

**Minutes of the
Okotoks Public Library Board Meeting
Thursday 25 April, 2024**

Board members present:

Kazem Mashkournia
Randy Angle
Oliver Hallmark
Barb Castell
Sara Maseko
Gloria Schwabe
Sarah MacDonald
Alexandra Owens

Absent with regrets:

Brad Cale

Staff present:

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

Guests present:

Nicole Kiefuik, Marigold Library System Representative

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. An amendment was made to move the Financial Report, including the 2023 Financial Review to the end of the meeting, after the closed session.

Motion: by Sara Maseko that the agenda be accepted as amended.

Carried

Consent Agenda

The March 28, 2024, Board meeting minutes were circulated by email prior to the meeting.

Motion: by Alexandra Owens to accept the minutes and reports in the Consent Agenda as presented.

Carried

Library Backgrounder

Sarah Gillie gave a short background information talk on e-resources.

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

Report was given by Oliver Hallmark on behalf of Janette, who was not able to attend the meeting.

- The Town of Okotoks is hosting a pipe ceremony on Sunday 5 May to honour the National Day of Awareness for Missing and Murdered Indigenous, Women, Girls and 2SLGBTQIA+ Peoples. The ceremony will take place in Ethel Tucker Park and will include guest speaker, Blackfoot Elder, Ruth Scalp.
- The Culture and Heritage team are working with an Indigenous artist to create a mural on the concrete box on the Plaza, west of 7 Riverside Drive.

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

Carried

Regular Agenda

Town of Okotoks Report - Oliver Hallmark

- The Okotoks Recreation Centre and grounds will be hosting a tipi camp and an Indigenous Market from 31 May to 2 June. Eleven tipis will be set up for the whole weekend, and Council members will be staying in one of the tipis for the weekend.

Motion: by Sara Maseko to accept the Town of Okotoks report as information.

Carried

Foothills County Report - Barb Castell

- Barb Castell recently attended the Marigold Library Board meeting and Annual General Meeting in Strathmore, where attendees were given a tour of the new building and were given information on Marigold services.
- Foothills County Council recently approved the appointment of a new FCSS Assistant Coordinator.

Motion: by Alexandra Owens to accept the Foothills County report as information.

Carried

Marigold Library System Representative Report - Nicole Kiefuik

- Nicole Kiefuik noted the *Okotoks Public Library 2023 Value of Your Investment* document which was circulated prior to the meeting. This provided information on the many services provided to our library by Marigold and the monetary equivalent.
- The Marigold Library System 2023 Annual Report was also circulated prior to the meeting and included detailed information on the last year's achievements. It noted the 245,000 kilometres driven by Marigold staff to provide deliveries, library services and support to member libraries. It also noted that there are 114,675 people with library cards in the Marigold region.

Motion: by Sarah MacDonald to accept the Marigold Library System Report as information.

Carried

Library Director's Report – Sarah Gillie

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

- Volunteer Appreciation Week was held earlier in April and library staff offered thanks to all our volunteers.
- The Director highlighted artwork given to library staff from local classrooms, thanking the library for the wonderful things they do for the community.
- Library staff will be taking part in the Okotoks Parade on 15th June. If any Board members are interested in taking part, please let Sarah Gillie know.
- The library will be closed on 15th May for the Marigold Library System Conference and staff and Board members will be attending.
- The Stronger Together Conference will be held in Edmonton in October and Sarah Gillie will forward information to the Board once we receive the schedule of sessions.
- Board members and staff will be taking part in various Town of Okotoks summer outdoor events.

Motion: by Barb Castell to accept the Library Director's Report as information.

Carried

Plan of Service Committee – Gloria Schwabe

- It is expected that the new Plan of Service will be sent to the Public Library Services Branch in October 2024.
- A community stakeholder session will be held on 6th June.
- Committee members will be meeting individually with library staff in May to receive feedback and ideas for the Plan of Service.

Motion: by Alexandra Owens to accept the Plan of Service Committee Report as information.

Carried

History of the Library Committee – Kazem Mashkournia

- Interviews are continuing and committee members will be interviewing Barb Castell and Lynn Price, CEO of Marigold Library System, in the next couple of weeks.

Motion: by Gloria Schwabe 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.

- The library was chosen as one of the contenders for donations from 100 Women Who Care Foothills at their next meeting on 2nd May. Sarah Gillie will be presenting on an elementary school-age reading incentive program, which will encourage literacy and engagement within the community.
- Alexandra Owens continues to work on engaging local businesses for potential room sponsorships within the library.
- The fundraising casino will be held on 15th and 16th September and volunteers are still needed to cover shifts. Sarah Gillie will send out the schedule and descriptions about the different shifts to Board and staff.

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.

- The Policy Committee have almost finished updating the Policy Manual.

Motion: by Randy Angle that the Board approve new Policy 2105 – Art Exhibits and Display.

Carried

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

Carried

New Business

- The Board received a letter from Ric McIver, Minister for Municipal Affairs which noted that a new Red Tape Reduction bill was tabled earlier in April. This will make some changes to the *Libraries Act* and further information will be circulated in the coming weeks.

Motion: by Barb Castell that the Board continue the meeting in closed session at 8:09pm, to discuss matters that fall within the Freedom of Information and Protection of Privacy (FOIP) Act, Division 2, Exceptions to Disclosure – Section 17, Disclosure harmful to personal privacy.

Nicole Kiefuik left the meeting at 8:10pm.

Motion: by Oliver Hallmark that the Board moves out of closed session at 8:36pm.

Carried

Motions arising from closed session:

Motion: by Sara Maseko that the Board accept the information regarding staffing.

Carried

Treasurer's Report – Sara Maseko

The Treasurer's report, the March Interim Financial Statements and the 2023 Financial Review were circulated prior to the meeting.

- Sara Maseko talked about the restricted and unrestricted funds included in the Review.
- A commitment note was added under liabilities to show the obligations.
- Expenses were grouped together rather than having multiple separate lines.

Motion: by Gloria Schwabe that the March 2024 Treasurer's Report be accepted as information.

Carried

Motion: by Sara Maseko and Randy Angle to allocate \$56,000 of the 2023 excess of revenues over expenses to the operating reserve, effective as of December 31, 2023.

Carried

Motion: by Sara Maseko and Gloria Schwabe to approve a transfer of \$16,000 from the current account to a GIC.

Carried

Motion: by Sara Maseko and Alexandra Owens to accept the draft statements, as amended by the allocation to the operating reserve.

Carried

Motion: by Oliver Hallmark to adjourn the meeting at 8:55pm.

Carried

Next Board meeting will be on Thursday, 23 May, 2024 at 7:00pm.

Certified Correct:



Kazem Mashkournia
Board Chair



Lisa Wright
Recording Secretary