

**Minutes of the
Okotoks Public Library Board Meeting
Thursday October 27, 2022**

Board members present:

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

Absent with regrets:

Nicole Kiefuik

Staff present:

Sarah Gillie – Library Director
Sarah Lantry – Assistant Director
Lisa Wright – Recording Secretary

All attendees were present via Zoom.

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

Indigenous Lands Acknowledgement led by Randy Angle

Library Director, Sarah Gillie, gave a talk about the library's community connections, which include outreach services to local senior residences, youth programs and taking part in Town events.

Adoption of the agenda

The agenda was circulated prior to the meeting.

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

Carried

Consent Agenda

The August 18, September 22 and October 13, 2022, Board meeting minutes were circulated by email prior to the meeting:

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

Carried

Regular Agenda

Foothills County Report – Barb Castell

- Foothills County Councillors voted this week to elect the Foothills County Reeve and Deputy Reeve and councillors were given their committee assignments for the next year.

Director's Report – Sarah Gillie

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

- Rachel Swendseid passed on compliments which were made about the library staff by recent new Board member interviewees.
- Sarah Gillie outlined recent and current fundraising events, including the Okotoks Optimist Club Tim Horton's Smile cookie fundraiser. They will donating proceeds from this event towards the cost of a library "book bike." The Friends of the Library are currently running a 50/50 fundraiser and they will be holding a booksale in November.

Motion: by Lorna Stuber that the Director's Report be accepted as information.

Carried

Treasurer's Report – Kazem Mashkournia

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

Motion: by Kazem Mashkournia and Randy Angle that the Treasurer's Report be accepted as information.

Carried

Advocacy and Fundraising Committee Report – Lorna Stuber

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

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

- Lorna Stuber acknowledged recent donations including a donation by a former Library Board member and a cheque from the Cobs Dough Raiser from the local Cobs store.

- The Friends of the Okotoks Library have been assigned a casino in the late summer of 2024.

Motion: by Lorna Stuber 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, seconded by Paul Kealy, that the Board adopt the revised Health and Safety Policy (Policy #1300).

Carried

Motion: by Paul Kealy, seconded by Lorna Stuber, that the Board adopt the Impairment in the Workplace Policy (Policy #1360) as amended.

Carried

Motion: by Randy Angle, seconded by Paul Kealy, that the Board adopt the Violence and Harassment Policy (Policy #1370).

Carried

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

Carried

Lorraine Cathro suggested that the Policy Committee should look at the Roles and Responsibilities of Trustees soon in their continuing review of the Policies.

New Business

- Note of appreciation to departing Board members
 - Pat Coe, Councillor Barb Castell and Councillor Rachel Swendseid thanked the departing Board members, Lorraine Cathro, Myra Mackay and Paul Kealy, for everything they have done for the library in their time as Board members. Sarah Gillie also thanked them on behalf of the library staff.
- New Board members
 - Three new Board members have been appointed to 2- and 3-year terms. Their orientation will be completed by mid-November.
- Little Free Libraries
 - Paul Kealy and his wife, Cathy, will continue to look after the Suntime and Pason Arena Little Free Libraries.
- Staff commendations from patrons:

- Michelle Walther was commended for her visits to the senior residents at Heartland and Emma Wardle was commended for her “Winnie-the-Pooh at Storytime” session on Tuesday 25 October.
- New Board Basics booklet.
 - PLSB have produced an updated version of the Board Basics handbook. Copies of this document have been printed off for the new Board members and for continuing Board members who would like a print copy.
- Board elections
 - Elections for Board Chair and Vice Chair will take place at the November Board meeting.

Motion: by Pat Coe at 8:14pm, that the Board members move *in camera* for a discussion that meets FOIP requirements.

Carried

Board members present:

Pat Coe

Randy Angle

Lorna Stuber

Kazem Mashkournia

Paul Kealy

Myra Mackay

Lorraine Cathro

Barb Castell

Rachel Swendseid

Staff present:

Sarah Gillie – Library Director

Sarah Lantry – Assistant Director

Lisa Wright – Recording Secretary

Councillors Rachel Swendseid and Barb Castell left the meeting at 8:49pm.

Motion: by Paul Kealy to move out of camera at 9:29pm.

Motions arising from in camera session:

Motion: by Kazem Mashkournia, seconded by Paul Kealy, to incorporate the changes to Schedule A, as recommended by our lawyer and present it to the Town. On October 27, 2022, the Town of Okotoks Library Board authorized the Board Chair to sign the lease, as presented to the Town.

Carried

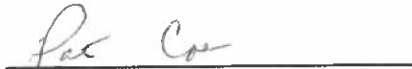
Lorraine Cathro abstained from the vote.

Motion: by Pat Coe to adjourn the meeting at 9:55pm.


Carried

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

Certified Correct:

Handwritten signature of Pat Coe in blue ink, written over a horizontal line.

**Pat Coe
Board Chair**

Handwritten signature of Lisa Wright in blue ink, written over a horizontal line.

**Lisa Wright
Recording Secretary**