

**Minutes of the
Okotoks Public Library Board Meeting
Thursday January 14, 2021**

Board members present:

Pat Coe
Alan Alger
Lorna Stuber
Paul Kealy
Myra Mackay
Randy Angle
Matt Rockley
Lorraine Cathro

Absent:

John Sherbut

Staff present:

Lara Grunow – Library Director
Lisa Wright – Recording Secretary

Guests present:

Elaine Vincent, Town of Okotoks CAO
Nicole Kiefuik, Marigold Representative

To maintain social distancing requirements, all attendees were present via Zoom.

The Chair called the meeting to order at 6:00pm.

Indigenous Lands Acknowledgement led by Alan Alger

Welcome

Pat Coe introduced our guest, Elaine Vincent, CAO of the Town of Okotoks and new Board member, Lorraine Cathro, who was previously on the Board and has been reappointed and taken up the position of Treasurer and Head of the Fundraising Committee

Update from the Town - Elaine Vincent, Town of Okotoks CAO

- ALC construction is on budget and on time. It is anticipated that the library will move into the building in the summer, so that the existing library building can be fit out for its new occupants.
- The Town's long-term financial framework is underway. This is a great opportunity for the Town and library to sit down together and understand the impacts on the library of the new building and the overall tax impact this will have for residents.

Adoption of the Agenda

Motion: by Paul Kealy that the Agenda is accepted as circulated.

Carried

Consent Agenda

The December 10, 2020 Board meeting minutes and the following reports were circulated by email prior to the meeting:

- Foothills County Report – Alan Alger
- Town of Okotoks Report – Matt Rockley

Motion: by Randy Angle to accept the Minutes and Reports in the Consent Agenda as information.

Carried

Regular Agenda

Director's Report – Lara Grunow

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

- Prior to the meeting, Lara Grunow circulated photos of the new library space, which she visited earlier this week. The new library will have sliding doors in the foyer which should hopefully avoid some of the issues we have had with the front doors on the existing building.
- The United Church parking lot will not now be available as extra parking for the new building, but the Town is currently looking into solutions for additional parking. There is lighting on the site but there are no block-heater plug-ins.
- The base for the plaza will be completed this year, but some of the landscaping will be done in 2022.
- Curbside holds pick ups have been very popular during the current Covid-19 library closure, with over a hundred patrons coming to pick up items on one day last week.
- Information and references for a moving company was circulated to the Board by Lara Grunow. This company has experience in moving libraries, including the new Calgary Public Library Central branch.
- The architect and the Town of Okotoks Purchasing Specialist at the Town have both offered to help with the Request for Proposal process for acquiring fixtures and fittings for the new building. The Town may have selected vendors on standing offer for some of the items required. Lara

Grunow will meet with Town Administration to discuss the financing of the furniture, fixtures and equipment.

- Lara Grunow consulted the Board on moving to using Black and White Bookkeeping for monthly bookkeeping service provision. It was noted that a change in service provider can usually be managed by the Library Administration, rather than the Board. Elaine Vincent offered to provide guidance on governance to the Board and this offer was welcomed by the Board Chair.

Motion: by Lorraine Cathro and Paul Kealy that the verbal, month-to-month agreement for accounting services with Cornerstone Chartered Professional Accountants shall be discontinued as soon as possible.

Carried

Motion: by Lorraine Cathro and Alan Alger that Angela Barber, Black and White Bookkeeping Services, be contracted to provide the following for a total of \$7,200 plus GST:

- Training on Quickbooks online and bookkeeping support and services for January and February 2021 for \$2,000 plus GST;
- Contracted for March 1 to December 31, 2021 inclusive to provide bookkeeping support at a rate of \$400 per month plus GST.
- Year end preparation for the review of financial statements for \$1,200 plus GST.

Carried

Motion: by Paul Kealy to accept the Director's Report as information.

Carried

Treasurer's Report – Lorraine Cathro

The Treasurer's report was circulated prior to the meeting.

- Lorraine Cathro noted that in the September Board meeting minutes mention was made about investments. The library has money invested in GICs for the capital and operating reserves.
- Lorraine Cathro is putting together a binder of information for the Board Treasurer to use.

Motion: by Lorraine Cathro and Paul Kealy to accept the Treasurer's report as information.

Carried

Fundraising Committee Report – Lorraine Cathro

Lorraine Cathro, Pat Coe, Lorna Stuber, Myra Mackay, Randy Angle, Lara Grunow, Sarah Gillie.

The Fundraising Committee report was circulated prior to the meeting.

- A media consent form has been put together with the help of Legislative Services at the Town of Okotoks.
- The Okotoks Bottle Depot and Cobs bakery have schemes in place for people to make donations to the library.
- Conversations with local businesses are being conducted, with at least two promising commitments to date.
- Lorraine Cathro will circulate an updated list of donor contacts to those Board members who don't already have it, to ensure that potential donors are not contacted multiple times by different Board members.

- Eagle Radio have provided a price of \$5,045 for radio advertising, which is more than the \$5,000 agreed at the last Board meeting.

Motion: by Lorraine Cathro to use the Town of Okotoks Public Library Media Consent Release form.

Carried

Motion: by Myra Mackay and Randy Angle to accept the proposal by Eagle Radio for \$5,045 for advertising.

Carried

Motion: by Alan Alger to accept the Fundraising Committee Report as information.

Carried

New Business

- Board meeting date
 - The suggestion of moving the Board meeting to the third Thursday of the month was discussed, but this causes conflict issues for some Board members, so the meeting dates will be left as the second Thursday of the month.
- Annual staff evaluation of Director
 - A questionnaire will be sent out to full and part-time staff for the annual evaluation of the Director and library operations. Evaluations can be mailed to the Personnel Committee and a summary will then be prepared for the February Board meeting.
- Emails
 - Pat Coe requested that Board members revert to a practice which has been used in the past for emails, whereby emails are marked as "FYI" or "ACTION" in the subject line to alert readers to the importance of the email. "Reply all" should only be used for those emails which need to be read by all recipients.

Correspondence

- There was no correspondence.

Motion: by to adjourn the meeting at 7:32pm.

Carried

Next Board meeting will be on Thursday 11th February 2021.

Certified Correct:

Pat Coe

Pat Coe
Board Chair

Lisa Wright

Lisa Wright
Recording Secretary