

**Minutes of the
Okotoks Public Library Board Meeting
Thursday February 24, 2022**

Board members present:

Pat Coe
Myra Mackay
Randy Angle
Lorraine Cathro
Rachel Swendseid
Kazem Mashkournia
Lorraine Cathro
Barb Castell

Absent with regrets:

Lorna Stuber
Paul Kealy

Staff present:

Sarah Gillie – Acting Library Manager
Lisa Wright – Recording Secretary

Guests present:

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

All attendees were present via Zoom.

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

Indigenous Lands Acknowledgement led by Randy Angle

Adoption of the agenda

The agenda was circulated prior to the meeting.

Motion: by Kazem Mashkournia that the agenda be accepted as circulated.

Carried

Update from Susan Laurin

- Susan Laurin noted that the Town no longer has security guards at their facilities since the REP program was lifted.
- The Town is hoping to bring back outdoor special events in pre-pandemic formats and is also hoping to run community programs and day camps again. Staffing shortages may possibly have an impact on the numbers of programs that can be offered.

Motion: by Councillor Swendseid to accept Susan Laurin's report as information.

Carried

Consent Agenda

The January 27th, 2022 Board meeting minutes and the following report were circulated by email prior to the meeting:

- Personnel Committee Report – Pat Coe

Motion: by Randy Angle 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 and the 2021 Annual Report were circulated prior to the meeting.

- An OBIE projector will be installed in the Aecon Early Learning Centre and a new TV will be located in the foyer area. This will be used to promote information about the library.
- We are hoping to rent out rooms again soon and we will be purchasing additional furniture for use in each of the rooms.
- Library staff are making efforts to address some of the comments and suggestions made in the recent Library Satisfaction Survey and will be adding more furniture, artwork and plants in the coming months.

Motion: by Lorraine Cathro to accept the 2021 Annual Report to PLSB.

Carried

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 January 2022 Interim Financial Statement were circulated prior to the meeting.

- Lorraine Cathro thanked Nicole Kiefuik, Marigold Trustee for the Town of Okotoks, and Michelle Toombs, Marigold Library System CEO, for their prompt responses to the Board's questions about the Okotoks Public Library levy to Marigold for 2022.
- Michelle Toombs recommended that Board members contact their local MLA to ask about the numbers used for the population reporting process.

Motion: by Kazem Mashkournia and Councillor Castell 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 and the Vision 2022 were circulated prior to the meeting.

- On March 23rd at 6.30pm there will be a celebration and unveiling of the *Come Grow With Us* Donor Wall in the library.

Motion: by Lorraine Cathro to accept the updated Vision 2022.

Carried

Motion: by Councillor Swendseid to accept the Advocacy and Fundraising Committee Report as information.

Carried

Policy Committee Report – Randy Angle

The Policy Committee report and the Room Rental Policy were circulated prior to the meeting.

- The Policy Committee met last week and is currently working on updating the bylaws and the Health and Safety Policy.

Motion: by Randy Angle to accept the Meeting Rooms Policy (Policy #2300) with the following amendment to Point 1.5: "No special privileges are extended to organizations to which staff members or past and present Board members belong."

Carried

Motion: by Councillor Castell to accept the Policy Committee Report as information.

Carried

New Business

- Mask bylaw
 - If the Province rescind the mask bylaw, the library mask bylaw will also be rescinded. The library will be putting up signage asking people to respect each other's choices.

- Security guard
 - The contract for the security guard will be in place until the mask bylaw is rescinded.
- Card for Lions Club
 - Board members are asked to call into the library to sign a card for the Okotoks Lions Club to thank them for their sponsorship of the Children's Program Room.

Carried

Motion: by Pat Coe to adjourn the meeting at 8:23pm

Carried

Next Board meeting will be on Thursday March 24th, 2022 at 7:00pm.

Motion: by Pat Coe to continue the meeting *in camera* as the matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) Act at 8:40pm.

Carried

Attending *in camera* session:

Pat Coe
 Randy Angle
 Lorraine Cathro
 Myra Mackay
 Kazem Mashkournia
 Sarah Gillie
 Lisa Wright

Motion: by Pat Coe to adjourn the *in-camera* meeting at 9:46pm.

Carried

Motions arising from *in camera*:

Motion: by Lorraine Cathro and Randy Angle that the Okotoks Public Library pays all legal charges incurred on the library's behalf to a commercial real estate lawyer in order to maintain impartiality and independence.

Carried

Certified Correct:

Pat Coe

**Pat Coe
Board Chair**

Lisa Wright

**Lisa Wright
Recording Secretary**