

**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday January 27, 2022**

**Board members present:**

Pat Coe  
Lorna Stuber  
Myra Mackay  
Randy Angle  
Rachel Swendseid  
Kazem Mashkourian  
Paul Kealy  
Barb Castell

**Absent with regrets:**

Lorraine Cathro

**Staff present:**

Sarah Gillie – Acting Library Manager  
Lisa Wright – Recording Secretary

**Guests present:**

Nicole Kiefuik, Marigold Library System Representative

All attendees were present via Zoom.

The Chair called the meeting to order at 6.59pm.

**Indigenous Lands Acknowledgement led by Randy Angle**

Board Chair, Pat Coe, welcomed everyone to the first regular Board meeting of 2022.

Sarah Gillie, Acting Library Manager gave a “Library Backgrounder” on e-resources. The library offers a wide variety of e-resources, including e-books, e-audiobooks, newspapers and magazines, comics, music and movies, education and careers, reference, language learning and genealogy among others. There is also an e-resource called Niche Academy which is an online learning platform made for libraries. It includes ready-to-use tutorials for many common library e-resources, online programs, and computer skills.

### **Adoption of the agenda**

The agenda was circulated prior to the meeting.

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

**Carried**

### **Consent Agenda**

The November 10<sup>th</sup>, November 18<sup>th</sup>, December 16<sup>th</sup> and January 18<sup>th</sup> Board meeting minutes and the following reports were circulated by email prior to the meeting:

- Policy Committee Report – Randy Angle
- Marigold Update – Nicole Kiefuik

**Motion:** by Paul Kealy 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.

- Sarah Gillie has a meeting with Wayne Gustafson, OALC Project Manager, next week to discuss some building issues, including exterior signage, the lighting around the perimeter of the second floor and the echo in the hallway between the Children's Program Room and Flex Room.
- Sarah Gillie recently had a meeting with the Town about a new play space which will be situated behind the old library building at 7 Riverside Drive.
- PLSB held a meeting with the Alberta library nodes about the ongoing pandemic. Several libraries have been affected by staff absences due to sickness.
- In November, we ran our Customer Satisfaction Survey. We received 5 paper submissions and 396 online responses. A lot of responses relate to the building, parking and the campus as a whole, as well as many positive comments about customer service and the staff of the library.

**Motion:** by Councillor Swendseid to accept the Acting Library Manager's Report as information.

**Carried**

### **Treasurer's Report – Lorraine Cathro**

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

**Motion:** by Councillor Castell and Kazem Mashkournia 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.

- Sarah Gillie has offered access to the library's Zoom account to the Friends of the Library, so they can meet remotely rather than in person.
- The "Come Grow With Us" Donor Wall Tiles will be situated on the large wall by the Adult Program Room on the first floor.
- Sarah Gillie and Pat Coe will present to the 100 Women Who Care at their February 3<sup>rd</sup> meeting. They will be asking for donations for more preschool literacy kits, as these are extremely popular with families.

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

**Carried**

### **New Business**

- Avail CPA engagement letter
  - Pat Chair, Board Chair, recently received the engagement letter for the annual review.
- Hiring of new Director
  - A committee has been formed to start the process of hiring a new Director.


**Carried**

**Motion:** by Paul Kealy to adjourn the meeting at 8.0pm

**Carried**

Next Board meeting will be on Thursday February 24<sup>th</sup>, 2022 at 7:00pm.

**Certified Correct:**



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



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