

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

Board members present:

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

Absent with regrets:

Nicole Kiefuik

Staff present:

Sarah Gillie – Director

Guests present:

Janette Messer, Town of Okotoks, representing Susan Laurin, Community Health and Safety Director, Town of Okotoks

All attendees were present via Zoom.

The Chair called the meeting to order at 6:58 pm.

Indigenous Lands Acknowledgement led by Randy Angle

Director, Sarah Gillie, gave an informative talk about how the library selects materials for its collection and what is contained in the collection.

Adoption of the agenda

The agenda was circulated prior to the meeting.

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

Carried

Update from Janette Messer, representing Susan Laurin, Town of Okotoks

- Peace Pole Construction has commenced with a goal of completion by the 3rd week of September
- The benches covered in plastic tarps should be fixed by the contractor by mid-August
- Janette thanked the library board for participating in the Taste of Okotoks event and noted that this year, they broke ticket sales records for food samples tickets
- Janette has received notice that the library board would like to participate in the chili fest
- The Town of Okotoks is working with Foothills Community Immigrant Services on a grant program titled: Welcoming Okotoks. There are opportunities for the library to be involved with this program so Janette will connect the program staff with library staff

Motion: by Myra Mckay that Janette Messer's update be accepted as information.

Carried

Consent Agenda

The June 23, 2022 Board meeting minutes were circulated by email prior to the meeting.

Councillor Rachel Swendseid provided a short report on council activities:

- Survey is open until August 12 for Okotoks residents to provide feedback on litopatopa park
- Provided info on the provincial grant announcement for the Foothills Okotoks Regional Pipeline

Motion: by Barb Castell that June 23, 2022 meeting minutes and Councillor Swendseid's report be accepted as information.

Carried

Regular Agenda

Director's Report – Sarah Gillie

The Director's report was circulated prior to the meeting.

- The library is developing a marketing plan to get more of the meeting rooms booked. The reduction in library operating hours could be affecting meeting room rentals. Sarah Gillie will be reviewing the library operating hours in preparation for the fall budget process.

Motion: by Randy Angle to accept the Director's Report as information.

Carried

Treasurer’s Report – Kazem Mashkournia

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

Motion: by 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 Advocacy and Fundraising Committee report was circulated prior to the meeting.

- The Friday Sept 9, 2022 Drive-In event still requires 3 volunteers in order for the board to be able to participate. The advocacy and fundraising committee will contact the Sunset Drive in organizers on August 8, 2022 if the board did not find the minimum number of volunteers. Sarah Gillie offered to send an email to the library volunteer email list asking for volunteers. The board supported that idea.

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, Paul Kealy, Lorna Stuber.

The Policy Committee report was circulated prior to the meeting.

Motion: by Randy Angle and Paul Kealy that the Board adopt the updated Finance Policy (Policy #7400).

Carried

Motion: by Kazem Mashkournia that the Policy Report by accepted as information.

Carried

Discussion Points

- Little Free Library at Westmount-volunteer needed to maintain this library
 - Sarah Gillie has offered to maintain this library
- Board Enrichment
 - Pat Coe and Randy Angle announced they will be applying for another term on the library board
 - Pat Coe would like to offer more board enrichment activities for the board starting in November 2022
- Bill Roberston Park naming ceremony: Pat Coe encouraged library board members to attend this event and to RSVP through the email invite if they are able to attend.

- Councillor Swendseid and Councillor Castell made comments on why they are not able to participate in in-camera sessions regarding lease negotiations

The Chair called a 5 minute break at 8:24 pm. Meeting to resume at 8:30 pm.

Councillor Rachel Swendseid, Councillor Barb Castell and Janette Messer left the meeting at 8:24 pm.

The meeting resumed at 8:31 pm.

Motion: by Paul Kealy 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 8:31pm.

Carried

Attending *in camera* session:

Pat Coe

Randy Angle

Lorraine Cathro

Myra Mackay

Kazem Mashkournia

Sarah Gillie

Lorna Stuber

Paul Kealy

Motion: by Pat Coe to adjourn the *in-camera* portion of the meeting at 9:37 pm.

Carried

Motions arising from *in camera*:

Motion: Lorna Stuber moved that the OPL Board will prepare a list of outstanding issues regarding the lease and give it to Councillor Swendseid to present to Town Council.

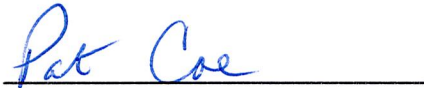
Carried

Motion: Pat Coe moved to adjourn the meeting at 9:40 pm.

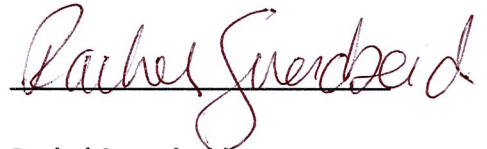
Carried

Next Board meeting will be on Thursday, Sept. 22, 2022 at 7 pm.

Certified Correct:



**Pat Coe
Board Chair**



**Rachel Swendseid
Recording Secretary**