Last Revision: March 2012

Last Reviewed: March 2013

ROOM RENTAL FEES

1. Room Rental – Snell Auditorium

Customer is responsible for take down and set-up of tables and chairs.

Failure to do so will result in an **additional \$50 charge**.

Morning 9:30 – 1:00 pm \$75

Afternoon 1:00 – 5:00 pm \$75

Evening 5:00 – 8:30 pm \$75

Full day 9:30 – 5:00 pm \$150

2. Room Rental – Waskasoo-Kiwanis Meeting Room

Morning 9:30 – 1:00 pm \$45

Afternoon 1:00 – 5:00 pm \$45

Evening 5:00 – 8:30 pm \$45

Full day 9:30 – 5:00 pm \$90

3. Equipment Rental

TV/ VCR \$25

Overhead projector: \$25

Piano – per session: half day or evening \$50

Extension cords (\$25 replacement cost if not returned): No Charge

4. Additional Costs

Security (Commissionaire) is required if the room is in use outside of regular hours: per hour, not pro-rated \$30

The following equipment is NOT included in the room rental: LCD projector, computer equipment, sound and lighting systems, videoconferencing equipment.

Revised Policy 3.1A

MOTION: To adopt revised Policy 3.1A as written below.
COLLINS / TYMKO / CARRIED

POLICY 3.1A – BOARD BY-LAW – SCHEDULE “A”

Date Created: December 19, 2001

Last Revision: October 2014

ROOM RENTAL FEES

Update fee schedule as per Board Motion, the motion that changed our room rental policy was passed on March 7, 2013, with an effective date of July 1, 2013 (Sylvia B./Leah T.)

1. Room Rental – Snell Auditorium

Morning 9:30 – 1:00 pm \$85

Afternoon 1:00 – 5:00 pm \$85

Evening 5:00 – 8:30 pm \$85

Full day 9:30 – 5:00 pm \$165

2. Room Rental – Waskasoo-Kiwanis Meeting Room

Morning 9:30 – 1:00 pm \$50

Afternoon 1:00 – 5:00 pm \$50

Evening 5:00 – 8:30 pm \$50

Full day 9:30 – 5:00 pm \$100

3. Equipment Rental

TV/ VCR/DVD player \$25

Overhead projector: \$25

Piano – per session: half day or evening \$50

Extension cords (\$25 replacement cost if not returned): No Charge

4. Additional Costs

Security (Commissionaire) is required if the room is in use outside of regular hours: per hour, not pro-rated \$30

The following equipment is NOT included in the room rental: LCD projector, computer equipment, sound and lighting systems, videoconferencing equipment.

POLICY 3.IC – BOARD BY-LAW – SCHEDULE “C”

Date Created: November 1995

Last Revision: March 2012

Last Reviewed: March 2013

Loan Periods For Library Materials

With the exception of DVDs, all Library materials are available for a three week loan + one three week renewal if there are no holds on the material. DVDs are available for a two week loan + one two week renewal, if there are no hold on the material.

Note:

- Items in high demand may be subject to shorter borrowing periods;
- Reference materials are not normally available for loan. However, special overnight loans may be arranged if urgently required;
- Newspapers and micro materials are not available for loan

Revised Policy 3.1C

Purpose of the revision: Increase collection use, provide convenience to customers and eliminate barriers to service through simpler rules for all.

Recommended by: Library management staff

MOTION: To adopt revised Policy 3.1C as written below.
COLLINS / TYMKO / CARRIED

POLICY 3.1C – BOARD BY-LAW – SCHEDULE “C”

Date Created: November 1995

Last Revision: October 2014

Loan Periods For Library Materials

With the exception of the collections listed below, all Library materials are available for a three week loan + two renewals, for three weeks each, as long as there are no holds on the material. Adult and YA DVDs are available for a two week loan + two, two week renewal, if there are no holds on the material.

Note:

- Special collections and items in high demand may be subject to shorter variable borrowing and renewal periods;
- Reference materials are not normally available for loan. However, special overnight loans may be arranged if urgently required;
- Newspapers and micro materials are not available for loan

Collection		Loan Period	Renewals
1	Adult Literacy items*	60 days	2
2	Art	90 Days	2
3	Courses (Loaning on ILL)	90 Days	2
4	Courses (Regular users)	60 Days	2
5	Daisy CDs**	21 Days	2
6	Daisy Players**	90 Days	2
7	DVDs	14 Days	2
8	eReaders for Book clubs	21 days	None
9	Reference items – Adult, Young Adult, Juvenile	Non-circulating	None
10	St. Pats Textbooks – can only be checked out by student cards	Fixed date in June – set annually	2
11	Video Games	7 Days	2

**Can only be checked out by registered CNIB customers (HOMEBOUND profile).

*Circulates only to tutors and learners of the Adult Literacy program

#51. Friends of the Library Report

Lionel presented a verbal report.

- c. The book sale held in October raised \$3,362.25. Sales from the Tom Stevens Book Shop for the months of July/August/September totaled \$4,329.80.
- d. The Friends welcomed Jessica Dinan as a member of the Board.
- e. One of the members of the Friends Board has been appointed to the Library Board.
- f. The Friends submitted a proposal for a lecture series as a fund raiser for the library. The concept has been approved by the library and will be organized by the Friends.

#53. Managers Reports and Statistics

Some questions were raised relating to grants and statistics:

- The Library did not receive the “Other Initiatives Program” (OIP) grant as it was deemed that the request did not match the criteria (emergency/no other grant funding suited this request). The Minister’s letter recommended that we apply through CFEP.
- The trend towards fewer in person visits may be due to a number of factors such as the increase in digital content, lack of downtown parking. The decline in website visits is due to a change in the numbers counted. This number includes 3 items: Library website, Facebook and Bibliocommons, however the latter number is an actual, not a forecast number, as was used previously.
- Wi-Fi users are included in the Public Internet Session figures.
- Membership renewals have declined since April when free cards were issued and lots of people renewed at that time.
- Program attendance has declined, despite variations in program scheduling and the variety of offerings.
- The database use figure will be corrected to 2,374 from 2,197.

Cory will attend the Board meeting in November to give another perspective on statistics.

Strategic Discussion and Board Development

- We are looking forward to the Winter Games in Red Deer in 2019. There was discussion regarding the different ways that the library can participate.
- New Board member orientation/organizational meeting planning:
Anita Thomas is the new Library Board member and Lawrence Lee will be the representative from City Council.
Lisa and Mark will be on the Nominating Committee and will organize a meeting to plan for the presentation of the slate of officers for the Board meeting in November.
- Paul McIntyre Royston, Chair of Calgary Public Library Foundation, has many interesting ideas for fundraising. It was suggested that the Board members think about the possibility of inviting him to lead a session in Red Deer. Perhaps we could invite other library Board members to attend.

December meetings – due to the Christmas holiday season the Board will meet earlier in December: the Board Committees will meet on Wednesday, December 17, 2014 and the Library Board will meet on Thursday, December 18, 2014 at 6:30 p.m.

The Board thanked Amy Collins for her dedication and service to the Library Board. Amy was presented with a Gold Card, entitling her to a free life-time membership to Red Deer Public Library.

Adjournment

Lisa declared the meeting adjourned at 8 p.m.

Approved _____

Lisa Wakefield (Chair)