

**Minutes of the
Okotoks Public Library Board Meeting
Thursday March 2, 2023**

Board members present:

Pat Coe
Randy Angle
Lorna Stuber
Rachel Swendseid
Mary Duthie
Sarah MacDonald

Absent with regrets:

Kazem Mashkournia
Barb Castell
Nicole Kiefuik

Absent:

Alexandra Owens

Staff present:

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

Guests present:

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

All attendees were present via Zoom.

The Chair called the meeting to order at 6.59pm.

Indigenous Lands Acknowledgement led by Randy Angle

Adoption of the agenda

The agenda was circulated prior to the meeting.

Motion: by Sarah MacDonald that the agenda be accepted as circulated.

Carried

Consent Agenda

The January 26, 2023, Board meeting minutes and the History of the Library ad hoc committee report were circulated by email prior to the meeting. Rachel Swendseid gave a verbal report on behalf of the Town of Okotoks.

Town of Okotoks Report – Rachel Swendseid

- The Town have amended the 2023 capital budget to provide increased financial support for affordable housing.
- Town Council approved construction of a water splash pad in the plaza area between the Arts and Learning Campus and the old library building. The water features will be flush to the plaza, and can be turned off during area events.
- The Tillotson neighbourhood housing development plan has been approved on a high level by Council.

History of the Library Ad Hoc Committee Report – Lorna Stuber

- The committee had a very positive first meeting recently. Their next meeting will be held at the end of March.

Motion: by Randy Angle 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.

- Library staff held an in-house Professional Development Day on Monday 27th February and learned about "Homelessness in the Community."
- The library recently received notification that Alberta provincial funding for library operating grants is being increased this year.

Motion: by Sarah MacDonald to accept the Library Director's Report as information.

Carried

Treasurer's Report – Kazem Mashkournia

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

- Lisa Wright, Library Administrative Assistant, gave a short backgrounder presentation about the financial reports which are sent out to Board member each month.

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 the events which the Board has taken part in during previous years. This year the Board will be taking part in the Okotoks Trade Show on April 1st and 2nd and the Okotoks Parade on June 17th, together with library staff.
- A Mother's Day silent auction will be held this spring from April 24th to May 6th. Mayor Thorn approved the purchase of artwork by a local artist from the Okotoks Art Gallery for the silent auction.

Motion: by Rachel Swendseid 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 committee are continuing to work their way through the Policy Manual and are updating policies as needed.

Motion: by Randy Angle that the Board revoke Policy 1100, as its content is covered in other policies, and remove it from the Policy Manual.

Carried

Motion: by Randy Angle that the Board adopt the updated Policy 1200 on Policy Development and Revision.

Carried

Motion: by Randy Angle that the Board adopt the updated Policy 2300 on Meeting Rooms.

Carried

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

Carried

Correspondence

- Sheep River Library will be holding a 40th Anniversary celebration on April 29th. Board members have been invited to attend the event.

New Business

- Randy Angle gave a presentation on Governance for different types of Boards, and in particular for Library Boards.
- Pat Coe noted some recent commendations for staff members.
 - A resident of Heartland expressed her gratitude to Michelle Walther for providing a library outreach service to the Heartland residence.

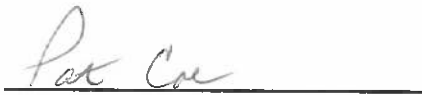
- Pat Coe thanked both Sarah Gillie and Lisa Wright for their work for the Board and thanked Sarah Lantry for her work on the Challenged Book Week display.
- Pat Coe also congratulated Sarah Gillie on receiving her Master of Science in Library Science.
- The Board Basics program will likely be held on a Saturday in May. Pat Coe will discuss potential dates with Board members and PLSB course presenter, Jordan DaSouza in April.

Motion: by Pat Coe to adjourn the meeting at 8:17pm

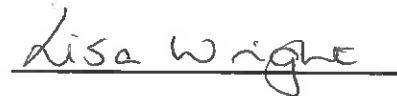
Carried

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

Certified Correct:

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

Pat Coe
Board Chair

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

Lisa Wright
Recording Secretary