

**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday 22 February 2024**

**Board members present:**

Kazem Mashkournia  
Randy Angle  
Oliver Hallmark  
Barb Castell  
Sara Maseko  
Sarah MacDonald  
Brad Cale  
Gloria Schwabe

**Absent with regrets:**

Alexandra Owens

**Staff present:**

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

**Guests present:**

Janette Messer, Special Projects Manager, Town of Okotoks

All attendees were present in person, with the exception of Barb Castell, Sara Maseko, Sarah MacDonald and Brad Cale who attended via Teams.

The Chair called the meeting to order at 7:00pm.

**Indigenous Lands Acknowledgement** led by Randy Angle

**Adoption of the agenda**

The agenda was circulated prior to the meeting. Kazem Mashkournia amended the agenda to incorporate all new business items into the regular agenda report discussions.

**Motion:** by Gloria Schwabe that the agenda be accepted as amended.

**Carried**

## **Consent Agenda**

The 25 January 2024, Board meeting minutes were circulated by email prior to the meeting.

**Motion:** by Randy Angle to accept the minutes and reports in the Consent Agenda as presented.

**Carried**

## **Library Backgrounder**

Sarah Gillie gave a short background information talk on the 2020-2025 Plan of Service objectives, performance indicators and progress.

## **Update from Janette Messer, Special Projects Manager, Town of Okotoks**

- Janette Messer met with Sarah Gillie and Sarah Lantry today to discuss ways in which the Town can work with the library going forward.
- The Town will soon have a “block party trailer” available for Okotoks residents to book and use. The trailer will contain items which can be used to host a block party, including a sound system, barbeque and games and will be free for Okotoks communities to use.
- Janette Messer thanked the library for the Memory Kits partnership with the Town and for being a hub for the Welcoming Okotoks service.
- Janette Messer thanked the library for being available as a warming location for unhoused people during the recent cold spells.

**Motion:** by Oliver Hallmark to accept Janette Messer’s report as information.

**Carried**

## **Regular Agenda**

### **Town of Okotoks Report - Oliver Hallmark**

- Oliver Hallmark noted that the Town have started looking at possible plans and ideas for the splash pad. This will be located at the plaza at the side of the library building and will hopefully have bathrooms on site.

**Motion:** by Sarah MacDonald to accept the Town of Okotoks report as information.

**Carried**

### **Foothills County Report – Barb Castell**

- The County are working on suggestions for how residents can conserve water and cope with drought conditions in the upcoming summer season.

**Motion:** by Gloria Schwabe to accept the Foothills County report as information.

**Carried**

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

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

- Sarah Gillie has been invited by SAIT to attend their careers evening in March to talk about her own career and employment opportunities within libraries.
- Representatives from Aecon toured the library recently and were impressed with the facility.
- Bow Valley College representatives met with Sarah Gillie to discuss the possibility of the library hosting a social worker student placement.
- Avail CPA has begun work on the 2023 financial review. Sarah Gillie noted that if the Board want an accountant from Avail to attend a Board meeting virtually to discuss the review, a date will need to be booked soon.
- Sarah Gillie talked about the levy which is paid by both the Town and the library to Marigold Library System. Sarah noted the many services and advantages of being a member of Marigold, including delivery and collection of interlibrary loans, hosting of the library website, bulk purchasing of supplies, consultancy services, IT support and membership of The Regional Automation Consortium. There will be further discussion about the levy agreement process at the March Board meeting.
- Sarah Gillie encouraged Board members to look at upcoming library conference and professional development opportunities.
- The library recently received the 2024 Grant and Allocation confirmation letter from Marigold Library System. This included information on the annual Regional Library System grant which is received as three instalments during the year, and the allocation of funds used to purchase library collection items through Marigold.

**Motion:** by Gloria Schwabe to accept the Library Director's Report as information.

**Carried**

#### **Treasurer's Report – Sara Maseko**

The Treasurer's report and the January 2024 Financial Statement were circulated prior to the meeting.

- Sara Maseko noted that she has updated the format of the monthly interim financial statement to make it more user-friendly for Board members.

**Motion:** by Barb Castell that the Treasurer's Report be accepted as information.

**Carried**

#### **History of the Library Committee Report – Kazem Mashkournia**

The History of the Library Committee report was circulated prior to the meeting.

- Kazem Mashkournia noted that the committee recently interviewed staff members Sarah Gillie, Sarah Lantry and Michelle Walther.

**Motion:** by Brad Cale to accept the History of the Library Committee Report as information.

**Carried**

**Advocacy and Fundraising Committee Report – Alexandra Owens**

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

- Gloria Schwabe volunteered to go to the Friends of the Library meeting in March on behalf of the Board.

**Motion:** by Oliver Hallmark to accept the Advocacy and Fundraising Committee Report as information.

**Carried**

**Policy Committee Report – Randy Angle**

The Policy Committee report was circulated prior to the meeting.

**Motion:** by Randy Angle that the Board approve updated Policy 3400 – Recognition of Service.

**Carried**

**Motion:** by Randy Angle that the Board approve updated Policy 3100 - Personnel.

**Carried**

**Motion:** by Randy Angle that the Board approve the new Policy 1350 – Human Rights and Accommodation.

**Carried**

**Motion:** by Randy Angle that the Board approve the new Policy 3000 – Recruitment and Hiring.

**Carried**

**Motion:** by Randy Angle that the Board revoke Policy 3150 (Performance Evaluation) and remove it from the Policy Manual.

**Carried**

**Motion:** by Barb Castell to accept the Policy Committee Report as information.

**Carried**

**Motion:** by Oliver Hallmark to adjourn the meeting at 8:17pm.

**Carried**

Next Board meeting will be on Thursday, 28 March, 2024 at 7:00pm.

**Certified Correct:**



Kazem Mashkournia  
Board Chair



Lisa Wright  
Recording Secretary