

**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday 25 January, 2024**

**Board members present:**

Kazem Mashkournia  
Randy Angle  
Sara Maseko  
Barb Castell  
Sarah MacDonald  
Alexandra Owens  
Gloria Schwabe  
Brad Cale

**Absent with regrets:**

Oliver Hallmark

**Staff present:**

Sarah Gillie – Library Director  
Sarah Lantry – Assistant Director  
Lisa Wright - Recording Secretary

**Guests present:**

Nicole Kiefuik, Marigold Library Board Representative  
Janette Messer, Special Projects Manager, Town of Okotoks  
Janna Calvez, SAiT Library Tech student

Attendees were present in person, with the exception of Barb Castell, Brad Cale, Sarah MacDonald, Nicole Kiefuik and Janette Messer who attended via Teams.

The Chair called the meeting to order at 7:05pm.

**Indigenous Lands Acknowledgement** led by Randy Angle

## **Adoption of the agenda**

The agenda was circulated prior to the meeting.

**Motion:** by Sara Maseko that the agenda be accepted as circulated.

**Carried**

## **Consent Agenda**

The January 4, 2024, Board meeting minutes were circulated by email prior to the meeting.

**Motion:** by Gloria Schwabe to accept the minutes and reports in the Consent Agenda as presented.

**Carried**

## **Library Backgrounder**

Sarah Gillie gave a short background information talk on the Library's Plan of Service. The new Plan of Service is due at the end of 2024.

## **Update from Janette Messer, Special Projects Manager, Town of Okotoks**

- Janette Messer thanked the library for hosting the Welcoming Okotoks hub in the foyer by the Circulation Desk. This hub provides newcomers with a place to connect and find out information about the town and local community. Janette also noted that the Town is taking the lead on applying for a two-year follow-up grant which will enable us to continue supporting newcomers to the community.

**Motion:** by Sara Maseko to accept Janette Messer's report as information.

**Carried**

## **Regular Agenda**

### **Town of Okotoks Report - Oliver Hallmark**

The Town of Okotoks report was circulated prior to the meeting.

**Motion:** by Randy Angle to accept Oliver Hallmark's report as information.

**Carried**

#### **Foothills County Report – Barb Castell**

- Highways staff have been very busy clearing roads in the County over the last couple of weeks.
- Barb Castell recently attended a wildfire prevention meeting at Priddis. The predictions for the coming summer are not good, as the weather has been so dry for the last couple of years.

**Motion:** by Alexandra Owens to accept Barb Castell's report as information.

**Carried**

#### **Marigold Library System Report – Nicole Kiefuik**

- Nicole Kiefuik shared some of Marigold Library System's successes from the last year:
  - The Langdon Community Library opened to the public last spring.
  - The Marigold Library Conference held in May 2023 was the best attended Marigold conference ever.
  - A book deposit was established in Morley.
  - The Marigold drivers achieved a record of five years of accident-free driving, which is awesome, considering how many kilometres they cover each year.

**Motion:** by Gloria Schwabe to accept Nicole Kiefuik's report as information.

**Carried**

#### **Library Director's Report – Sarah Gillie**

The Library Director's report was circulated prior to the meeting.

- The annual Customer Satisfaction survey received 76 responses. A Program Survey is being conducted monthly this year, with all surveys being entered into a gift card prize draw each month. Feedback from the surveys is being used to help with program planning.
- Sarah Gillie has completed the Annual Report for the Public Library Services Branch. This now has to be submitted in order for the library to receive Provincial grant funding.
- Sarah Gillie recently completed an inventory of the Okotoks Little Free Libraries which are monitored and stocked by Library Board and staff members. Board members volunteered to take over stewardship of some of the Little Free Libraries, which don't currently have stewards.
- This year's Marigold Library Conference will be held on Wednesday 15<sup>th</sup> May in Calgary and Board members are encouraged to attend.
- Sarah Gillie attended the Foothills Interagency Committee recently. At the meeting it was noted that the Okotoks Food Bank recently served 150 people in four hours one day, which was a record.
- Freedom to Read Week will be held the week of February 18<sup>th</sup>.
- The library has purchased four new public computers and has also purchased software for room-bookings, so library users will soon be able to book the tutor rooms in advance.
- A recent Google review thanked staff member, Michelle Campos, for her "above and beyond" assistance and customer service.

**Motion:** by Sara Maseko to approve the Annual Report to PLSB.

**Carried**

**Motion:** by Gloria Schwabe to accept the Library Director's Report as information.

**Carried**

**Treasurer's Report – Sara Maseko**

The Treasurer's report and the November and December 2023 Interim Financial Statements were circulated prior to the meeting.

**Motion:** by Randy Angle that the Treasurer's Report be accepted as information.

**Carried**

**History of the Library Committee Report – Kazem Mashkournia**

The History of the Library Committee report was circulated prior to the meeting.

**Motion:** by Alexandra Owens to accept the History of the Library Committee Report as information.

**Carried**

**Advocacy and Fundraising Committee Report – Alexandra Owens**

The Advocacy and Fundraising Committee report was circulated prior to the meeting.

- Alexandra Owens noted that grant applications had recently been made to support collections and programming.
- The library was recently successful in receiving a \$7,500 grant from the Petro-Canada CareMakers Foundation to support caregivers, in navigating teen mental health.

**Motion:** by Randy Angle to accept the Advocacy and Fundraising Committee Report as information.

**Carried**

**Policy Committee Report – Randy Angle**

The Policy Committee report and Policies 3500, 5100 and 7100 were circulated prior to the meeting.

**Motion:** by Randy Angle to approve Policy 5100 on Lending Materials.

**Carried**

**Motion:** by Randy Angle to approve Policy 7100 on Records Management.

**Carried**

**Motion:** by Randy Angle to approve updated Policy 3500 on Employee Benefits.

**Carried**

**Motion:** by Alexandra Owens to accept the Policy Committee Report as information.

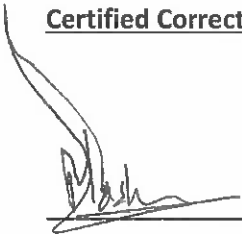
**Carried**

**Motion:** by Gloria Schwabe to adjourn the meeting at 8:19pm.

**Carried**

Next Board meeting will be on Thursday, February 22, 2024, at 7:00pm.

**Certified Correct:**

A handwritten signature in black ink, appearing to read 'Kazem Mashkournia', is written over a horizontal line.

**Kazem Mashkournia**  
**Board Chair**

A handwritten signature in black ink, appearing to read 'Lisa Wright', is written over a horizontal line.

**Lisa Wright**  
**Recording Secretary**