

**Minutes of the
Okotoks Public Library Board Meeting
Thursday October 26, 2023**

Board members present:

Pat Coe
Randy Angle
Lorna Stuber
Oliver Hallmark
Kazem Mashkournia
Barb Castell
Alexandra Owens
Sarah MacDonald

Absent with regrets:

Janette Messer

Staff present:

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

Guests present:

Nicole Kiefuik, Marigold Library Board Representative

All attendees were present in person, with the exception of Barb Castell, Alexandra Owens, Sarah MacDonald and Nicole Kiefuik, who attended via Zoom.

The Chair called the meeting to order at 7:01pm.



Indigenous Lands Acknowledgement led by Randy Angle

Everyone introduced themselves to new Board member, Oliver Hallmark, Town of Okotoks Councillor.

Sarah Gillie gave a short background information talk on library programming, including program selection, range, costs, program partnerships with local businesses and organizations and special events.

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, Town of Okotoks (read by Pat Coe)

- The Town of Okotoks has received a donation to install a water feature at the Arts and Learning Centre Plaza. This will hopefully be completed by the spring of 2024.
- Planning for Light Up Okotoks is well underway. This will be held on Friday 17 November, and this year there will be an increase in activities at the Arts and Learning Centre Plaza.
- The CP Holiday Train will stop in Okotoks on Monday, December 11. The train will arrive at noon, with the entertainment program running from 12:15pm until 12:45pm.

Motion: by Kazem Mashkournia that Janette Messer's report be accepted as information.

Town of Okotoks Report - Oliver Hallmark

- Oliver Hallmark attended the Face to Face Conference at the Rotary Performing Arts Centre which was an opportunity to share ideas about arts, culture and education in Okotoks
- The Missing and Murdered Indigenous Women memorial was unveiled in the Ethel Tucker Park on 30 September.
- The 2023 Remembrance Day Poppy Campaign begins on Friday 27 October, and it is hoped that more money will be raised this year than last year, as many of the Poppy Collection Boxes include the option to make donations using card tap payments.

Foothills County Report - Barb Castell

- Millarville Christmas Market will take place on the weekends of 2-5 and 9-12 November. This will include a "Kids Only" shopping event. Money raised from the "Kids Only" event goes to six local Foothills District schools to help fund their breakfast programs.

Consent Agenda

The September 28, 2023, Board meeting minutes were circulated by email prior to the meeting.

Motion: by Lorna Stuber to accept the minutes and reports in the Consent Agenda as presented.

Carried

Regular Agenda

Library Director's Report – Sarah Gillie

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

- Sarah Gillie noted that the Kindness in the Community program is open to all local residents who are interested in creating unique items of encouragement, empowerment and inspiration. The group will meet on November 6 at 7:00pm at the library.
- Sarah Gillie and Hayley Kleckner, Library Adult Services Coordinator, met with the owners of Yooneek Books to discuss ordering some of the local "Lucky Day" copies through the shop.
- Sarah presented options for sponsorship at the Light Up Okotoks event. Pat Coe noted that the library has previously only taken part in the summer events organized by the Town of Okotoks, so it would be a good idea to take part in a winter event, such as Light Up Okotoks.
- Sarah Gillie noted that she must provide a four-year budget projection to the Town, including priorities for funding.
- Sarah Gillie noted that the current fulltime staff members' RRSP plan is to be changed to a Group RRSP run by Alberta Municipalities.

Motion: by Oliver Hallmark that the Board approve the switch to the Group RRSP through Alberta Municipalities effective January 1st 2024 and the contribution rate will be matched for the employees (5%)

Carried

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 September Interim Financial Statements were circulated prior to the meeting.

- Kazem Mashkournia noted that the finances are in a good position for this stage of this year.
- Interest income is over budget, because the GICs, which are used for capital and operational reserves, generated more interest than anticipated.

Motion: by Randy Angle that the Treasurer's Report be accepted as information.

Carried

Advocacy and Fundraising Committee Report – Alexandra Owens

The Advocacy and Fundraising Committee report was circulated prior to the meeting.

- Alexandra Owens noted that members of the Fundraising Committee are going to the Calgary Public Library's Escape Room to find out how this large fundraising program is run, with a view to possibly holding an Escape Room event here as a fundraising opportunity.

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

Carried

New Business

- Pat Coe gave a library staff commendation to Marg Wheeler, who regularly goes above and beyond in terms of customer service. Pat noted examples of when she has personally witnessed Marg offering exceptional customer service to library users.
- Pat Coe and Lorna Stuber will continue to look after Drake Landing and Sandstone Little Free Libraries when they leave the Board at the end of this month. Other Little Free Libraries are monitored by other volunteers and staff members.
- Randy Angle and Kazem Mashkournia will run a Board orientation for the three new Board members in the next couple of weeks.
- Elections for the 2023-2024 Chair and Vice Chair will take place at the November Board meeting.
- Outgoing Board members, Pat Coe and Lorna Stuber, both noted how much they have enjoyed their time on the Board over the last few years.

Motion: by Pat Coe to adjourn the meeting at 9:15pm.

Carried

Next Board meeting will be on Thursday November 23, 2023 at 7:00pm.

Certified Correct:

for


Pat Coe
Board Chair



Lisa Wright
Recording Secretary