

**Minutes of the
Okotoks Public Library Board Meeting
Thursday January 26, 2023**

Board members present:

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

Absent with regrets:

Staff present:

Sarah Gillie – Library Director
Lisa Wright – Recording Secretary

Guests present:

Janette Messer, Programs, Culture and Heritage Manager, 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

Library Director, Sarah Gillie, gave a brief talk about “Who’s who” in the library.

Adoption of the agenda

The agenda was circulated prior to the meeting.

Motion: by Lorna Stuber that the agenda be accepted as circulated.

Carried

Marigold Update from Nicole Kiefuik,

Nicole Kiefuik gave some background information about the services provided by Marigold to member libraries.

Motion: by Kazem Mashkournia to accept Nicole Kiefuik's report as information.

Carried

Update from Janette Messer, Programs, Culture and Heritage Manager, Town of Okotoks

- The Alberta Summer Games will be held 20 - 23 July and about 2500 athletes are expected to attend, together with parents and coaches. Fourteen sporting events will be held, including thirteen in Okotoks and one in Diamond Valley.
- Taste of Okotoks will be held the same weekend and the whole of the downtown area will be closed for the event.

Motion: by Rachel Swendseid to accept Janette Messer's report as information.

Carried

Consent Agenda

The November 24, 2022, Board meeting minutes were circulated by email prior to the meeting:

Town of Okotoks Report – Rachel Swendseid

- Rachel Swendseid noted that sand is available to residents for use on icy pathways, as many of the walkways in town have been affected by recent freeze/thaw events. Sand can be collected from the Eco Centre or the Firehalls.
- At the April Town Council meeting, Town Administration will be presenting options for municipal use in the empty unit in the old library building.
- A public hearing will be held on 27 February 2023 for the new Tillotson Neighbourhood Area Structure Plan.

Motion: by Sarah Macdonald 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 Okotoks Optimist Club will be purchasing a book bike for the library. The summer students will use the bike for outreach programming as part of the Summer Reading Club.
- Sarah Gillie will be going out to meet with local businesses and services in the coming months to introduce herself and discuss potential programming partnerships.
- A question was asked about whether the library provides tours for local school students. The library does provide tours and outreach staff are happy to offer this service to any interested schools and groups.
- Sarah Gillie will soon be meeting with representatives from the other occupants of the Arts and Learning Campus building to discuss parking issues.

Motion: by Barb Castell to accept the Library Director's Report as information.

Carried

Treasurer's Report – Kazem Mashkournia

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

- Kazem Mashkournia noted that the 2022 annual review will be conducted by Avail in the spring. The review will then be sent to PLSB in early June as part of the library's request for annual Provincial funding.

Motion: by 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 Stuber noted that the Trade Show will be held in April and the Board have registered for a table at the show.
- The library has purchased a prize wheel for use at outreach events.

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 the Policy Committee met in early December 2022 and prioritized which Policies need to be updated first.

Motion: by Randy Angle that the Board revoke policies 5200 (Loan Periods, Renewals and Fines) and 5300 (Overdue, Lost and Damaged Materials) as their content is covered in other policies and remove them from the Policy Manual.

Carried

Motion: by Lorna Stuber that the Board adopt the updated policy on Recognition for Board Members.

Carried

Motion: by Randy Angle that the Board adopt the updated policy on Employee Benefits.

Carried

Motion: by Randy Angle that the Board rescind the motion passed on 14 October 2021 and continue to organize the policies using the existing 7 categories.

Carried

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

Carried

New Business

- Pat Coe received a response from Minister Rebecca Schulz, Department of Municipal Affairs, to her recent letter of congratulations. Minister Schulz commended the efforts of staff and Board members and thanked them for their important work in the community.
- New Board members who would like a paper copy of the ALTA manual may obtain one from Lisa Wright at the library.
- Safety in the library
 - The library has a defibrillator and Naloxone kits on the premises and staff are trained to use them.
- Goals for the Board:
 - This year, the Board's main focus will be advocacy.
 - Board members shared their goals for the year, including progress with the Plan of Service, work on the History of the Library and deeper awareness of Intellectual Freedom and libraries.
 - Board continuing education.
 - A governance presentation will be given by Randy Angle at the February 23 meeting.
 - Pat Coe will contact Jordan DeSousa of PLSB about Board Basics training in the spring.

Motion: by Pat Coe to adjourn the meeting at 9:11pm

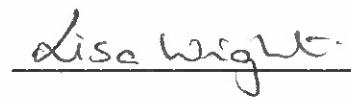
Carried

Next Board meeting will be on Thursday 23 February 2023 at 7:00pm.

Certified Correct:



Pat Coe
Board Chair



Lisa Wright
Recording Secretary