

**Minutes of the
Okotoks Public Library Board Meeting
Thursday 27 June, 2024**

Board members present:

Kazem Mashkournia
Randy Angle
Oliver Hallmark
Barb Castell
Gloria Schwabe

Absent with regrets:

Brad Castell
Sarah MacDonald
Sara Maseko
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

Attendees were present in person, with the exception of Lisa Wright who attended via Teams.

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

Indigenous Lands Acknowledgement led by Randy Angle

Adoption of the agenda

The agenda was circulated prior to the meeting. The following changes were made to the agenda:

- Notes to the Council – amended to Janette Messer
- Advocacy and Fundraising Committee Report – removed from the agenda
- Policy Committee report – amended to include a report by Randy Angle

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

Carried

Consent Agenda

The May 23, 2024, Board meeting minutes were circulated by email prior to the meeting. Minor amendments were made to the minutes, including a couple of missed words and the incorrect date for the next Board meeting.

Motion: by Barb Castell to accept the minutes and reports in the Consent Agenda as amended.

Carried

Library Backgrounder

Sarah Gillie gave a short background information talk on the Library's Collections, including the criteria used for selection and the types of items we include in the adult and children's collections. She also noted some of the items in our Library of Things, including musical instruments, Chromebooks, film equipment, snowshoes and walking poles, outdoor games and portable CD players and cords. She noted the various Policies which influence collection management, including Policy 4500, Reconsideration of Library Materials.

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

- Janette noted that Canada Day will be held at the Okotoks Recreation Centre, either outside or inside dependent on the weather. Fireworks will be held at the Bill Robertson Park at around 10:30pm.
- Buskerfest was a successful event with good weather on 22nd June. Municipal Enforcement have agreed to be on site during the Taste of Okotoks event on 20th July, as a result of complaints received about a member of the public handing out inflammatory leaflets at the Buskerfest event.
- Two temporary water fountains have been installed for the summer season in Okotoks town centre. One is located at the junction of Elizabeth Street and Veterans' Way and the other is located on McRae Street near Heartland Restaurant. They are attached to fire hydrants and include a feature to provide water for dogs as well as people.
- Foothills Local Immigration Partnership (FLIP) have agreed to continue the Welcoming Okotoks project, despite the funding grant being denied.

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

Carried

Regular Agenda

Town of Okotoks Report - Oliver Hallmark

The Town of Okotoks report was circulated prior to the meeting.

- Okotoks Town Council recently passed a bylaw to allow emotional support livestock animals, up to a weight of 180kg. Sarah Gillie questioned how this will affect public spaces like the library and

whether people will try to bring their emotional support livestock animal into the library. Oliver Hallmark will ask for more information and follow up with library management.

- Oliver Hallmark noted that Town Council are considering adding a youth member (age 14 to 18) to the Board of the United Way or the Library at the next rotation of Board members. Their term of office would be from September to June, (rather than November to October as for adult Board members). Some questions and concerns were raised, including whether the youth would attend closed sessions, whether they could propose motions and votes, plus some concerns regarding confidentiality and lack of life experience. The Town is currently conducting a feasibility study and a decision will be made at the August Town Council meeting.

Motion: by Gloria Schwabe to accept Oliver Hallmark's report as information.

Carried

Foothills County Report – Barb Castell

- Barb Castell noted that Foothills County Council has been very busy recently.
- Secondary suites are to be allowed to increase affordable housing.
- Two big developments have been proposed as additions to the Silvertip and Ravencrest communities near the Aldersyde overpass and will include acreage lots of 2-3 acres each. However, Calgary Metropolitan Regional Board (CMRB) have requested higher density developments to include two schools, a fire station, parks and pathways, but no commercial properties.
- Barb Castell noted that a large part of the County's budget is focussed on road maintenance.

Motion: by Randy Angle to accept Barb Castell's report as information.

Carried

Library Director's Report – Sarah Gillie

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

- Sarah Gillie noted that she and the library's Occupational Health and Safety Committee have reviewed the Disaster Response Manual. Some updates have been made, based on changes to the front door locking system.
- Sarah Gillie has recently been contacted by other library managers who are interested in petitioning the Provincial Government to use the 2023 population numbers for per capita funding, instead of the 2019 numbers.
- Sarah Gillie noted that we are running out of workspace for staff. She and Sarah Lantry will do a walkaround of the building to look at where staff workspaces could potentially be placed. Staff are currently spread around the building, and this does impact teamwork and team building for various groups of staff.
- The 2025 budget will be presented at the July Board meeting for approval.
- Interested Board members are encouraged to register for the Stronger Together conference in October.
- Board members are also encouraged to sign up for upcoming webinars, detailing the amendments to the Libraries Act and Regulation. These will be held on Wednesday July 3, 2024, and Thursday July 4, 2024.

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

Carried

Treasurer's Report – Sara Maseko

The Treasurer's report and the May 2024 Interim Financial Statements were circulated prior to the meeting.

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

Carried

Plan of Service Report – Gloria Schwabe

The Plan of Service report was circulated prior to the meeting.

- Gloria Schwabe noted that the Plan of Service is on track with the proposed timeline for the project.
- The Committee recently interviewed staff and looked at their responses at their last meeting. It was determined that three potential organisational values emerged as a result of the interviews: respect, experiences and inclusion.
- A community online survey will be circulated in July and August with a gift card as a prize incentive for completion.
- Sarah Gillie thanked Gloria for all the work she has put into the Plan of Service Committee.

Motion: by Barb Castell to accept the Plan of Service Report as information.

Carried

Advocacy and Fundraising Committee Report – Alexandra Owens

No report was submitted, but the following points were noted at the meeting.

- Alexandra Owens presented a cheque for \$5000 to the library for the Reading Dragons program which will be launched in the fall.
- Gloria Schwabe noted that the Advocacy and Fundraising Committee will be meeting on July 9th and Board members are encouraged to attend.
- The Friends of the Library still need some volunteers for the Casino in September.

Policy Committee Report – Randy Angle

The Policy Committee report and Policies 6400, 3350 and 3050 were circulated prior to the meeting.

Motion: by Randy Angle to approve Policy 6400 - Honoraria and Gifts.

Carried

Motion: by Randy Angle to approve Policy 3350 - Travel Expenses.

Carried

Motion: by Randy Angle to approve Policy 3050 - Workplace Code of Conduct.

Carried

Motion: by Randy Angle to rescind Policy 2700 – Donations and remove it from the Policy Manual.

Carried

Motion: by Gloria Schwabe to accept the Policy Committee Report as information.

Carried

New Business

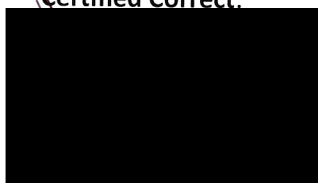
- Kazem Mashkournia noted that he had sent an email to Board members regarding upcoming webinars, which will provide information on updates to the Alberta Libraries Act. Board members are encouraged to sign up for one of the webinars.

Motion: by Oliver Hallmark to adjourn the meeting at 8:44pm.

Carried

Next Board meeting will be on Thursday, July 27, 2024, at 7:00pm.

Certified Correct:



Kazem Mashkournia
Board Chair



Lisa Wright
Recording Secretary