

**Minutes of the
Okotoks Public Library Board Meeting
Thursday May 26, 2022**

Board members present:

Pat Coe - Chair
Myra Mackay
Randy Angle
Lorna Stuber
Rachel Swendseid
Kazem Mashkournia
Barb Castell
Paul Kealy

Absent with regrets:

Lorraine Cathro

Staff present:

Sarah Gillie – Acting Library Manager

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

Library Backgrounder Acting Manager, Sarah Gillie, provided a presentation titled “Okotoks Public Library Who’s Who” which provided a description of the work done by the full-time staff at the library.

Adoption of the agenda

The agenda was circulated prior to the meeting.
Rachel Swendseid added a councillor update to the agenda.

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

Carried

Update from Susan Laurin

- Provided update on council strategic plan
- Challenge on filling front line summer positions
- Provided update on 'Okotoks is Kind' project and said if anyone wants a t-shirt to let Sarah know who will put in an order with Susan
- Provided library parking update; RFP is live for the parking lot expansion with anticipated completion in August 2022. Timeline is dependent on minimal disruptions to the supply chain.
- Okotoks hosted a successful U18 hockey championship in May
- Still looking for volunteers for the Okotoks parade being held on June 18.

Motion: by Myra Mackay that Susan Laurin's report be accepted as information.

Carried

Consent Agenda

The April 28, 2022 Board meeting minutes were circulated by email prior to the meeting. The following corrections were made to the April 28, 2022 minutes:

- A note to be made stating that Barb Castell and Rachel Swendseid left the meeting at 8:50 pm prior to the in camera session and did not return to the meeting
- The addition of Lorna Stuber's name to the Advocacy and Fundraising and the Policy Committees.

Councillor Report-Councillor Rachel Swendseid

- Provided update on councillor on location event which took place at the Okotoks Public Library on May 4.
- Next councillor on location event will be on Wed June 1 at the Okotoks Recreation Center from 7-8 pm.
- Property tax notices have been mailed out and if there are any questions to contact a councillor
- Attended 2 library webinars.
- The citizen satisfaction survey is complete and the results will be used to ensure council's strategic direction is headed in the right direction. Library board member mentioned that post card was never received.
- County Councillor Barb Castell provided a brief update on County activity including the extensive road work occurring in the county.

Motion: by Kazem Mashkournia that the amended minutes in the Consent Agenda and councillor report be accepted as information.

Regular Agenda

Acting Library Manager's Report – Sarah Gillie

The Acting Library Manager's report was circulated prior to the meeting.

- Brief discussion on vandalism occurring in the teen area

Motion: by Paul Kealy to accept the Acting Library Manager's Report as information.

Carried

Treasurer's Report – Kazem Mashkournia

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

- Brief discussion on the increase in meeting room rentals and some of the challenges associated with the current operating hours of the library. Patrons have mentioned that they would like to see similar hours that the 'old library' offered including increased evening hours and Sunday
- There have been inquiries from the public on holding birthday parties at the library

Motion: by Lorna Stuber and Paul Kealy that the Treasurer's Report be accepted as information.

Carried

Advocacy and Fundraising Committee Report –

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

The Advocacy and Fundraising Committee report was circulated prior to the meeting.

- Taste of Okotoks will be held on July 6th. Board Chair, Pat Coe, and library staff member, Michelle Walther, will work this event on behalf of the library.

Motion: by Rachel Swendseid that the Advocacy and Fundraising Committee Report be accepted as information.

Carried

Paul Kealy absent from meeting at 8:05 pm, returned at 8:10 pm

Policy Committee Report – Randy Angle

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

Motion: by Randy Angle and Paul Kealy that the Fees and Penalties Bylaw be given second reading.

Carried

Motion: by Randy Angle and Paul Kealy that the Fees and Penalties Bylaw be given third reading

Carried

Carried

Marigold Update – Nicole Kiefuik

Marigold documents including the new master agreement were circulated prior to the meeting.

- Board discussion on why Okotoks council requires approval from the Library board to approve the Marigold master agreement.
- Councillor Rachel Swendseid, Councillor Barb Castell and Susan Laurin provided contextual info to this process.
- Marigold rep collected information to bring back to the Marigold Board.
- Councillor Swendseid confirmed that a letter has been signed by the library board and library staff outlining the value of the Marigold library system to the Okotoks public library. This letter will be presented to the town of Okotoks to aid in the signing of the new master agreement.

Motion: by Barb Castell that the Marigold update be received as information.

Carried

New Business

- A special meeting will be called for the evening of Thursday June 9, 2022 to review and approve the Annual Financial Review.
- The regularly scheduled library board meeting will occur on Thursday June 23, 2022 via zoom.
- The Show and Shine is happening in August and will require volunteers to help with the Library booth if the board decides to participate.

Carried.

Motion: by Pat Coe that the meeting adjourn at 8:17 pm.

Carried

A special board meeting will be held via Zoom on Thursday June 9, 2022 at 7:00pm.

Certified Correct:



Pat Coe
Board Chair



Rachel Swendseid
Acting Recording Secretary