

**Minutes of the
Okotoks Public Library Board Meeting
Thursday November 24, 2022**

Board members present:

Pat Coe
Lorna Stuber
Randy Angle
Kazem Mashkourian
Rachel Swendseid
Barb Castell
Mary Duthie
Sarah MacDonald

Absent with regrets:

Alexandra Owens

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
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

Board Chair, Pat Coe, welcomed new Board members Mary Duthie, Sarah MacDonald and Alexandra Owens and welcomed back returning Board members.

Adoption of the agenda

The agenda was circulated prior to the meeting.

Motion: by Randy Angle that the agenda be accepted as circulated.

Carried

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

- Susan Laurin noted that Town programs and events are back at 2019 levels in terms of registration and attendance.
- The Town of Okotoks budget was approved at the most recent Town Council meeting.

Motion: by Barb Castell to accept Susan Laurin's report as information.

Carried

Election of Board Chair, Vice-Chair and Treasurer.

Sarah Gillie, Library Director, called for nominations for Chair of the Town of Okotoks Library Board for the period ending 31st October 2023.

Randy Angle nominated Pat Coe for the position of Chair of the Town of Okotoks Library Board for the period ending 31st October. Pat Coe accepted the nomination.

There were no other nominations,

Pat Coe was elected and assumed the Chair.

Motion: by Rachel Swendseid that nominations for Vice-Chair be opened.

Carried

Pat Coe, Chair, called for nominations for the position of Vice Chair of the Town of Okotoks Library Board for the period ending 31st October 2023.

Kazem Mashkournia nominated Randy Angle for the position of Vice-Chair of the Town of Okotoks Library Board for the period ending 31st October 2023. Randy Angle accepted the nomination.

There were no other nominations.

Randy Angle was elected and assumed the position of Vice-Chair of the Town of Okotoks Library Board.

Motion: by Barb Castell moved that nominations for Treasurer be opened.

Pat Coe nominated Kazem Mashkournia as Treasurer. Kazem Mashkournia accepted the nomination.

There were no other nominations.

Kazem Mashkournia was elected and assumed the position of Treasurer of the Town of Okotoks Library Board.

Consent Agenda

The October 27th, 2022, Board meeting minutes and the following report were circulated by email prior to the meeting:

Town of Okotoks Report – Rachel Swendseid

- The Town of Okotoks 2023 budget was approved at the most recent Council meeting. The budget included increased funding for fire and police services.
- Next Wednesday, at 7pm, Rachel Swendseid will be doing a live question and answer session on her Instagram account.
- Council approved changes to help with funding for affordable and diversified housing in Okotoks.
- Council has started discussions about a Public Art Policy.

Motion: by Kazem Mashkournia to accept the minutes and report in the Consent Agenda as information.

Carried

Regular Agenda

Library Director’s Report – Sarah Gillie

The Library Director’s report was circulated prior to the meeting.

- The Friends’ recent booksale raised \$670 and their online 50/50 raffle had a total jackpot of \$970, so the winner will receive \$485.
- A question was raised about the library’s insurance provider. The library collection is insured by Marigold Library System and the facility contents are insured by AUMA.
- A question was raised about parking issues at the library during busy times, such as preschool programming. Tuesday mornings are particularly busy as two or more programs are running at the same time.
- A question was raised about the option of a “fast drop-off” parking spot at the front of the library building. There is already a seniors’ parking spot and a book drop parking spot at the front of the building.

Motion: by Rachel Swendseid to accept the Library Director’s Report as information.

Carried

Treasurer’s Report – Kazem Mashkournia

The Treasurer’s report and the October interim Financial Statement were circulated prior to the meeting.

Motion: by Barb Castell and Randy Angle that the Treasurer’s Report be accepted as information.

Carried

Advocacy and Fundraising Committee Report – Lorna Stuber

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

- Lorna noted that the committee needs new members and asked Board members to contact her if they would be willing to join.
- A question was raised regarding a fundraising target for the next year. The goal for next year is set at \$5,000.

Motion: by Kazem Mashkournia to accept the Advocacy and Fundraising Committee Report as information.

Carried

Policy Committee Report – Randy Angle

The Policy Committee report was circulated prior to the meeting.

- Randy Angle noted that updates to the Social Media Policy are now complete and work has begun on the Employee Benefits Policy.
- Randy Angle noted that the committee needs additional members and new Board members were invited to join.

Motion: by Lorna Stuber that the revised Social Media Policy (#3250) be adopted as presented.

Carried

Motion: by Randy Angle that the Policy Committee report be accepted as information.

Carried

History of the Library Committee Report – Lorna Stuber

The History of the Library Committee report was circulated prior to the meeting.

- Lorna Stuber noted that the committee will hold their first meeting in January 2023 and will be looking for new members.
- Sarah Gillie noted that a new library e-resource, BiblioBoard, would be a useful resource for this project.

Motion: by Kazem Mashkournia that the History of the Library Committee Report be accepted as information.

Carried

Correspondence

Pat Coe recently sent a letter of congratulations to the Honourable Rebecca Shulz, new Minister of Municipal Affairs.

New Business

- **Board meeting dates**
 - Discussion was held as to which night of the month future Board meetings should be held on. A decision will be made before the next Board meeting as to whether the date should be changed from the fourth Thursday of the month.

Motion: by Randy Angle that the Board declines to renew their ALTA membership due to the increase in annual fee.

Carried

Mary Duthie shared comments from a local seniors' group about the library. Sarah Gillie responded with answers to some of the queries regarding the layout of the building, seniors' parking, programming and accessibility. Sarah Lantry offered the seniors' club the opportunity to come in and tour the library.

Motion: by Pat Coe to adjourn the meeting at 8:42pm

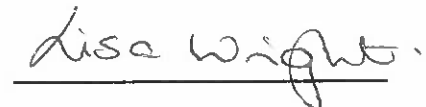
Carried

Next Board meeting will be on Thursday 26th January 2022 at 7:00pm.

Certified Correct:

Handwritten signature of Pat Coe in cursive script, positioned above a horizontal line.

Pat Coe
Board Chair

Handwritten signature of Lisa Wright in cursive script, positioned above a horizontal line.

Lisa Wright
Recording Secretary