

**Minutes of the
Okotoks Public Library Board Meeting
Thursday June 22, 2023**

Board members present:

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

Absent with regrets:

Sarah MacDonald
Nicole Kiefuik

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 Janette Messer who attended via Zoom.

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

Indigenous Lands Acknowledgement led by Randy Angle

Sarah Gillie gave a short background information talk about Intellectual Freedom and Censorship and libraries.

Adoption of the agenda

The agenda was circulated prior to the meeting.

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

Carried

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

- Janette Messer noted that this year's Parade Day was very successful and thanked the library staff and Board for taking part. The Children's Festival was also extremely well-attended.
- Buskersfest will be held this coming Saturday, 24 June. There will be 50 vendors at the Artisan Market and the road will be closed from Lineham Avenue to Veterans Way.
- Alberta Summer Games will take place July 20-23. Taste of Okotoks will take place in the downtown area during the weekend and there will be a concert in the Ethel Tucker Park and kayaking on the river near the Laurie Boyd Bridge.
- A blanket exercise will be held tomorrow, Friday 23 June, and there are still some spaces available for this event.
- The Ethel Tucker Park splash park project has been put out for Request For Proposal and the library will be kept informed of progress. The project will likely not be completed until next year.

Motion: by Kazem Mashkournia to accept Janette Messer's report as information.

Carried

Consent Agenda

The May 25, 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

- A bylaw has been amended to deal with deer and residents are now allowed to raise their fence height to 2.3 metres.
- Subject portrait nominations can now be made for the Artist in Residence to create. Nominations will be accepted until July 17, 2023 and the community will then vote for three to be painted.
- The vacant space in the old library building has not yet been filled, and Council members are still discussing uses for this unit.

Motion: by Barb Castell 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.

- Sarah Gillie noted that the Optimist Club, the Western Wheel and Eagle Radio came to take photos of the Book Bike and the summer students who will be taking the bike out. The bike will be coming to outreach events this summer.
- Due to demand, Chess Club, Play and Chat and the Dayhome Storytime will continue over the summer.
- The *You Belong Book Club* has been an extremely popular program. This will continue as a drop-in session over the summer, also due to demand.

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

Carried

Treasurer's Report – Kazem Mashkournia

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

- Kazem Mashkournia noted that the financials are in good order for this point in the year.

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.

- The library recently received a donation of \$20,000 from an anonymous donor. This will be used to fund a Seed Library, Launchpads, Wonderbooks, STEM and baby programming supplies, our annual public movie licence and sensory wall panels for a Discovery Space in the Children's Area.
- Board and staff enjoyed taking part in the Parade and were happy to hear lots of positive comments from people watching the event. The two summer students, Caylie Nell and Ashlyn Smith were congratulated and thanked for all the work they put into planning and preparing for the event.
- The Board have met their fundraising goal for the year but will continue to fundraise.
- Board members are invited to take part in upcoming advocacy events, which staff members are participating in, including Chilifest and Taste of Okotoks.

Motion: by Kazem Mashkournia to accept the Advocacy and Fundraising Committee Report as information.

Carried

Policy Committee Report – Randy Angle

The Policy Committee report and Policies 6200 and 7300 were circulated prior to the meeting.

- Randy Angle noted that Committee members have been actively working on twelve policies.

Motion: by Randy Angle that the Board approve the updated Policy 6200 – Roles and Responsibilities of Board Members.

Carried

Motion: by Randy Angle that the Board approve updated Policy 7300 - Fundraising.

Carried

Motion: by Rachel Swendseid that the Policy Committee report be accepted as information.

Carried

History of the Library Committee

- Lorna Stuber noted that the next meeting of the committee will be on July 18, followed by a meeting in September.
- The library has some photos, documents and items, which Sarah Gillie will bring to the July meeting.
- Pat Coe has contacted former Director, Tessa Nettleton, and other former staff to ask for information and stories about the library.

Motion: by Alexandra Owens that the History of the Library Committee report be accepted as information.

Carried

New Business

- The Board received a letter from Ric McIver, who has been reappointed as Minister of Municipal Affairs. Pat Coe responded to the letter congratulating him on his appointment.
- Pat Coe shared an article about common mistakes which Board members may make and noted that Board members should let any prospective new members know the roles and responsibilities of being a Board member.
- A discussion was held about Board elections. These have traditionally been held in November, after new members have joined the Board. It was suggested that elections should perhaps be held at the October meeting, with the existing Board members voting for the Executive for the following year. However, this would eliminate any new members who may have a lot of relevant experience. It was agreed to discuss this further at the next meeting.
- Pat Coe suggested that Board members should complete a self-evaluation exercise, which she will send out by email. This should be returned to her by June 30. She will then set up individual meetings with each Board member to discuss.

Motion: by Alexandra Owens that the Board continue the meeting in closed session to discuss matters that fall within the *Freedom of Information and Protection of Privacy (FOIP) Act*, Division 2, Exceptions to Disclosure – Disclosure harmful to personal privacy 17 (2)(e) and 17 (4)(f).

Carried

Sarah Gillie, Sarah Lantry, Lisa Wright and Janette Messer left the meeting at 9:08pm.

Board members present:

Pat Coe

Randy Angle

Lorna Stuber

Rachel Swendseid

Mary Duthie

Kazem Mashkournia

Barb Castell

Alexandra Owens

There was a short break and the meeting resumed at 9:14pm.

Motion: by Pat Coe that the Board moves out of closed session at 9:32pm.

Carried

Motion arising from closed session:

Motion: by Alexandra Owens that the Board accepts the Chair's recommendation based on the Director's Annual Evaluation as discussed in closed session. This was seconded by Randy as it had financial ramifications.

Carried*

* Sarah MacDonald voted by email to agree to this motion.

Motion: by Pat Coe to adjourn the meeting at 9:33pm.

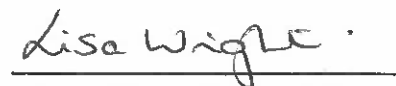
Carried

Next Board meeting will be on Thursday 27th July 2023 at 7:00pm.

Certified Correct:



Pat Coe
Board Chair



Lisa Wright
Recording Secretary