

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

Board members present:

Kazem Mashkournia
Randy Angle
Oliver Hallmark
Sara Maseko
Sarah MacDonald
Brad Cale

Absent with regrets:

Gloria Schwabe
Barb Castell

Staff present:

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

All attendees were present in person.

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 additional item was added, at the request of Town of Okotoks Legislative Services, to discuss the possible addition of a youth member to the Library Board.

Motion: by Sarah MacDonald that the agenda be accepted as amended.

Carried

Consent Agenda

The June 27, 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

Regular Agenda

Town of Okotoks Report - Oliver Hallmark

- Okotoks Town Council recently reviewed the Arts and Culture Activation Grant Policy, which relates to public events held in town, such as the Thursday Nights at the Plaza events.
- Town Council discussed the layout of the Howard Park playground and skate park at their recent meeting and directed Administration to move forward with planning for the skate park and inclusive playground..
- Town Council approved a report regarding Youth Committee member appointments to the Okotoks Public Library Board and United Way and asked that this report be brought back to the August 19, 2024 Council meeting. Feedback was requested from the relevant Boards.

Motion: by Brad Cale to accept Oliver Hallmark's report as information.

Carried

Youth Board Committee members

Information from Town Legislative Services was circulated prior to the meeting together with information received by Sarah Gillie from Jordan DeSouza of PLSB noting that he was not aware of any other Library Boards which currently have youth members.

- Oliver Hallmark noted that Okotoks Town Council is looking at three options for appointing youth committee members: the first option would be to have a youth member sitting on the Board, but with no voting rights, the second option would be to have a youth member on the Board with full voting rights and the third option would be not to go ahead with the plan to include youth members at all.
- Oliver Hallmark provided some background, based on the FCSS committee which has had youth members for several years. He noted how positive the involvement of youth members has been on that committee.
- Board members discussed whether a youth member should have full voting privileges, particularly when this may refer to financial decisions.
- Board members had some concerns regarding lack of experience and legal responsibilities if the youth is not of the age of majority but noted that they would welcome the energy and commitment of a youth member, together with a fresh perspective.
- Board members would prefer a youth member to be a non-voting additional member, rather than a replacement for an adult member and would also like this to be a one-year trial which can be re-evaluated in a year's time, to potentially allow instating voting privileges.

Motion: by Sara Maseko to approve the Library Board's response to Town Council as discussed.

Carried

Foothills County Report – Barb Castell

The Foothills County report was circulated prior to the meeting.

Motion: by Sarah MacDonald 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, Sarah Lantry, Dawn Perrault, Kazem Mashkournia and Gloria Schwabe recently studied the current library layout and discussed changes which would allow an increase in staff workspaces for future planning for the organization. Multiple options were discussed and the Director is working on obtaining quotes for the various work required.

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

Carried

Treasurer’s Report – Sara Maseko

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

- Sara Maseko and Sarah Gillie recently discussed a potential reallocation of funds within the 2024 budget, based on the half year interim reports.

Motion: by Sarah MacDonald that the Treasurer’s Report be accepted as information.

Carried

Plan of Service Committee Report – Kazem Mashkournia

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

Motion: by Brad Cale to accept the Plan of Service Committee Report as information.

Carried

Policy Committee Report – Randy Angle

The Policy Committee report was circulated prior to the meeting.

- A discussion was held regarding the dollar amount at which an asset should be classed as a capital asset, rather than an asset, from both an accounting perspective and a library asset management perspective. All assets within the library will be tagged for easier management, but will not necessarily be classed as capital assets, if their dollar cost was not particularly high.

Motion: by Randy Angle that the Board approve revised Policy 2800 – Asset Management.

Carried

Motion: by Randy Angle that the Board approve revised Policy 3300 – Staff Development.

Carried

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

Carried

2025 Budget

Sarah Gillie presented three options for the 2025 Budget to the Board: the first option included a 6% increase in Town Appropriation request, the second included a 7% increase and the third included a 12% increase in Appropriation request.

Board members discussed a recent living wage presentation, which Sarah Gillie attended, and it was noted that most library staff do not receive a living wage. Based on this discussion, Sarah Gillie will draw up a possible budget option which moves towards parity with similar positions at the Town of Okotoks.

Motion: by Brad Cale to approve 2025 budget option 2, which incorporates a 7% increase in Appropriation request.

Carried

Motion: by Randy Angle that the Board continue the meeting in closed session to discuss matters that fall within the Freedom of Information and Protection of Privacy (FOIP) Act, Division 2, Exceptions to Disclosure harmful to personal privacy 17 (2)(e) and 17 (4)(f).

Motion: by Brad Cale to move out of closed session at 8:59pm.

Carried

Motions arising from closed session

Motion: by Randy Angle that the Board approve the annual evaluation of the Library Director as discussed.

Carried

Motion: by Oliver Hallmark to adjourn the meeting at 9:02pm.

Carried

Next Board meeting will be on Thursday September 26, 2024 at 7:00pm.

Certified Correct:



Kazem Mashkournia
Board Chair



Lisa Wright
Recording Secretary