

Minutes of the

Okotoks Public Library Board Meeting

Thursday September 22, 2022

Board members present:

Pat Coe

Randy Angle

Kazem Mashkournia

Lorna Stuber

Paul Kealy

Myra Mackay

Absent with regrets:

Lorraine Cathro

Barb Castell

Rachel Swendseid

Nicole Kiefuik

Staff present:

Sarah Gillie – Library Director

Sarah Lantry – Assistant Director

Lisa Wright – Recording Secretary

Guests present:

Susan Laurin, Community Health and Safety Director, Town of Okotoks

The Chair called the meeting to order at 6.58pm.

Indigenous Lands Acknowledgement led by Randy Angle

Pat Coe offered congratulations to Sarah Gillie on her appointment as the new Library Director and welcomed new Assistant Director, Sarah Lantry.

Sarah Gillie gave a talk about the relocation of the Teen Space into a larger area in the southwest corner of the second floor. The original Teen Space will be converted into a quiet study space.

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 Susan Laurin, Town of Okotoks

- Recent Statistics Canada information shows changes in town demographics, including an increase in the average age of the population.
- The recent Town Satisfaction Survey showed that most people are very satisfied with Okotoks. The library was included as one of the most valued facilities in town.
- Town Council meetings are now being held in person.

Motion: by Kazem Mashkournia that Susan Laurin's report be accepted as information.

Carried

Consent Agenda

The 28 July 2022 Board meeting minutes and the Town of Okotoks report were circulated by email prior to the meeting:

Motion: by Myra Mackay that the minutes and report in the consent agenda be accepted as information.

Carried

Regular Agenda

Director's Report – Sarah Gillie

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

- Sarah Gillie noted that the library has not yet gone back to pre-pandemic hours. It is hoped that the library can gradually start to increase the number of hours that the library is open to the public.

Motion: by Paul Kealy to accept the Director's Report as information.

Carried

Treasurer's Report – Kazem Mashkournia

The Treasurer's report and the July and August 2022 Interim Financial Statements were circulated prior to the meeting.

- Kazem Mashkournia noted that a private donor to the Okotoks Public Library's fundraising campaign donated all funds used for the Library Donor Wall and for all signage on the sponsored rooms. These expenses are recorded under Board Advocacy and Fundraising for accounting purposes, but no funds were used from any source except this private donor's personal donation.

Motion: by Randy Angle 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.

- Pat Coe thanked Committee Lead, Lorraine Cathro, for all the outstanding work she has done as head of the Advocacy and Fundraising Committee on behalf of the library.
- Incoming Chair of the Advocacy and Fundraising Committee, Lorna Stuber, talked about possible upcoming fundraising opportunities.

Motion: by Kazem Mashkournia 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 new Policy on Public Participation at Board Meetings (Policy #6350).

Carried

Motion: by Lorna Stuber that the Policy Committee Report be accepted as information.

Carried

History of the Library Committee – Lorna Stuber

Lorna Stuber noted that the History of the Library committee is being reactivated. She will be looking for help to start work on a book of memories which will be produced for the 50th anniversary of the incorporation of the library, which will be celebrated in 2027.

New Business

- An interim Board meeting will be held on Thursday 13th October at 7pm to discuss the 2023 Budget. This meeting will be held *in camera*.

Motion: by Kazem Mashkournia that the 22nd December Board meeting be cancelled.

Carried

- Pat Coe recently received a commendation from a new library patron for library staff member, Emma Wardle, and Library Director, Sarah Gillie for their excellent customer service.
- Pat Coe talked about ongoing intellectual freedom concerns and the important role of libraries in providing freedom of information.

- There will be a Governance workshop for Board members in February 2023. This will include a presentation and discussion, which will be led by Randy Angle.
- Sarah Gillie will investigate options for holding “hybrid” in-person and online Board meetings to accommodate Board members who cannot attend in person.

Motion: by Paul Kealy that the Board members and Library staff move *in camera* for a discussion that meets FOIP requirements at 9:05pm.

Carried

Attendees at *in camera* meeting:

Pat Coe

Randy Angle

Lorna Stuber

Kazem Mashkournia

Paul Kealy

Myra Mackay

Sarah Gillie

Sarah Lantry

Lisa Wright

Motion: by Lorna Stuber to move out of *in camera* at 10:05pm.

Carried

Motion: arising from in camera session: that the Board take steps towards obtaining a complete lease.

Carried

Motion: by Pat Coe that the Board members move back *in camera* to discuss another matter that meets FOIP requirements at 10:05pm.

Carried

Sarah Gillie, Sarah Lantry and Lisa Wright left the meeting.

Attendees at *in camera* meeting:

Pat Coe

Randy Angle

Lorna Stuber

Kazem Mashkournia

Paul Kealy

Myra Mackay

Motion: by Pat Coe to move out of in camera at 10:27pm. No motions arising.

Carried

Motion: by Randy Angle that the meeting be adjourned at 10:30pm.

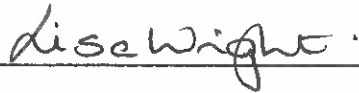
Carried

Next regular Board meeting will be held on Thursday 27th October 2022 at 7:00pm.

Certified Correct:



Pat Coe
Board Chair



Lisa Wright
Recording Secretary