

**Minutes of the  
Okotoks Public Library Board Meeting**

**Thursday, July 27, 2023**

**Okotoks Public Library Programming Room**

**Board members present:**

Pat Coe - Chair  
Mary Duthie  
Randy Angle  
Lorna Stuber  
Rachel Swendseid  
Kazem Mashkournia  
Barb Castell  
Alexandra Owens  
Sarah MacDonald

**Absent with regrets:**

Lisa Wright  
Nicole Kiefuik

**Staff present:**

Sarah Gillie – Library Director  
Sarah Lantry – Library Assistant Director

**Guests present:**

Janette Messer-Programs, Culture and Heritage Manager-Town of Okotoks

All attendees were present in-person other than Barb Castell and Janette Messer who were present via video conference.

The Chair called the meeting to order at 7:09 pm.

**Indigenous Lands Acknowledgement** led by Randy Angle

**Library Backgrounder** Sarah Gillie, provided a backgrounder on best sellers available at the Okotoks Public Library.

**Adoption of the agenda**

The agenda was circulated prior to the meeting.

**Motion:** by Randy Angle that the agenda be accepted as circulated.

**Carried**

#### **Update from Janette Messer-**

- Thanked everyone for patience during summer games as town welcomed visitors. Games were very successful. A highlight of the games was when Janette received a tour of the all the facilities at the end of the games and found them spotless and clean. Opening and closing ceremonies included Indigenous dancers as part of Okotoks Council commitment to Truth and Reconciliation. Over 1300 volunteers registered to volunteer for the summer games.
- Taste of Okotoks was the most successful Taste of Okotoks to date. This year generated over \$33,000 in ticket sales. These funds go back to the food service providers.
- Next Town of Okotoks event is August 26<sup>th</sup> which is Chili Fest.
- Show and Shine could not get enough volunteers so they had to move it out of downtown Okotoks to the Dawgs stadium parking lot (Aug 19).
- Three open houses at Champion Park (July 29, Aug 12, Sept 16). Busing will be available to the site due to parking challenges and road safety.
- Nooks and Crannies arts festival is downtown right now until Aug 26<sup>th</sup>.
- Pat added commendation regarding number of parking volunteers along Milligan Drive Saturday morning.

**Motion:** by Kazem Mashkournia that Janette Messer's report be accepted as information.

**Carried**

#### **Consent Agenda**

The June 22, 2023 Board meeting minutes were circulated by email prior to the meeting.

**Motion:** by Sarah MacDonald that the June 22, 2023 minutes in the consent agenda be accepted as presented.

**Carried**

#### **Regular Agenda**

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

The Library Director's report was circulated prior to the meeting. Sarah provided an update on the following items:

- Parking report: Would like the designated CTR parking stalls to be removed as they are being under utilized and contributing to the parking congestion in the parking lot. Director Sarah Gillie will be approaching the Town of Okotoks in the fall to have those signs removed. Patrons have mentioned that the angle parking along Riverside Drive feels unsafe when they back out.
- Provided update on summer games and that there were no issues in the library during that event.

- Summer bike program is going well, there has been public feedback to add locations on the south part of Okotoks.
- Brief discussion on the lighting on the 2<sup>nd</sup> floor of the library.
- Board member asked question about hourly wage that is offered in library and whether it is competitive. Director Sarah Gillie went through wages of comparable communities and there was a discussion on whether the hourly wage needs to be increased to remain a competitive employer. Will be revisited at a future meeting.
- RRSP Plan: Recommendation by Director Sarah Gillie that the library switch to the Alberta Municipalities RRSP plan due to its administrative efficiencies. This will be presented to the Board in January to vote on as it requires a passed motion by the Board to proceed with the change. Report on GIC's and they are doing well.
- Discussion about whether to change the allocated budget for advocacy and conference fees for 2024. Board members were asked to bring their thoughts to Sarah before the September 2023 board meeting.
- Discussion about how to raise awareness of library through social media, newspaper, etc. and why the library isn't able to do more social media content due to staffing limitations.

**Motion:** by Lorna Stuber to accept the Library Director's report as information.

**Carried**

#### **Treasurer's Report – Kazem Mashkournia**

The Treasurer's report and the June 22, 2023 Interim Financial Statement were circulated prior to the meeting.

- Kazem made note about GIC's and thanked Director Sarah for presenting information on them during the Directors report.

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

**Carried**

#### **Advocacy and Fundraising Committee Report – Lorna Stuber**

The Advocacy and Fundraising Committee report was circulated prior to the meeting. Lorna provided the following updates:

- Committee is taking a break over the summer holidays. Will resume meeting at the end of August.
- Board Member Alexandra Owens will be taking over as Lead of the Advocacy and Fundraising Committee and the transition will begin in September.

**Motion:** by Kazem that the Advocacy and Fundraising Committee Report be accepted as information.

**Carried**

### **History of the Library Ad Hoc Committee Report – Lorna Stuber**

The History of the Library Ad Hoc Committee report was circulated prior to the meeting. Lorna provided the following updates:

- Community member Linda Blasetti offered expertise on the history of the library.
- Interviews of library staff have started.

**Motion:** by Sarah MacDonald that the History of the Library Committee Report be accepted as information.

**Carried**

### **Discussion Topics**

- Kazem Mashkournia has offered to put his name for Chair of the Library Board in the November 2023 Library board elections.
- Randy Angle has stated that he will continue his term for one more year with the Library Board following the November 2023 library board elections.
- Director Sarah Gillie provided quick briefing on recent news events regarding the organization “Take Back Alberta” and their goal of increased involvement in Alberta libraries and library boards. Discussion followed regarding the process of how board members are appointed to Library Boards in Alberta.
- Pat discussed the board member shifts for the August 26 chili fest.
- Reminder of upcoming webinar regarding Intellectual Freedom and Censorship.
- Reminder to email volunteer hours to Admin. Assistant Lisa Wright.
- Director Sarah Gillie shared a Day in the Life of a Library Director.

**Motion:** by Pat Coe that the Board continue the meeting in closed session to discuss matters that fall within the *Freedom of Information and Protection of Privacy (FOIP) Act*, Division 2, Exceptions to Disclosure – Disclosure harmful to personal privacy 17 (2)(e) and 17 (4)(f).

**Carried**

Sarah Gillie, Sarah Lantry, Lisa Wright and Janette Messer left the meeting at 9:17pm.

Break

Meeting resumed at 9:22 pm.

Pat Coe moved that we come out of Closed Session at 9:37 pm.

**Motion:** by Pat Coe that the meeting adjourn at 9:37 pm

**Carried**

The next meeting will be held on September 28, 2023 at 7:00 pm at the Okotoks Public Library.

**Certified Correct:**

A handwritten signature in blue ink that reads "Pat Coe". The signature is written in a cursive style and is positioned above a solid black horizontal line.

**Pat Coe**  
**Board Chair**

A handwritten signature in red ink that reads "Rachel Swendseid". The signature is written in a cursive style and is positioned above a solid black horizontal line.

**Rachel Swendseid**  
**Recording Secretary**