

**Minutes of the
Okotoks Public Library Board Meeting
Thursday January 4, 2024**

Board members present:

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

Absent with regrets:

Staff present:

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

Attendees were present in person, with the exception of Alexandra Owens, Barb Castell, Brad Cale, Sarah MacDonald and Lisa Wright who attended via Teams.

The Chair called the meeting to order at 7:07pm.

Indigenous Lands Acknowledgement led by Randy Angle

Adoption of the agenda

The agenda for this special meeting, to discuss the amended budget, was circulated prior to the meeting.

Motion: by Gloria Schwabe that the agenda be accepted as circulated.

Carried

The November 23, 2023, Board meeting minutes were circulated by email prior to the meeting.

Motion: by Randy Angle to accept the November 23, 2023, minutes as presented.

Carried

Library Director's Report – Sarah Gillie

Town Council approved a 14% budget increase for 2024, which necessitated an amendment to the library budget presented to the Town in November 2023. Going forward, Town Council has passed a motion to allow a 5% increase in the library budget for the next five years.

The Library Director's proposed amended budget and accompanying notes were circulated prior to the meeting.

Sarah Gillie presented three options to the Board:

- Option 1 – including library account fees at current rates.
- Option 2 – including reduced library account fees.
- Option 3 – including removal of library account fees.

Okotoks Public Library wages are low compared to other comparable size libraries and this has had an impact on recruitment and retention of staff. Option 1 would allow salary increases of 3-6% for staff, and this would be Sarah Gillie's recommendation.

It is anticipated that in-house sources of income, such as room rental and printing fees, will increase this year and it is also hoped that we will obtain grants and donations to cover some costs for programming and equipment.

Some expenses have been reduced, including staff course and conference fees, building maintenance expenses and capital expenditures. But in general, the amended budget will allow the library staff to provide the same level of service to the public.

Motion: by Randy Angle and Brad Cale to accept the Library Director's recommendation to accept Option 1.

Carried

Motion: by Gloria Schwabe to adjourn the meeting at 8:07pm.

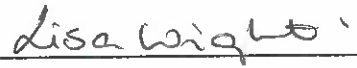
Carried

Next Board meeting will be on Thursday, January 25, 2024 at 7:00pm.

Certified Correct:

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

Kazem Mashkournia
Board Chair

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

Lisa Wright
Recording Secretary