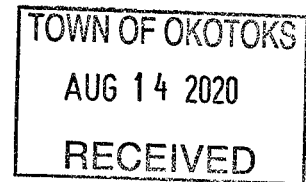


**Minutes of the
Okotoks Public Library Board Meeting
Thursday June 11, 2020**



Board members present:

Pat Coe
Randy Angle
Alan Alger
Lorna Stuber
Florence Christophers
Myra Mackay

Absent with regrets:

Jamie Banks

Staff present:

Lara Grunow – Library Director
Sarah Gillie – Assistant Director
Lisa Wright – Recording Secretary

Guests present:

Nicole Kiefuik, Marigold Library Board Representative
Susan Laurin, Community Services Director, Town of Okotoks

To maintain social distancing requirements, two Board members and two staff members met at the Library, and the rest of the attendees were present via Zoom.

The Chair called the meeting to order at 6:02pm.

Indigenous Lands Acknowledgement led by Pat Coe.

Welcome and introductions

Adoption of the revised agenda

Motion: by Alan Alger that the revised agenda is accepted as circulated.

Carried

Town of Okotoks Update

Susan Laurin gave an update on how the Town is handling the Covid-19 epidemic.

- The Arts and Learning Campus build is now in progress. The new library will be available to move in to by September 2021. The existing library building will be renovated and ready to move in by the new occupants in January 2022.
- Covid-19 Phase 2 relaunch has been brought forward and some facilities which were originally included in Phase 3 have now been included in Phase 2. The Town is in the process of going through all the requirements for opening facilities safely over the next few weeks. Day camps will be available during the summer but with limited numbers and activities. Registration will only be for Town and Foothills County residents initially.
- The library should not feel pressured to open until the Board and staff feel ready to provide safe services to the public. Sarah Gillie noted that the library will open with restrictions and it is unlikely that any in-person programs will be run during the summer months.
- Alan Alger commented that Foothills County Community Centres will be opening with restrictions, following Alberta Health guidelines.
- The Town is planning to host a drive-by “Reverse Parade” on June 20th, which would have been the Parade Day. Local businesses are invited to place a float outside their business or decorate their store fronts.

Motion: by Florence Christophers to accept the update by Susan Laurin as information.

Carried

Consent Agenda

The May 14, 2020 Board meeting minutes and the following reports were circulated by email prior to the meeting:

- Foothills County Report – Alan Alger
- Town of Okotoks Report – Florence Christophers
- History of the Library Report – Lorna Stuber, Myra Mackay, Pat Coe, Alan Alger, Lorraine Cathro and Elvina Laboucane (citizen representatives)

Motion: by Randy Angle to accept the Minutes and Reports in the Consent Agenda as information.

Carried

Regular Agenda

Director’s Report – Lara Grunow

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

- Lara Grunow and Sarah Gillie are working with Awedity Creative on a new logo for the library.

- Marigold and the TD Summer Reading Club will provide online programming for children during the summer months.
- Pat Coe has received positive feedback about the Curbside Holds Pickup project. We are receiving courier delivery from some of the local Marigold libraries, but if patrons want items quickly, they are advised to pick items which are currently available here in Okotoks. The service has been extremely popular and will continue in its current form until the library reopens to the public.

Motion: by Myra Mackay to accept the Director's Report as information.

Carried

Treasurer's Report

- The Treasurer's report was circulated prior to the meeting, but Jamie Banks was unable to attend the meeting.
- Pat Coe asked about expenses included in the Library Advocacy and Public Relations line of the budget. This line is used for advertising expenses, such as the roadside sign which was bought to advertise the Curbside Holds Pickup.

Motion: by Lorna Stuber and Florence Christophers to approve the Treasurer's Report.

Carried

Policy Committee Report – Randy Angle and Pat Coe

The Policy Committee Report was circulated prior to the meeting.

- The Policy Committee has started making minor corrections to the first few Policies. The Committee is recommending that Appendices are attached to the appropriate Policy, and that a Policy template is used for future re-writes. The Committee also recommends using the Canadian Press for style.

Motion: by Randy Angle to accept the Policy Committee Report as information.

Carried

New Business

- **Fundraising**
 - Pat Coe and Lara Grunow are attending an online conference – International Public Library Fundraising Conference next week.
 - Fundraising for the expansion will need to resume at some point, so Pat Coe recently talked with Sharon Hudspeth, Interim Chair of the Friends of the Library, about the fundraising which is still needed for the new building.

Motion: by Alan Alger to adjourn the meeting at 6:36pm.

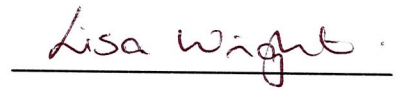
Carried

Next Board meeting will be on Thursday 9th July 2020 if required. A decision will be made towards the end of June.

Certified Correct:



Pat Coe
Board Chair



Lisa Wright
Recording Secretary