

**Minutes of the
Okotoks Public Library Board Meeting
Thursday March 11, 2021**

Board members present:

Pat Coe
Lorna Stuber
Paul Kealy
Myra Mackay
Randy Angle
Matt Rockley
Lorraine Cathro
John Sherbut

Absent:

Staff present:

Lara Grunow – Library Director
Lisa Wright – Recording Secretary

Guests present:

Kevin Phone, President, Premier Office Movers
Lyn Archdekin, Move Manager, Fubar Moving Inc.

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

The Chair called the meeting to order at 6pm.

Indigenous Lands Acknowledgement led by Randy Angle

Presentation by Kevin Phone, Premier Office Movers and Lyn Archdekin

- Premier Office Movers are the largest office moving company in Calgary and have been a specialist in moving libraries, including the Calgary Public Library, for the last ten years. The company is a 43-year-old family business with a loyal and dedicated workforce. Three options were presented in their proposal.
- Lyn Archdekin talked about her role as a Move Manager. She has moved several public, academic, and professional libraries in many locations in Alberta. She will coordinate and plan the move and

will be on hand throughout to ensure everything goes smoothly. She will also start working with staff on preparations in the existing building around three months prior to the move.

Adoption of the agenda

Motion: by John Sherbut that the agenda is accepted as circulated.

Carried

Consent Agenda

The February 11, 2020 Board meeting minutes and the following reports were circulated by email prior to the meeting:

- 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.

- The Library parking lot will be closed as of 3rd May. We anticipate a lot of complaints from patrons as there will be no parking nearby.
- Fortis will change over to the new transformer on Wednesday 17th March, so the library will be closed as we will have no power all day. Staff will be working on projects from home.
- Since reopening, we have asked everyone who enters the building to wear a mask and have offered curbside pickup to anyone who is unable to wear a mask. Today, Lara Grunow was contacted by Bylaw Enforcement who told her that a complaint had been received. It was suggested that we purchase and offer face shields to patrons who say that they are unable to wear face masks. The Board also encouraged library staff not to engage in confrontation and contact Bylaw or RCMP if needed. It was also recognised that staff are uncomfortable engaging with patrons who are not wearing masks.

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

Carried

Treasurer's Report – Lorraine Cathro

The Treasurer's report and the draft 2020 Financial Statement from Avail were circulated prior to the meeting.

- The draft 2020 Financial Statement shows that the bank balance at the end of the year was \$333,055.
- The unrestricted assets are available for use on furniture, fixtures and equipment (FFEs) with no restrictions.

- Policy 7200 recommends that we retain three months operating costs in operating reserves.
- Policy 7200 also recommends that we build up and maintain capital reserves of at least thirty per cent of the library's fixed assets costs. Keeping this as a reserve will provide a cushion if needed for any potential additional moving costs.
- Potential costs would include furniture, shelving and the move itself.

Motion: by Lorraine Cathro and John Sherbut that \$400,000, which includes \$240,000 of unrestricted net assets, plus \$69,128 from fundraising, \$69,707 from excess operating reserves and \$20,494 from excess capital reserves, be made available to spend on FFEs.

Carried

Motion: by Lorraine Cathro and John Sherbut that the Okotoks Public Library adhere to the budgeted amount of funds available at the time for purchasing FFEs and that no form of debt financing be used.

Carried

Motion: by Matt Rockley and Paul Kealy that the Okotoks Public Library will contribute \$15,000 towards the cost of the move which, together with the Town's contribution of \$35,000, makes a total of \$50,000.

Motion: by Paul Kealy and Matt Rockley that the Treasurer's Report be accepted as information.

Carried

Fundraising Committee Report – Lorraine Cathro

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

The Fundraising Committee report was circulated prior to the meeting.

- No additional comments were made.

Motion: by Paul Kealy to accept the Fundraising Committee Report as information.

Carried

Old Business

- Annual staff evaluation of Director.
 - The annual review was held in camera via Zoom on Thursday 4th March.

Motion: by Paul Kealy to move in camera at 6:36pm.

Carried

Motion: by Lorraine Cathro to move out of camera at 8:42pm.

Carried

Motion arising from in camera meeting: by Lorraine Cathro and Paul Kealy that the Chair of the Personnel Committee will give a letter to the Library Director regarding her annual performance appraisal.

Carried

Motion: by Pat Coe to adjourn the meeting at 8:45pm.

Carried

New Business

- **Vision 2021**
 - Pat Coe, Chair of the Board, commended Sarah Gillie, Assistant Director, on the Powerpoint presentation which she had put together for the Okotoks Public Library 2021 Vision. This is now available for the Board to use.
 - The brochure could be given out together with the Vision, either in person or by email.
- **Board Skills Webinars.**
 - Pat Coe has listened to all of these webinars which were hosted by AUMA and highly recommends them to other Board members. They are actually presented by the Alberta Community Development Unit of the Alberta government. Just Google Alberta Community Development Unit for more information on all the subjects available.
- **Marigold Library System Conference**
 - This will be held on May 12th and registration opened on March 1st, 2021. Board members are encouraged to register if available on that day.
- **Meeting minutes on website.**
 - The Town has requested that we post our Board meeting minutes on our website.

Motion: by Randy Angle to post the Board meeting minutes on the website, starting with the January 2021 minutes.

- **Donor photos**
 - Photographs were taken with a representative from Spruce Meadows Leg Up Foundation on Wednesday 10th March to acknowledge their \$10,000 donation to the library expansion fund. The Poonja family from the Okotoks Bottle Depot will be coming into the library on Monday 15th March to have a photo to acknowledge their donation of \$10,000.
- **Sunset Drive-In**
 - This will operate from May to September this year. A team of twelve to fifteen volunteers will be required to help with directing parking and will then be able to watch the movie, before helping clear up any garbage after the movie.
- **Cobs bread**
 - March 22-27 is "Doughnation" week. Buy a six pack of hot cross buns online and Cobs will donate \$2 to a local charity.
- **Little Free Libraries**
 - An update was given on who looks after each of the Little Free Libraries:

- Suntime and Westmount – Jamie Banks
 - Rec Centre and Food Bank – Lisa Wright
 - Cimarron Grove – Lorraine Cathro
 - Sandstone – Pat Coe
 - Multicultural – Lara Grunow and Lisa Wright
 - Pason Arena – Wanda Clark
 - Drake Landing – this one has been removed and hasn't yet been re-sited.
- **Board Chair Update**
 - Pat Coe sent out the latest issue of the Board Chair Update to subscribers at the end of February. The next one will be sent out in mid-April.

Correspondence

- Pat Coe received a letter from Laura Taylor, Deputy CEO of Marigold Library System, confirming the insurance coverage which Marigold provides for the Okotoks Public Library collection.

Motion: by John Sherbut to adjourn the meeting at 8.28pm.

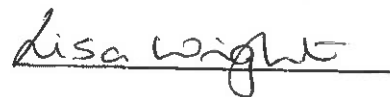
Carried

Next Board meeting will be on Thursday 8th April 2021.

Certified Correct:



Pat Coe
Board Chair



Lisa Wright
Recording Secretary