

**Minutes of the
Okotoks Public Library Board Meeting
Thursday April 28, 2022**

Board members present:

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

Absent with regrets:

Nicole Kiefuik
Lorna Stuber
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

All attendees were present via Zoom.

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

Indigenous Lands Acknowledgement led by Randy Angle

Acting Manager, Sarah Gillie, gave a short talk about the library's progress with the Plan of Service 2020 – 2025.

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 is seeing growth in rentals and programming now that Covid restrictions have eased.
- Census Canada released data recently, which showed that the under 18 age group in Okotoks has decreased to under 30%, but the over 65 age group has grown.
- The Town has released the first draft of the Strategic Plan.

Motion: by Councillor Rachel Swendseid that Susan Laurin's report be accepted as information.

Carried

Consent Agenda

The March 24th, 2022 Board meeting minutes and following report were circulated by email prior to the meeting:

- Marigold Update – Nicole Kiefuik

Motion: by Randy Angle that the minutes and report in the Consent Agenda be accepted 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 library is getting busier and is hitting pre-Covid levels in circulation statistics and pre-school programming.
- Sarah noted recent concerns and criticism of the parking situation on social media, which are starting to negatively impact on the library. Concerns have been raised by seniors and young families who have been unable to access the facility, because they have not been able to park near the building.

Motion: by Randy Angle to accept the Acting Library Manager's Report as information.

Carried

Treasurer's Report – Kazem Mashkournia

The Treasurer's report and the March 2022 Interim Financial Statement were circulated prior to the meeting.

Motion: by Randy Angle and Myra Mackay 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 Advocacy and Fundraising Committee report was circulated prior to the meeting.

- Library Board members will be taking part in the Chamber of Commerce Trade Show on May 6th and 7th.
- Taste of Okotoks will be held on July 16th. Board Chair, Pat Coe, and library staff member, Michelle Walther, will work this event on behalf of the library.

Motion: by Randy Angle that the Advocacy and Fundraising Committee Report be accepted as information.

Carried

Policy Committee Report – Randy Angle

Committee members: Randy Angle, Pat Coe, Lorna Stuber, Paul Kealy.

The Policy Committee report was circulated prior to the meeting.

Motion: by Randy Angle and Lorraine Cathro that the Fees and Penalties Bylaw be given first reading.

Carried

Motion: by Councillor Barb Castell that the Policy Committee Report be accepted as information.

Carried

Personnel Committee Report – Pat Coe

Committee members: Randy Angle, Pat Coe, Kazem Mashkournia, Lorna Stuber, Myra Mackay

The Personnel Committee report was circulated prior to the meeting.

- The position of Library Director will be advertised this week and the advertisement will run for two weeks.

Motion: by Randy Angle that the Personnel Committee Report be accepted as information.

Carried

New Business

- Board succession
 - Only two current Board members have terms which go beyond October of this year. In order to provide some experience and continuity for the incoming Board, current Board members were encouraged to consider reapplying and also encouraged to talk to other people who may be interested in joining the Board.
- Board Basics
 - Information about upcoming Board Basics courses was circulated to Board members.
- August Board meeting
 - There will be no Board meeting in August.
- 2021 Financial Review
 - Avail is currently working on the 2021 review. If the review is not completed in time for the May Board meeting, there will be an interim meeting in early June to approve the review before it is submitted to PLSB with our Provincial Grant application.

Barb Castell and Rachel Swendseid left the meeting at 8:50pm prior to the in-camera session and did not return to the meeting.

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 8:50pm.

Carried

In attendance:

Pat Coe

Lorraine Cathro

Myra Mackay

Randy Angle

Lorna Stuber

Kazem Mashkournia

Motion: to move out of camera at 9:55pm.

Carried

Motion: by Pat Coe to adjourn the meeting at 9:58pm

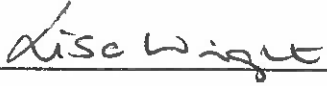
Carried

Next Board meeting will be held via Zoom on Thursday May 26th, 2022 at 7:00pm.

Certified Correct:



**Pat Coe
Board Chair**



**Lisa Wright
Recording Secretary**