



**Minutes of the
Okotoks Public Library Board Meeting
Thursday 28 March, 2024**

Board members present:

Kazem Mashkournia
Randy Angle
Oliver Hallmark
Sara Maseko
Gloria Schwabe
Brad Cale

Absent with regrets:

Alexandra Owens
Sarah MacDonald
Barb Castell

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 Sarah Gillie and Brad Cale who attended via Teams. Due to technical difficulties with Teams, Barb Castell was not able to attend the Board meeting.

The Chair called the meeting to order at 7:06pm.

Indigenous Lands Acknowledgement led by Randy Angle

Adoption of the agenda

The agenda was circulated prior to the meeting.

Motion: by Oliver Hallmark that the agenda be accepted as circulated.

Carried

Consent Agenda

The February 22, 2024, Board meeting minutes were circulated by email prior to the meeting.

Motion: by Sara Maseko to accept the minutes and reports in the Consent Agenda as presented.

Carried

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

- The Welcoming Okotoks project has now ended, as the Town was unsuccessful in getting a second grant for continued funding. Janette Messer, Sarah Gillie and Sarah Lantry met recently to discuss the success of the project. Many of the people who visited the hub were not new immigrants, but people who had moved from other areas of Canada. Going forward, we will be looking into ways to support these newcomers from other provinces, in addition to newcomers to Canada. Many of the newcomers from other areas of Canada were struggling to meet new people, so the service was very helpful to them.
- Pride Week will be celebrated the first week of June. Municipal Enforcement will be coming into the library to offer guidance to Sarah Gillie and Sarah Lantry in dealing with any pushback from members of the public. There will be a display of inclusive books in the foyer area.
- An International Day for the Elimination of Racial Discrimination event was held at the Foothills Centennial Centre in March. It was very successful with around 150 attendees and included many positive exhibits and fun activities. Some of the exhibits will be coming to the library to be put on display.

Motion: by Gloria Schwabe to accept Janette Messer's report as information.

Carried

Regular Agenda

Town of Okotoks Report - Oliver Hallmark

- Town Council recently discussed noise attenuation and will look at options for how to handle this issue in the future.
- With the upcoming forecasted drought, Council discussed water conservation at their most recent meeting. This year there will be a revised schedule with changed watering days and reduced hours for outdoor watering to help align demand for water, while reducing the pressure on our water system.

Motion: by Randy Angle to accept Oliver Hallmark's report as information.

Carried

Library Director's Report – Sarah Gillie

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

- Two Board members have expressed interest in attending the Marigold conference in May. Remaining Board members are encouraged to attend and should contact Lisa Wright if they would like to register.
- Janette Messer and Sarah Gillie will be presenting at the Marigold Conference together with Julia Baker from the Foothills Community Immigration Service. Their presentation will be about the Welcoming Okotoks hub for newcomers which was hosted in the library's foyer area.

Motion: by Sara Maseko to accept the Library Director's Report as information.

Carried

Plan of Service Committee

- The Plan of Service Committee has developed a working timeline and will start looking at their main focus areas during April.
- Board members are asked to complete the Strategic Learning webinar which is available on the Alberta Non-Profit Learning Centre: <https://nonprofitlearning.alberta.ca/unlock/IT1pCub>

Motion: by Randy Angle to accept the Plan of Service Committee report as information.

Carried

Treasurer's Report – Sara Maseko

The Treasurer's report and the February Interim Financial Statements were circulated prior to the meeting.

- Sara Maseko noted that she met with Sarah Gillie, Sarah Lantry and Lisa Wright to look at the 2023 Annual Financial Review. They then had a meeting with Darren Adamson of Avail CPA and made some suggestions to change some of the wording in the report to make it more user-friendly. Drafts will be circulated to the Board prior to the April Board meeting when the Review will need to be approved before submission to the Public Library Services Branch.

Motion: by Oliver Hallmark 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.

- The fundraising casino dates are 14th and 15th September 2024. Volunteers will be needed to cover shifts on both days.
- The Committee are refocusing their fundraising efforts on donations and sponsorships, which are less time-consuming than grant applications. Sarah Gillie will send out information on sponsorship opportunities to Board members.

Motion: by Sara Maseko 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 Sara Maseko that the Board approve updated Policy 5500 – Resource Sharing.

Carried

Motion: by Randy Angle that the Board approve updated Policy 5700 – Provision of Library Materials to Print-Disabled Persons.

Carried

Motion: by Oliver Hallmark that the Board approve updated Policy 6150 – Conflict of Interest.

Carried

Motion: by Randy Angle that the Board revoke Policy 5600 (Principles of Information Service) and remove it from the Policy Manual.

Carried

- Sarah Gillie noted that the Policies are stored on One Drive, which the Policy Committee currently has access to. Sarah will look at updating the documents on this system.

Motion: by Sara Maseko to accept the Policy Committee Report as information.

Carried

New Business

- Sarah Gillie talked about Schedule C – Marigold Levy. The Town of Okotoks pays a levy to Marigold Library System to enable Marigold to provide services such as membership of The Regional Automation Consortium which gives library users access to the collections of over 185 Alberta libraries, cataloguing and processing of new materials, eBook and eAudiobook collections, collection insurance, van delivery of interlibrary loans and IT support.
- Janette Messer noted that the library should review the levy document and the Board Chair should sign before the document is sent to CAO Vincent for signature.

Motion: by Gloria Schwabe and Sara Maseko that the Board should approve the letter of recommendation and the Schedule C document.

Motion: by Oliver Hallmark to adjourn the meeting at 7:52pm.

Carried

Next Board meeting will be on Thursday, 25 April, 2024 at 7:00pm.

Certified Correct:



Kazem Mashkournia
Board Chair



Lisa Wright
Recording Secretary