

**Minutes of the
Okotoks Public Library Board Meeting
Thursday March 23, 2023**

Board members present:

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

Absent with regrets:

Nicole Kiefuik

Staff present:

Sarah Gillie – Library Director
Lisa Wright – Recording Secretary

All attendees were present via Zoom.

The Chair called the meeting to order at 7pm.

Indigenous Lands Acknowledgement led by Randy Angle

Sarah Gillie gave a short informational presentation about library collections.

Adoption of the agenda

The agenda was circulated prior to the meeting.

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

Carried

Consent Agenda

The amended January 26, February 23, and March 2, 2023, Board meeting minutes were circulated by email prior to the meeting.

Motion: by Mary Duthie to accept the minutes in the Consent Agenda as presented.

Carried

Regular Agenda

Town of Okotoks Report – Rachel Swendseid

- The Town tipi transfer will be happening on Saturday 3rd June. The public is invited to a part of the ceremony.
- The Town of Okotoks 2023-2026 Corporate Business Plan was recently approved. This plan outlines the initiatives that the Town hopes to focus on during the next few years.
- A budget amendment was made to support affordable housing at D’Arcy Ranch.
- At the Town Council meeting on Monday 27 March, there will be a public hearing for the Trilogy Plains subdivision.

Motion: by Lorna Stuber to accept the Town of Okotoks Report as information.

Carried

Library Director’s Report – Sarah Gillie

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

- Safety hooks were installed on the cords of the window blinds on the ground floor of the library.
- The extended weekday library hours and Sunday afternoon opening started earlier this month. The extended hours are going very well so far.
- Sarah Gillie has applied for the \$1000 Walmart grant to purchase craft supplies for the You Belong Book Club.
- There are still parking issues at times on certain days of the week, when patrons are unable to find a space on the parking lot. Staff continue to record any patron complaints and comments.

Motion: by Lorna Stuber to accept the Library Director’s Report as information.

Carried

Treasurer’s Report – Kazem Mashkournia

The Treasurer’s report and the February Interim Financial Statement were circulated prior to the meeting.

- Kazem noted that library finances were in a good position at this point in the year.

Motion: by Barb Castell 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 Sarah Gillie and Alexandra Owens have been applying for grants recently. They are hoping to obtain a grant to fund the “Dog Tales” program.
- Sarah Gillie thanked Alexandra for all her work on grant writing.
- Sarah Gillie and Alexandra Owens have approached the Calgary Foundation about obtaining a grant to start a seed lending library.
- The Board are still collecting donations for the upcoming Silent Auction, which will begin on April 24th.
- Library Giving Day will be on April 4th. The “Every Nickel Counts” fundraiser will start on Library Giving Day and will run to the end of the month. We are encouraging people to bring their coins to the library and put them in the little red barn by the front doors of the library. This fundraiser will raise money to fund the “Brainfuse” online learning program. Board members are encouraged to come to the kickoff of the fundraiser on April 4th.

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 described the process of updating the library policies and thanked Committee members for their work on the updates.
- Rachel Swendseid asked whether the building already has security cameras. There are security cameras in the library, but they don’t cover all areas, so the library has bought additional cameras which will be placed in areas which are not easily visible from Service Desks. Signs will be put up in the library to say that there are security cameras in the area.
- Rachel Swendseid suggested that there should be an amendment to Policy 6200 on the Roles and Responsibilities of Trustees to say that the position of secretary may be taken by a member of the library staff, rather than by a Board member.

Motion: by Rachel Swendseid to table discussion on Policy 6200 (Roles and Responsibilities of Trustees) to the April Library Board meeting.

Carried

Motion: by Randy Angle that the Board adopt the updated Policy 6250 on the Evaluation of the Library Director.

Carried

Motion: by Lorna Stuber that the Board adopt the updated Policy 2900 on Food and Drink.

Carried

Motion: by Randy Angle that the Board adopt Policy 2150 on Security Cameras.

Carried

Motion: by Mary Duthie that the Policy Committee report be accepted as information.

Carried

New Business

- The Okotoks and District Chamber of Commerce *Trade and Lifestyle Show* will take place on April 1st and 2nd. Library Board members and library staff will have a table at the event.
- The Okotoks Parade and Children's Festival will be take place on June 17th and the library will be taking part in the parade this year. Board members are encouraged to take part.
- Pat Coe thanked Rachel Swendseid for mentioning the extended hours at the library at a recent Town Council meeting.
- The Marigold Library System Conference will be held on May 10, 2023. Board members who would like to attend need to let Lisa Wright know by April 5th.

Motion: by Randy Angle that the Board continue to meet *in camera* for a discussion that meets FOIP requirements.

Carried

Sarah Gillie and Lisa Wright left the meeting at 8.34pm.

After a short break, the meeting resumed at 8.41pm.

Board members present:

Pat Coe

Randy Angle

Lorna Stuber

Rachel Swendseid

Mary Duthie

Sarah MacDonald

Kazem Mashkournia

Barb Castell
Alexandra Owens

Motion: by Barb Castell that the Board move out of *in camera* at 8.52pm.

Carried

Motions arising from in camera session:

Motion: by Alexandra Owens that the Board express to the Library Director that they are very pleased with her performance after the three-month and six-month evaluations, as per Policy 6250, Evaluation of the Library Director.

Carried

Motion: by Pat Coe to adjourn the meeting at 8.54pm.

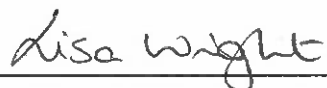
Carried

Next Board meeting will be on Thursday 27 April 2023 at 7:00pm. This meeting will be a “hybrid” meeting (in person and remotely) in the Town Council Chambers.

Certified Correct:



Pat Coe
Board Chair



Lisa Wright
Recording Secretary