

**Minutes of the
Okotoks Public Library Special Board Meeting
Wednesday 10 November, 2021**

Board members present:

Pat Coe
Lorna Stuber
Randy Angle
Lorraine Cathro
Kazem Mashkournia
Paul Kealy

Absent with regrets:

Myra Mackay

Staff present:

Sarah Gillie – Acting Library Manager
Lisa Wright – Recording Secretary

All attendees were present via Zoom.

The Chair called the meeting to order at 7:00pm.

Motion: by Paul Kealy that the agenda is accepted.

Carried

A Powerpoint presentation of the 2022 budget and a draft letter to the Town of Okotoks Chief Administrative Officer were circulated prior to the meeting.

Acting Library Manager's Budget Presentation – Sarah Gillie

- Sarah Gillie gave some background information on the current year and the challenges presented by the Covid-19 pandemic.

Revenue

- We have been informed that the Provincial and Regional Library Grants will stay the same as this year.
- Over the counter revenue, which includes membership fees, printing and lost, damaged or overdue item charges, is predicted to stay similar to this year.
- It is anticipated that we will start renting out rooms once the current Covid restrictions have been removed.

Expenses

- The two main increases in the 2022 budget will be wages and benefits and building costs.
- Wages and benefits are projected to increase in 2022, based on increased operational needs in a larger two-storey building. When we are allowed to resume full programming, additional staffing will be required in circulation. Sarah Gillie also noted salary comparisons which show that the average wages of library workers at other libraries are 15-30% higher than those of Okotoks Public Library staff.
- Building maintenance and insurance charges will increase, based on a budget estimate provided by Town Administration.
- The Town provided an estimate of building costs in the fall of 2020. An updated estimate has been provided very recently and the costs have increased significantly from the estimate provided last year. We have requested further information from the Town for four charges which are included in the estimate – Building Administration fee, Condo fee, Corporation Administration Fee and Reserve Contribution.
- We have not received any invoices for building maintenance, utilities, janitorial or snow clearing since we moved into the new building on 15th August.
- We continue working towards increasing the collection to meet the Best Practices for Alberta Public Libraries.

Concerns were raised that the library is becoming less “at arm’s length” from the Town and that some things have been taken out of the control of the Library Board and management.

We have still not received an invoice for Building maintenance and utilities since we moved into the new building on 15th August. This has hindered the 2022 budget planning, because we have no actual costs to compare to the estimates given by the Town. Discussion was held as to whether this matter should be escalated to the Chief Administrative Officer, and it was decided that Sarah Gillie would initially contact Susan Laurin by email this evening. If no response is received by Tuesday, the Chair of the Board will then contact Susan asking for an emergency meeting to discuss.

Motion: by Pat Coe to adjourn the meeting at 8.55pm

Carried

Next Board meeting will be on Thursday 18th November 2021 at 7:00pm.

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 horizontal line.

Pat Coe
Board Chair

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

Lisa Wright
Recording Secretary