

**Minutes of the  
Okotoks Public Library Board Meeting**

**Thursday April 27, 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:**

**Staff present:**

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

**Guests present:**

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

All attendees were present in person, with the exception of Nicole Kiefuik and Sarah MacDonald who attended via Teams.

The Chair called the meeting to order at 7:00pm, welcomed everyone and thanked Janette Messer for facilitating use of a meeting room in the Town Administration building for the Library Board meeting.

**Indigenous Lands Acknowledgement** led by Randy Angle

Sarah Gillie gave a short background information talk about volunteer opportunities at the Okotoks Public Library before and after the Covid-19 pandemic.

### **Adoption of the agenda**

The agenda was circulated prior to the meeting.

**Motion:** by Kazem Mashkournia that the agenda be accepted as circulated.

**Carried**

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

- Janette Messer handed out information leaflets with the dates of all events to be held in Okotoks this year.
- Planning is well underway for the Alberta Summer Games, which will be held in Okotoks and Diamond Valley from July 20th – July 22<sup>nd</sup>.
- The Tipi transfer ceremony will be held on June 3<sup>rd</sup> and is open to the public. Bussing will be available to alleviate parking issues.
- Janette Messer thanked the library for partnering with the Town to provide Memory Kits which will support families and caregivers of dementia patients.

**Motion:** by Barb Castell to accept Janette Messer’s report as information.

**Carried**

### **Consent Agenda**

The March 23, 2023, Board meeting minutes were circulated by email prior to the meeting.

**Motion:** by Rachel Swendseid to accept the minutes in the Consent Agenda as presented.

**Carried**

### **Regular Agenda**

#### **Marigold Library System Report – Nicole Kiefuik**

The *2022 Value of your investment*, the Marigold annual report, letters from Minister Schulz and information about the services provided by Marigold were circulated prior to the meeting.

- Nicole Kiefuik noted that the *2022 Value of your investment* report shows how Marigold system members accomplish more than any one library or municipality could achieve alone by working together. Rachel Swendseid noted that the information was very useful for everyone to see all the support that Marigold offers to member libraries.
- Nicole noted that the Marigold conference will be held on May 10<sup>th</sup>.

**Motion:** by Lorna Stuber to accept the Marigold Library System Report as information.

**Carried**

#### **Library Director's Report – Sarah Gillie**

The Library Director's report and the draft 2022 Financial Review were circulated prior to the meeting.

- Sarah Gillie noted that the Sheep River Artist in Residence project recently launched. All information is available on the library website. The library will provide space for the artist in the library in September.
- The Okotoks Chamber Lifestyle and Trade Show was a great success.
- Sarah Gillie noted that the library has received Canada Summer Jobs grant money for two summer students. The summer students will use the new book bike for outreach programming during July and August.
- New Co2 kits will be available to borrow in the next few weeks.

**Motion:** by Kazem Mashkournia to accept the Library Director's Report as information.

**Carried**

#### **2022 Financial Review**

- Sarah Gillie talked about the recent 2022 Financial Review by Avail CPA. Due to some significant staffing changes in 2022, the library had a surplus at the end of the year.
- Sarah Gillie recommended that some of the surplus be added to the operating and capital reserves, which need to be increased since we moved into the new building, and she recommended that any remaining surplus be used for library operations, including new furniture, computers and collection development.
- A question was raised asked about the Community Initiative Grant which was used to furnish and equip the Teen Area, and the Alberta Provincial Grant funding which the library receives annually.

**Motion:** by Kazem Mashkournia and Alexandra Owens to accept Sarah Gillie's recommendations to move \$20,206 into operating reserves, \$20,000 into capital reserves and retain \$20,000 to be used in the 2023 operating budget.

**Motion:** by Alexandra Owens and Kazem Mashkournia to accept and approve the 2022 Financial Review by Avail CPA.

**Carried**

#### **Treasurer's Report – Kazem Mashkournia**

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

- Kazem Mashkournia noted that capital expenditures appear to be over budget, but some of the expenses have been paid out of the fundraising donations raised for furniture, fixtures and equipment.

- It was noted that account fee income is currently over budget. This is a carry-over from the “3 month free” offer which was given to patrons who renewed their accounts when the library reopened in late 2020 after the Covid 19 closures.
- It was noted that although room rental income is currently under budget, room bookings have picked up since the opening hours were extended in March. It was also noted that many people are choosing to conduct meetings via Zoom rather than in person and this may also have affected room rental bookings.

**Motion:** by Rachel Swendseid and Lorna Stuber 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.

- The *Every Nickel Counts* fundraiser is running through to the end of April.
- The online Silent Auction runs to the 6<sup>th</sup> May and is going well.
- Alexandra Owens noted that a member of the 100 Women Who Care is going to nominate the library for funding at an upcoming meeting.
- Sarah Gillie and Alexandra Owens are also looking for grant funding to bring back the Dog Tales program.

**Motion:** by Barb Castell to accept the Advocacy and Fundraising Committee Report as information.

**Carried**

**Policy Committee Report – Randy Angle**

The Policy Committee report and Policies 2200 and 2400 were circulated prior to the meeting.

- Randy Angle noted that there are currently seven Policies being updated by members of the Policy Committee.

**Motion:** by Randy Angle that all the policies in the Policy Manual have the term “user(s)” substituted for any occurrences of “patron(s)”

**Carried**

**Motion:** by Randy Angle that the Board adopt the updated Policy 2200 on Hours of Service

**Carried**

**Motion:** by Lorna Stuber that the Board adopt the updated Policy 2400 on Computer Use.

**Carried**

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

**Carried**

### History of the Library Committee

- Kazem Mashkournia showed the Board a book on the History of the *Grande Prairie Regional College 1966 – 1991*, which was written by a historian and is a good example of how to write a historical document.
- Lorna Stuber found 34 articles about the library in the *Western Wheel* for use by the committee.

**Motion:** by Lorna Stuber that the History of the Library Committee report be accepted as information.

**Carried**

### New Business

- The Sheep River Library 40<sup>th</sup> Anniversary Celebration will be held on Saturday 29<sup>th</sup> April, from 1-4pm. Board members will be attending on behalf of the library.
- Pat Coe read out a letter from Minister Schulz inviting libraries to apply for the Public Library Service Award for Excellence or Innovation.
- The Board Enrichment Workshop will potentially be held in the fall.
- Alexandra Owens noted that it would be useful to have a map of the Little Free Libraries in town.
- Information about the Plan of Service was circulated prior to the meeting. Pat Coe talked about the processes involved in producing a new Plan of Service. The next Plan of Service must be submitted to PLSB by mid June 2025.
- Pat Coe commended Jeff Blumer for his work with the children in the Comic and Graphic Book Club program.

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

**Carried**

Janette Messer and Nicole Kiefuik left the meeting at 9.27pm.

### Board members present:

Pat Coe

Randy Angle

Lorna Stuber

Rachel Swendseid

Mary Duthie

Sarah MacDonald

Kazem Mashkournia

Barb Castell

Alexandra Owens

**Staff members present:**

Sarah Gillie

Sarah Lantry

Lisa Wright

**Motion:** by Barb Castell that the Board moves out of *in camera* at 9.49pm.

**Carried**

**Motion:** by Pat Coe to adjourn the meeting at 9.49pm.

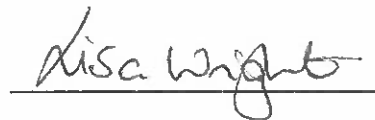
**Carried**

Next Board meeting will be on Thursday 25<sup>th</sup> May 2023 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**