

**Minutes of the
Okotoks Public Library Board Meeting
Thursday November 18, 2021**

Board members present:

Pat Coe
Lorna Stuber
Myra Mackay
Randy Angle
Lorraine Cathro
Kazem Mashkourian
Councillor Barb Castell

Absent with regrets:

Councillor Rachel Swendseid
Paul Kealy

Staff present:

Sarah Gillie – Acting Library Manager
Lisa Wright – Recording Secretary

Guests present:

Susan Laurin, Community Health and Safety Director, Town of Okotoks
Nicole Kiefuik, Marigold Library System Representative

All attendees were present via Zoom.

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

Indigenous Lands Acknowledgement led by Randy Angle

Board Chair, Pat Coe, welcomed new Board members Kazem Mashkourian and Councillor Barb Castell, Foothills County Council representative.

Adoption of the agenda

The agenda was circulated prior to the meeting.

Motion: by Myra Mackay that the agenda be accepted as circulated.

Carried

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

- Susan Laurin noted that we have a new Mayor and Council. Council is currently at the AUMA conference.
- Light Up Okotoks is tomorrow evening, 19th November. There will be some road closures in the downtown area. Most activities are bookable and have been very popular. There will be two tree lightings at 6:00pm and 7:30pm and a fireworks display will be held at 9:00pm. Attendees are asked to wear a mask and maintain social distancing, even though the event is mostly outdoors.

Motion: by Randy Angle to accept Susan Laurin's report as information.

Carried

Update from Nicole Kiefuik, Marigold representative

- Nicole Kiefuik gave a short description of her role as liaison between Marigold Library System and the Town of Okotoks Library Board.

Election of Board Chair, Vice-Chair and Treasurer.

Pat Coe, current Chair, called for nominations for Chair of the Town of Okotoks Library Board for the period ending 31st October 2022.

Randy Angle nominated Pat Coe for the position of Chair of the Town of Okotoks Library Board for the period ending 31st October.

There were no other nominations,

Motion: by Lorraine Cathro that nominations for Chair of the Town of Okotoks Library Board cease.

Carried

Pat Coe was elected and assumed the Chair.

Motion: by Lorna Stuber that nominations for Vice-Chair be opened.

Carried

Pat Coe, Chair, called for nominations for the position of Vice Chair of the Town of Okotoks Library Board for the period ending 31st October 2022.

Pat Coe nominated Randy Angle for the position of Vice-Chair of the Town of Okotoks Library Board for the period ending 31st October 2022.

There were no other nominations.

Motion: by Lorna Stuber that nominations for Vice Chair of the Town of Okotoks Library Board cease.

Carried

Randy Angle was elected and assumed the Vice-Chair.

Lorraine Cathro was then elected as Treasurer of the Town of Okotoks Library Board.

Consent Agenda

The October 14th, 2021, Board meeting minutes and the following report were circulated by email prior to the meeting:

- Policy Committee Report – Randy Angle

Motion: by Lorraine Cathro to accept the minutes and report 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.

- The elevator was out of service on Tuesday this week. This is the fourth time that the elevator has broken down since the library opened. The elevator was fixed, but some parts have been ordered to try and fix the ongoing issues permanently.
- A complaint was made recently to Alberta Public Health, based on a local newspaper article which had grouped the library with the cinema in terms of Covid restrictions. The article read as if we were allowing people to take off their masks when seated. Sarah Gillie spoke to the Public Health officer, who had already looked at the library website and found our information about masking within the library, so he was already aware that the newspaper article had been reported incorrectly.
- A local artist will be displaying some of her artwork within the library.
- The library will be staying open until 8:00pm tomorrow evening for Light Up Okotoks. Take-home craft kits will be available, and a photo booth will be set up outside in front of the library. A volunteer will be at the front door counting people to ensure we don't go over our capacity.
- We will soon be starting English Language Learning classes again, as these are now permitted under the guidelines issued by PLSB.

Motion: by Myra Mackay to accept the Acting Library Manager's Report as information.

Carried

Budget 2022

- Sarah Gillie went through the budget Powerpoint presentation to Council. The presentation details the library's value to the community and to library members, the challenges and successes of the current year and the key points of the projected revenue and expenses for the coming year.

- Prior to the budget presentation, Susan Laurin will talk to the new Council about the library and about how the Arts and Learning Campus is classed as a condo.
- Board members can watch the budget presentation via live stream. No public in-person access is currently allowed.

Motion: by Kazem Mashkourian and Lorraine Cathro that the 2022 Budget is approved as presented.

Carried

Treasurer's Report – Lorraine Cathro

The Treasurer's report and the October Interim Financial Statement were circulated prior to the meeting.

- Lorraine Cathro noted the new furniture, fixtures and expenses have been purchased using money from unrestricted net assets, reserves and fundraising.
- Lorraine Cathro noted that all Board members are equally responsible for the library's finances, so all are encouraged to look through the monthly reports carefully.

Motion: by Myra Mackay and Lorraine Cathro that the Treasurer's Report be accepted as information.

Carried

Advocacy and Fundraising Committee Report – Lorraine Cathro

Committee members: Lorraine Cathro, Pat Coe, Lorna Stuber, Myra Mackay, Sarah Gillie.

The Fundraising Committee report was circulated prior to the meeting.

- Lorraine Cathro noted that we have raised around \$54,000 in fundraising so far this year.
- Pat Coe, Lorraine Cathro and Sarah Gillie will soon be meeting with Aecon regarding sponsorship, resulting from the Aecon golf tournament donations.
- Pat Coe, Lorna Stuber and Sarah Gillie presented at the Lions Club on Monday evening and noted the need for tables and chairs to fully fit out the meeting rooms.
- The online silent auction goes live tomorrow, Friday 19th November. Thank you to local businesses who have provided items for the auction.
- Sarah Gillie noted that the plaque for the podium, which was donated by Foothills Century 21 has arrived and will be installed tomorrow.
- Library Giving Day is next week. Tax receipts will be provided for any donations of \$20 and over.

Motion: by Lorna Stuber to accept the Advocacy and Fundraising Committee Report as information.

Carried

New Business

- **Board meeting dates**

- Discussion was held as to which night future Board meetings should be held on.

Motion: by Kazem Mashkourian that the Okotoks Public Library Board meetings be moved to the fourth Thursday of the month.

Carried

Motion: by Kazem Mashkourian that no Board meeting will be held in December.

Carried

- **Alberta Library Trustee Association**

- The Board did not renew membership in the Association for this year due to the cost of the membership. Discussion was held as to whether there would be benefits to joining for next year.

Motion: by Myra Mackay that the Board would not renew the membership in the Alberta Library Trustee Association for 2022.

Carried

- **Little Free Libraries**

- There have been several incidents of vandalism recently at some of the Little Free Libraries which are in outdoor parks.
- Ongoing costs for repairs are currently being taken from the library's building maintenance budget.
- A suggestion was made that we could perhaps ask people to Adopt one of the Little Free Libraries to help with the costs of maintenance.

Motion: by Lorraine Cathro that the library will continue to maintain the Little Free Libraries.

Carried

Motion: by Myra Mackay that the Acting Manager will seek to investigate further opportunities for funding for maintenance of the Little Free Libraries.

Carried

Motion: by Pat Coe to adjourn the meeting at 8:48pm

Carried

Next Board meeting will be on Thursday 27th January 2022 at 7:00pm.

Certified Correct:



Pat Coe
Board Chair



Lisa Wright
Recording Secretary