

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

**Board members present:**

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

**Absent with regrets:**

Brad Cale

**Staff present:**

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

**Guests present:**

Nicole Kiefuik, Marigold Library System Representative

The Chair called the meeting to order at 7:00pm.

**Indigenous Lands Acknowledgement** led by Randy Angle

**Adoption of the agenda**

The agenda was circulated prior to the meeting. An amendment was made to move the Financial Report, including the 2023 Financial Review to the end of the meeting, after the closed session.

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

**Carried**

**Consent Agenda**

The March 28, 2024, Board meeting minutes were circulated by email prior to the meeting.

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

**Carried**

### **Library Backgrounder**

Sarah Gillie gave a short background information talk on e-resources.

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

Report was given by Oliver Hallmark on behalf of Janette, who was not able to attend the meeting.

- The Town of Okotoks is hosting a pipe ceremony on Sunday 5 May to honour the National Day of Awareness for Missing and Murdered Indigenous, Women, Girls and 2SLGBTQIA+ Peoples. The ceremony will take place in Ethel Tucker Park and will include guest speaker, Blackfoot Elder, Ruth Scalp.
- The Culture and Heritage team are working with an Indigenous artist to create a mural on the concrete box on the Plaza, west of 7 Riverside Drive.

**Motion:** by Gloria Schwabe to accept Janette Messer's report as information.

**Carried**

### **Regular Agenda**

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

- The Okotoks Recreation Centre and grounds will be hosting a tipi camp and an Indigenous Market from 31 May to 2 June. Eleven tipis will be set up for the whole weekend, and Council members will be staying in one of the tipis for the weekend.

**Motion:** by Sara Maseko to accept the Town of Okotoks report as information.

**Carried**

#### **Foothills County Report - Barb Castell**

- Barb Castell recently attended the Marigold Library Board meeting and Annual General Meeting in Strathmore, where attendees were given a tour of the new building and were given information on Marigold services.
- Foothills County Council recently approved the appointment of a new FCSS Assistant Coordinator.

**Motion:** by Alexandra Owens to accept the Foothills County report as information.

**Carried**

#### **Marigold Library System Representative Report - Nicole Kiefuik**

- Nicole Kiefuik noted the *Okotoks Public Library 2023 Value of Your Investment* document which was circulated prior to the meeting. This provided information on the many services provided to our library by Marigold and the monetary equivalent.
- The Marigold Library System 2023 Annual Report was also circulated prior to the meeting and included detailed information on the last year's achievements. It noted the 245,000 kilometres driven by Marigold staff to provide deliveries, library services and support to member libraries. It also noted that there are 114,675 people with library cards in the Marigold region.

**Motion:** by Sarah MacDonald to accept the Marigold Library System Report as information.

**Carried**

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

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

- Volunteer Appreciation Week was held earlier in April and library staff offered thanks to all our volunteers.
- The Director highlighted artwork given to library staff from local classrooms, thanking the library for the wonderful things they do for the community.
- Library staff will be taking part in the Okotoks Parade on 15<sup>th</sup> June. If any Board members are interested in taking part, please let Sarah Gillie know.
- The library will be closed on 15<sup>th</sup> May for the Marigold Library System Conference and staff and Board members will be attending.
- The Stronger Together Conference will be held in Edmonton in October and Sarah Gillie will forward information to the Board once we receive the schedule of sessions.
- Board members and staff will be taking part in various Town of Okotoks summer outdoor events.

**Motion:** by Barb Castell to accept the Library Director's Report as information.

**Carried**

#### **Plan of Service Committee – Gloria Schwabe**

- It is expected that the new Plan of Service will be sent to the Public Library Services Branch in October 2024.
- A community stakeholder session will be held on 6<sup>th</sup> June.
- Committee members will be meeting individually with library staff in May to receive feedback and ideas for the Plan of Service.

**Motion:** by Alexandra Owens to accept the Plan of Service Committee Report as information.

**Carried**

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

- Interviews are continuing and committee members will be interviewing Barb Castell and Lynn Price, CEO of Marigold Library System, in the next couple of weeks.

**Motion:** by Gloria Schwabe 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.

- The library was chosen as one of the contenders for donations from 100 Women Who Care Foothills at their next meeting on 2<sup>nd</sup> May. Sarah Gillie will be presenting on an elementary school-age reading incentive program, which will encourage literacy and engagement within the community.
- Alexandra Owens continues to work on engaging local businesses for potential room sponsorships within the library.
- The fundraising casino will be held on 15<sup>th</sup> and 16<sup>th</sup> September and volunteers are still needed to cover shifts. Sarah Gillie will send out the schedule and descriptions about the different shifts to Board and staff.

**Motion:** by Oliver Hallmark to accept the Advocacy and Fundraising Committee Report as information.

**Carried**

#### **Policy Committee Report – Randy Angle**

The Policy Committee report was circulated prior to the meeting.

- The Policy Committee have almost finished updating the Policy Manual.

**Motion:** by Randy Angle that the Board approve new Policy 2105 – Art Exhibits and Display.

**Carried**

**Motion:** by Barb Castell to accept the Policy Committee Report as information.

**Carried**

#### **New Business**

- The Board received a letter from Ric McIver, Minister for Municipal Affairs which noted that a new Red Tape Reduction bill was tabled earlier in April. This will make some changes to the *Libraries Act* and further information will be circulated in the coming weeks.

**Motion:** by Barb Castell that the Board continue the meeting in closed session at 8:09pm, to discuss matters that fall within the Freedom of Information and Protection of Privacy (FOIP) Act, Division 2, Exceptions to Disclosure – Section 17, Disclosure harmful to personal privacy.

Nicole Kiefuik left the meeting at 8:10pm.

**Motion:** by Oliver Hallmark that the Board moves out of closed session at 8:36pm.

**Carried**

**Motions arising from closed session:**

**Motion:** by Sara Maseko that the Board accept the information regarding staffing.

**Carried**

**Treasurer's Report – Sara Maseko**

The Treasurer's report, the March Interim Financial Statements and the 2023 Financial Review were circulated prior to the meeting.

- Sara Maseko talked about the restricted and unrestricted funds included in the Review.
- A commitment note was added under liabilities to show the obligations.
- Expenses were grouped together rather than having multiple separate lines.

**Motion:** by Gloria Schwabe that the March 2024 Treasurer's Report be accepted as information.

**Carried**

**Motion:** by Sara Maseko and Randy Angle to allocate \$56,000 of the 2023 excess of revenues over expenses to the operating reserve, effective as of December 31, 2023.

**Carried**

**Motion:** by Sara Maseko and Gloria Schwabe to approve a transfer of \$16,000 from the current account to a GIC.

**Carried**

**Motion:** by Sara Maseko and Alexandra Owens to accept the draft statements, as amended by the allocation to the operating reserve.

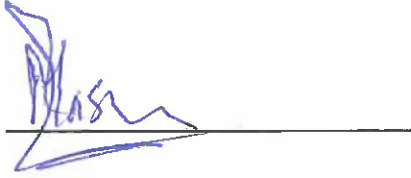
**Carried**

**Motion:** by Oliver Hallmark to adjourn the meeting at 8:55pm.

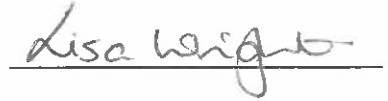
**Carried**

Next Board meeting will be on Thursday, 23 May, 2024 at 7:00pm.

**Certified Correct:**



**Kazem Mashkournia  
Board Chair**



**Lisa Wright  
Recording Secretary**