

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

Board members present:

Kazem Mashkournia

Randy Angle

Ken Heemeryk

Barb Castell

Sara Maseko

Gloria Schwabe

Michelle Slomp

Ashley Wedderburn

Barry O'Carroll

Sophia Baek

Staff present:

Sarah Gillie – Library Director

Sarah Lantry – Assistant Director

Guests:

Janette Messer - Special Projects Manager, Town of Okotoks

All attendees were present in person, with the exception of Barb Castell, who attended via Teams.

The Chair called the meeting to order at 6:57pm.

Indigenous Lands Acknowledgement led by Randy Angle

Adoption of the agenda

The agenda was circulated prior to the meeting.

Kazem Mashkournia requested two items be added to the agenda. 1 - Introductions, 2 - Additional Information regarding the Library Budget Requisition.

Motion: by Barb that the agenda be accepted as circulated.

Carried

Consent Agenda

The October 24, 2024, Board meeting minutes were circulated by email prior to the meeting.

Amendments requested to be made to the October 24, 2024 Board meeting minutes:

Randy advised that the Policy Committee Report incorrectly referenced Bylaw number 01-22, the correct bylaw number is 01-24.

Barb advised that the agenda incorrectly referenced the next meeting date as January 23, 2024 instead of January 23, 2025.

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

Carried

Introductions

Round table introductions for New Board Members and a thank you to those who have left the board and completed their terms.

Additional Information

Kazem Mashkournia advised the board that the requested Library Budget Requisition has been approved by the Town of Okotoks as requested.

Janette Messer gave a verbal update about upcoming Town events.

- Janette Messer noted that Light Up Okotoks went well and thanked the library for their support of the event. Additionally, she noted that the Community Wellness report that was recently conducted indicates that the library is a top resource for information for the community.

Motion: by Sara Maseko to accept Janette Messer's report as information.

Carried

Election of Board Chair, Vice Chair and Treasurer

Motion: by Gloria Schwabe that nominations be opened for the position of Chair of the Town of Okotoks Library Board for the period ending 31 October 2025.

Carried

Randy Angle nominated Kazem Mashkournia for the position of Chair. Kazem Mashkournia accepted the nomination. There were no other nominations.

Motion: by Randy Angle that nominations be closed.

Carried

Kazem Mashkournia was elected by acclamation as Chair of the Town of Okotoks Library Board.

Motion: by Ashley Wedderburn that nominations be opened for the position of Vice-Chair of the Town of Okotoks Library Board for the period ending 31 October 2025.

Carried

Kazem Mashkournia nominated Randy Angle for the position of Vice-Chair. Randy Angle accepted the nomination. There were no other nominations.

Motion: by Michelle Slomp that nominations be closed.

Carried

Randy Angle was elected by acclamation as Vice-Chair of the Town of Okotoks Library Board.

Motion: by Randy Angle that nominations be opened for the position of Treasurer of the Town of Okotoks Library Board for the period ending 31 October 2025.

Carried

Kazem Mashkournia nominated Sara Maseko for the position of Treasurer. Sara Maseko accepted the nomination. There were no other nominations.

Motion: by Barry O'Carroll that nominations be closed.

Carried

Sara Maseko was elected by acclamation to the position of Treasurer of the Town of Okotoks Library Board for the period ending 31 October 202-5

Regular Agenda

Town of Okotoks Report – Ken Heemeryk

- Ken Heemeryk noted how much he supports the library and believes it's a pillar of the Okotoks community. He is looking forward to representing the Town of Okotoks on the Library Board.

Carried

Motion: by Michelle Slomp to accept Ken Heemeryk's report as information.

Carried

Foothills County Report – Barb Castell

The Foothills County report was circulated prior to the meeting.

- Barb Castell noted that planning has become increasingly difficult due to population growth and fluctuations in funding.

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 1100 people visited the Library during Light Up Okotoks, which was deemed as a great success. Additionally, a sub committee was formed to investigate and complete the centralization of Board documentation.

Motion: by Gloria Schwabe to approve the Sub Committee formation.

Carried

Motion: by Michelle Slomp to accept the Library Director's Report as information.

Carried

Treasurer's Report – Sara Maseko

The October 2024 Interim Financial Statements were circulated prior to the meeting.

- Sara Maseko noted how the reports are created and presented for the information of new Board members.

Motion: by Ashley Wedderburn that the Treasurer's Report be accepted as information.

Carried

Policy Committee Report – Randy Angle

The Policy Committee report, Bylaw 01-24 and Policy 2600 – Volunteers were circulated prior to the meeting.

Motion: by Randy Angle that the Board approve revised Policy 2600 - Volunteers.

Carried

Motion: by Randy Angle that Bylaw 01-24 to amend the Fees and Penalties Bylaw be given second reading.

Carried

Motion: by Randy Angle that Bylaw 01-24 to amend the Fees and Penalties Bylaw be given third reading.

Carried

Motion: by Ashley Wedderburn to accept the Policy Committee Report as information.

Carried

History of the Library Committee - Kazem Mashkournia

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

- Kazem noted that Lorna would like to come to the January Board meeting to present an update on the project. Additionally, he noted that grants were being pursued to fund the project.

Motion: by Sarah Maseko to accept the History of the Library Committee Report as information.

Carried

Motion: by Michelle Slomp to adjourn the meeting at 7:58pm.

Carried

Next Board meeting will be on Thursday 23 January 2025 at 7:00pm.

Certified Correct:



Kazem Mashkournia
Board Chair



Gloria Schwabe
Recording Secretary