

**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday September 28, 2023**

**Board members present:**

Pat Coe  
Randy Angle  
Rachel Swendseid  
Sarah MacDonald  
Kazem Mashkournia  
Barb Castell  
Alexandra Owens

**Absent with regrets:**

Lorna Stuber

**Staff present:**

Sarah Gillie – Library Director  
Lisa Wright – Recording Secretary

Guests present – Nicole Kiefuik

All attendees were present in person, with the exception of Rachel Swendseid and Sarah MacDonald who attended via Zoom.

The Chair called the meeting to order at 7:01pm and welcomed everyone.

**Indigenous Lands Acknowledgement** led by Randy Angle

Sarah Gillie gave a short progress update on the library's Plan of Service 2020 – 2025. The library is on track to meet all objectives of the Plan of Service.

**Adoption of the agenda**

The agenda was circulated prior to the meeting. An addition was made to add an update from Okotoks Town Council, as requested by Rachel Swendseid.

**Motion:** by Barb Castell that the agenda be accepted as amended.

**Carried**

## **Consent Agenda**

The July 27, 2023, Board meeting minutes were circulated by email prior to the meeting.

**Motion:** by Kazem Mashkournia to accept the minutes in the Consent Agenda as presented.

**Carried**

## **Regular Agenda**

### **Budget 2024 – Sarah Gillie**

- Sarah Gillie gave a review of 2023 so far, noting an increase in the number of visits to the library, increased attendance at programs and increased advocacy and outreach opportunities which staff have engaged in.
- Sarah Gillie presented a budget which reflects a planned increase in staffing and an increase in salary costs, in addition to increases in library collection, programming and supplies budgets.

**Motion:** by Kazem Mashkournia and Alexandra Owens that the Board approves the 2024 budget as presented by Sarah Gillie, Library Director.

**Carried**

### **Town of Okotoks Report – Rachel Swendseid**

- Rachel noted that a memorial site has been created at Ethel Tucker Park as a place for the community to display offerings that pay respect to Residential School System victims, survivors and all those who have been and continue to be affected by Residential Schools, as well as all missing and murdered indigenous women and girls. The public are invited to join the Mayor and the Town at the site on Saturday 30 September at 10:00am, to acknowledge the National Day for Truth and Reconciliation.

**Motion:** by Alexandra Owens to accept the Town of Okotoks Report as information.

**Carried**

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

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

- Sarah Gillie noted that the library recently received positive feedback from the SAIT Library Information Technology Department, letting us know that their students are keen to come to OPL to do their practicum studies here.

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

**Carried**

**Treasurer's Report – Kazem Mashkournia**

The Treasurer's report and the July and August Interim Financial Statements were circulated prior to the meeting.

- Kazem Mashkournia noted that the finances are in order for this point in the year.

**Motion:** by Alexandra Owens 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.

- Alexandra Owens will take over as Chair of the Advocacy and Fundraising Committee as of October 2023.

**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 2100 and 3600 were circulated prior to the meeting.

- Randy Angle noted that the Policy Committee are currently working on eight Policies and two were finalised at the last committee meeting.

**Motion:** by Randy Angle that the Board approve updated Policy 3600 - Communications

**Carried**

**Motion:** by Randy Angle that the Board approve the updated Policy 2100 – Public Use of Facilities.

**Carried**

**Motion:** by Sarah Macdonald that the Policy Committee report be accepted as information.

**Carried**

**History of the Library Committee – Lorna Stuber**

The History of the Library ad hoc Committee Report was circulated prior to the meeting.

**Motion:** by Barb Castell that the History of the Library Committee report be accepted as information.

**Carried**

### **Correspondence**

The library received a letter from the Minister of Municipal Affairs, Ric McIver to let us know that unfortunately the Okotoks Public Library was unsuccessful in their submission of the *You Belong Book Club* for the Minister's Awards for Municipal and Public Library Excellence.

### **Miscellaneous**

- Pat Coe encouraged Trustees to take part in the Board Basics Workshop, as Policy 6100 notes that Board members should participate in professional development.
- The 2023 Stronger Together Conference will be held in Enoch, Edmonton on 9<sup>th</sup> and 10<sup>th</sup> November. There is money in the budget for Trustees to take attend this conference, so Trustees who are interested in attending should contact Sarah Gillie as soon as possible in order to register.
- Tributes were given to Mary Weir, who recently passed away, by Pat Coe, former Director Tessa Nettleton and Library Administrative Assistant Lisa Wright. Mary was a former Administrative Assistant and long-term employee of the Okotoks Public Library, who acted as Secretary to the Library Board during her time in the position.
- Pat Coe will be on vacation until 16 October 2023. Randy Angle will be the Acting Chair during this period.
- Randy Angle will be participating in the interviews for three new Board Trustees on 5<sup>th</sup> October.

**Motion:** by Pat Coe to adjourn the meeting at 9.33pm.

**Carried**

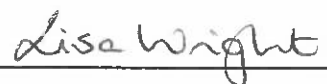
Next Board meeting will be on Thursday 26th October 2023 at 7:00pm.

**Certified Correct:**



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



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