

**Minutes of the
Okotoks Public Library Board Meeting
Thursday, May 25, 2023
Okotoks Public Library Programming Room**

Board members present:

Pat Coe - Chair
Mary Duthie
Randy Angle
Lorna Stuber
Rachel Swendseid
Kazem Mashkournia
Barb Castell

Absent with regrets:

Alexandra Owens
Sarah Macdonald
Lisa Wright
Nicole Kiefuik

Staff present:

Sarah Gillie – Library Director

Guests present:

Janette Messer-Programs, Culture and Heritage Manager-Town of Okotoks
Sharon Hudspeth-President, Friends of the Library

All attendees were present in-person.

The Chair called the meeting to order at 7:02pm.

Indigenous Lands Acknowledgement led by Randy Angle

Library Backgrounder Sarah Gillie, provided a backgrounder on e-resources available at the Okotoks Public Library.

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-

- Reading with Royalty update.
- Summer games has requested a list of community resources to give to parents of athletes including information about the library.
- Parade Day update: Discussed parade route, children's festival will be in Ethel Tucker Park. Town will provide washrooms (port-a-potties) at children's festival.
- Tipi Transfer update: June 3, 2023 at Laudan Park. Community is invited but due to lack of parking at site there will be a shuttle from the Okotoks Recreation Center. Janette will send Sarah information on the event to post at the library. There will also be an Indigenous artisan market that weekend featuring 50 artisans.
- National Indigenous month is happening in June and the Town of Okotoks will be holding various events

Motion: by Lorna Stuber that Janette Messer's report be accepted as information.

Carried

Consent Agenda

The April 27, 2023 board meeting minutes were circulated by email prior to the meeting.

Motion: by Randy Angle that the April 27, 2023 minutes in the consent agenda be accepted as presented.

Carried

Regular Agenda

Town of Okotoks Report-Rachel Swendseid

- Reported on property tax notices, change in how library requisition is noted on property tax notice, tax receipt available to public outlining where property taxes go, outcome of Entertainment District pilot engagement process, results from the deer survey.

Motion: by Kazem Mashkournia that the report from the Town of Okotoks be accepted as information.

Carried

Library Director's Report – Sarah Gillie

The Library Director's report was circulated prior to the meeting. Sarah provided an update on the following items:

- Update on the Sheep River Artist in Residence Jury. Kazem and Sarah will be on the judging committee.
- Update on Pride Week activities planned at the library.
- Update on Marigold conference. Sarah learnt a lot and found it valuable.

- Provided an overview of the Plan of Service document. This will expire at the end of 2024. Sarah provided information on how the current programming and policies are meeting the service area priorities. For example, the Memory Kits are meeting a performance indicator for the stimulate imagination service area. Sarah recommended that Board Members are aware of the service areas and whether the library is meeting the performance indicators. Board member Mary suggested creating a report card to the board on what was completed and what was not completed.
- Lorna asked about how the library will respond to folks that want Pride books labelled. The Library Director said that library does not have the resources to do that in this library. The onus is on individuals to look for books themselves that have Pride themes by searching TRACpac.
 - Randy left the meeting at 7:59 pm
 - Randy returned to the meeting at 8:02 pm
- Lorna asked about parking challenges including the CTR assigned parking. If the situation isn't resolved, Sarah will follow-up with the town. Sarah mentioned that she noticed senior parking has been added to the front of the building. Brief discussion on how to schedule programs in the library to reduce parking congestion.

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 April 2023 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 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. Lorna provided the following updates:

- Provided update on Mother's Day Silent Auction. Some items were not bid on. Raised a total of \$850.
- Children's parade is one of the advocacy events that board members can sign up to volunteer for. Alexandra, Sarah M and Mary have signed up for the event.
- Sarah will be applying for the Tim Horton's Smile Cookie grant for children's programs and the Dog Tales program.

Motion: by Kazem that the Advocacy and Fundraising Committee Report be accepted as information.

Carried

Policy Committee Report – Randy Angle

The Policy Committee report was circulated prior to the meeting.

Policy 2110

- Sarah Gillie provided an update on why policy 2110 was created. Examples were an unattended 3 year old in the library and the age of caregivers of young children. Policy also provides clarity on what staff should do if there is an unattended child left in the building.

Policy 2350

- Sarah Gillie stated that this is a new policy that provides clarity on what programming the library provides and why. Janette Messer asked a question about retention of waivers. Sarah Gillie asked Randy Angle to add that into the record retention policy that the Policy Committee is working on.

Policy 4100

- Sarah Gillie stated that a section on parent and guardian responsibility was added to the policy. Kazem asked a question about weeding books and asked if there should be a timeline that books should be kept in circulation. Sarah Gillie provided a response that it's an operational item and it can limit the library in the breadth of their circulation.

Policy 4500

- Sarah Gillie stated that this policy confirms commitment to intellectual freedom of libraries.

Policy 5400

- No discussion

Motion: by Randy Angle that the Board adopt the new Policy 2110 on Unattended Children and Vulnerable Persons.

Carried

Motion: by Randy Angle that the Board adopt the new Policy 2350 on Programming

Carried

Motion: by Randy Angle that the Board adopt updated Policy 4100 on Collection Development

Carried

Motion: by Randy Angle that the Board rescind Policy 4200 on Donation Material, Policy 4300 on Weeding and Disposal and Policy 4400 on Materials in Other Languages. The updated Policy 4100 replaces these policies.

Carried

Motion: by Randy Angle that the Board adopt updated Policy 4500 on Reconsideration of Library Materials.

Carried

Motion: by Randy Angle that the Board adopt updated Policy 5400 on Confidentiality of User Records

Carried

Motion: by Lorna Stuber that the Policy Committee Report be accepted as amended.

Carried

Personal Committee Report – Pat Coe

Motion: by Randy Angle that the Personnel Committee Report be accepted as information.

Carried

Discussion Topics

- Pat made notes of appreciation for: Janette (booking town space for prior board meeting), (setting up hybrid zoom meeting), Rachel (taking minutes in Lisa's absence), Randy (for hard work creating policies), Lisa (preparation of new policy binders), Sarah G (for researching and purchasing the technology for hybrid meetings in the library.)
- Sharon Hudspeth presented on Friends of the Library activities. There will be a Friends of the Library Book Sale on June 2nd, 3rd and 4th. Raffle for library book quilt is active until October. Friends of the Library has received a casino for 3rd quarter of 2024. Friends of the Library have donated \$300 to the BrainFuse program to bring the fundraising total to \$3000.
- Marigold Library Conference: Board members Mary, Kazem, Rachel, Pat reported on learnings from the conference.
- Barb Castell provided update that Millarville library funding was increased from \$6600 to \$9000.
- Barb Castell asked questions about how books are taken out of circulation in libraries. Library Director provided explanation on how books are taken out of circulation (space, last time they were checked out, etc).
- Pat provided update on Sheep River Library Anniversary Celebration. Said it was really well done.
- Pat provided update on recruiting board members and for Board Members to put the word out on asking people in their circles to volunteer for the Library Board.

Carried.

Motion: by Pat Coe that the meeting adjourn at 9:08 pm

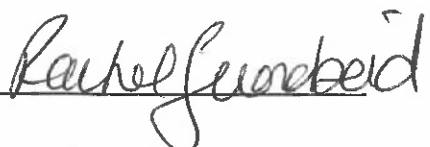
Carried

The next meeting will be held on June 22, 2023 at 7:00 pm at the Okotoks Public Library.

Certified Correct:



Pat Coe
Board Chair



Rachel Swendseid
Recording Secretary