

**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday May 13, 2021**

**Board members present:**

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

**Absent with regrets:**

Nicole Kiefuik

**Staff present:**

Sarah Gillie – Acting Library Manager  
Lisa Wright – Recording Secretary

**Guests present:**

Susan Laurin, Community Health and Safety Director, Town of Okotoks

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

The Chair called the meeting to order at 6:30pm.

**Indigenous Lands Acknowledgement** led by Randy Angle

**Update from Susan Laurin, Community Health and Safety Director, Town of Okotoks**

- The current Covid-19 Provincial restrictions are in effect until May 25<sup>th</sup>. All indoor recreation facilities and all outdoor recreation for organised sports are closed. Outdoor fields can be used for individual and family recreation. There are currently 221 active cases of Covid-19 in the town of Okotoks.

**Motion:** by John Sherbut to accept Susan Laurin's report as information.

**Carried**

## **Adoption of the agenda**

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

**Carried**

## **Consent Agenda**

The April 8, 2021 Board meeting minutes and the following reports were circulated by email prior to the meeting:

- Town of Okotoks Report – Matt Rockley

**Motion:** by Paul Kealy to accept the Minutes and Reports in the Consent Agenda as information.

**Carried**

## **Regular Agenda**

### **Acting Library Manager's Report – Sarah Gillie**

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

- Sarah Gillie is meeting with the OALC Project Management team and the Site Manager on Tuesday 18 May to discuss the possibility of postponing the library move date to August, as the shelving will be installed the last two weeks in July, but the furniture and supernet will not be installed until mid-August.
- Sarah Gillie and Lisa Wright will be looking around the new library building with representatives from HBI Calgary on Friday 14 May.
- Library staff attended the online Marigold Library System Conference on Wednesday 12 May and came away with lots of useful information and ideas.
- The library has applied for the Alberta Culture Days grant and the Costco grant recently and will be applying for the Walmart Community grant.
- We have received several quotes for items needed for the new facility, including a floor cleaner and a safe. These quotes were obtained from companies who supply the Town of Okotoks. It was also noted that Costco sells both safes and floor cleaners, so these options will also be investigated.
- A quote was also received for an audiovisual system for the adult program room and smart screens for the two flex rooms. The OALC project budget will be contributing \$10,000 to the cost of an audiovisual system and remaining costs would be met by the library.
- The Request for Proposal for library furniture was awarded on May 5 to HBI Calgary. A meeting will be held next week between library management, Board members and Susan Laurin from the Town of Okotoks to discuss the furniture budget. Some of the FFE costs were unknown when the original 2021 budget was approved by the Board and by Town Council. If the library were to need additional money from the Town this year, this would have to be put forward to Council by the end of June.

- Sarah Gillie commended the staff for adjusting so well to virtual programming during the pandemic. Staff have also got lots of ideas for new programs once we are able to start running in-person programs again.
- We recently found out that the wireless equipment which has been installed in the new building is not compatible with the Marigold wireless system. Changing the wireless system to the Marigold compatible system would cost \$10,000.
- There will be no millwork for search computers in the new building, so we will need wall-mounted ipads for use as TRAC search computers.
- The library will potentially be closed for at least five months of this year, due to the Covid closures (January – February, April – May/June) and the time needed in July/August to move to the new building. All projected “over-the-counter” income has been drastically reduced as a result of these closures.

**Motion:** by Lorna Stuber to accept the Acting Library Manager’s Report as information.

**Carried**

**Treasurer’s Report – Lorraine Cathro**

The Treasurer’s report, the April Interim Financial Statement and the 2020 Financial Statement were circulated prior to the meeting.

- The 2020 Financial Statement from Avail includes the updated operating and capital reserve amounts, which reflect the motions made at previous Board meetings to move the excess reserves into unrestricted net assets.
- Three months operating expenses, as per the Reserve Policy will be invested in a GIC specifically for Operating Reserve.
- \$65,000 minimum, as designated in the Reserve Policy, will be invested in a GIC specifically for Capital Reserve.
- It was recommended that the annual maturity date of the GICs be set to the time of year after receipt of the previous year’s Financial Statement, when the Board would typically make decisions about the possible transfer of any budget surpluses or other contributions to either the Operating or Capital Reserves.

**Motion:** by Lorraine Cathro and Paul Kealy to move \$93,055 of additional unrestricted net assets to the bank savings account for FFEs.

**Carried**

**Motion:** by Paul Kealy and Lorna Stuber to transfer the remaining amount of \$783 from Capital Reserves into the bank savings account for the purchase of FFEs.

**Carried**

**Motion:** by Lorraine Cathro and Paul Kealy to approve the 2020 Financial Statement from Avail CPA.

**Carried**

**Motion:** by John Sherbut and Lorna Stuber 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.

- Our application for the Calgary Foundation grant did not make the first cut in the application process. There will be additional grants from the Calgary Foundation in the fall and ongoing in the future.
- Other possible fundraising ideas were discussed as ways of raising additional money for FFEs.

**Motion:** by Lorraine Cathro to accept the Fundraising Committee Report as information.

**Carried**

**Policy Committee Report – Randy Angle**

The Policy Committee report and the draft Reserve Funds Policy were circulated prior to the meeting.

- Policy 7200 Reserve Funds was updated to include more information on how the reserve funds should be built up and administered.

**Motion:** by Randy Angle to approve the updated Policy 7200 Reserve Funds.

**Carried**

**Motion:** by Randy Angle to accept the Policy Committee Report as information.

**Carried**

**New Business**

- **Marigold presentation by Laura Taylor, Deputy CEO, Marigold Library System**
  - Laura Taylor will give a presentation on the Marigold Library System on Tuesday 18 May 2021 at 7:00pm. Any questions for Laura should be sent to Pat Coe prior to the presentation.
  - Similarly, if there are any questions about the Okotoks Public Library that Board members would like to know, these should be sent to Pat Coe, so that she can collate them and ask library management to give a small presentation at the next Board meeting.
  - Information has been sent to all Board members about two upcoming series:
    - Governance Solutions – 3 reasons Boards need to understand financial statements. 11:00am on Tuesday 18 May.
    - Free webinars from Alberta Community Development
    - PLSB Emergency Preparedness

- **Mask wearing**
  - The Board Chair read out a human rights complaint, which was received recently at Grande Prairie Library, regarding mask wearing in the library.
  
- **Little Free Libraries**
  - The Little Free Library in Drake Landing has been repaired and has been installed at Drake Landing Green. Lorna Stuber will take over the maintenance of this Little Free Library.
  - Paul Kealy will take over the maintenance of Suntree Little Free Library.
  - The Little Free Library in Sandstone was vandalized and repaired. A week later, it was vandalized again. Pat Coe has taken out all the books so that they don't get wet, and the unit will be repaired again.
  - The library has lots of discarded items which can be used by Board members to restock the Little Free Libraries as needed.

**Correspondence**


- There was no correspondence.

**Motion:** by Pat Coe to adjourn the meeting at 8.12pm.

**Carried**

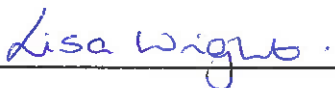
Next Board meeting will be on Thursday 10<sup>th</sup> June 2021 at 6:30pm.

**Certified Correct:**



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



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