

**Minutes of the
Okotoks Public Library Board Meeting
Thursday 27 February 2025**

Board members present:

Kazem Mashkournia
Randy Angle
Ken Heemeryk
Sara Maseko
Michelle Slomp
Ashley Wedderburn
Barry O'Carroll
Sophia Baek

Absent with regrets:

Nicole Kiefuik
Barb Castell
Gloria Schwabe

Staff present:

Sarah Gillie – Library Director
Sarah Lantry – Assistant Director
Lisa Wright – Administrative Assistant

Guests:

Janette Messer - Special Projects Manager, Town of Okotoks

The Chair called the meeting to order at 6:58pm.

Indigenous Lands Acknowledgement led by Randy Angle

Adoption of the agenda

The agenda was circulated prior to the meeting. The agenda was amended to add the Youth report by Sophia Baek and correspondence from the Minister of Municipal Affairs.

Motion: by Michelle Slomp that the amended agenda be accepted as circulated.

Carried

Consent Agenda

The January 23, 2025, 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

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

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

- Janette Messer noted that the International Day for Elimination of Racial Discrimination (IDERD) event will be held on March 21st at Foothills Centennial Centre from 7:00pm to 9:30pm.
- The Okotoks parade will be held on June 21st and will have a different route this year due to construction downtown. It will be shorter, and will follow a route along Riverside Drive, up Veterans Way, east along Daggett Street, then west along North Railway Street. There will be no stopping, and vehicles will need to carry on along Elizabeth Street onto Northridge Drive at the end of the route. There will also be restrictions on the size of trailers, because of the turns into junctions on the roads. The Children's Festival will be held in its regular location at the Arts and Learning Campus Plaza.

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

Carried

Regular Agenda

Town of Okotoks Report – Ken Heemeryk

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

- Ken Heemeryk noted that the roadworks affecting the parade will be east of the old station. The work is to replace pipes and to accommodate the water pipeline. The Triangle Park will be remodelled at the same time. There will be some traffic changes to accommodate the work.
- The recent Recreation Centre facility usage survey showed that the Aquatic Centre is the most frequented component of the Centre and is also the most important to users. The pool facility is a priority on the future recreation plan.

Motion: by Sara Maseko to accept Ken Heemeryk's report as information.

Carried

Foothills County Report – Barb Castell

The Foothills County report was circulated prior to the meeting, but Barb Castell was not present at the meeting for questions.

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 our Marketing and Communications Coordinator is working on advertising for Library Giving Day, which will be on April 1st.
- Sarah Gillie and the Friends of the Okotoks Public Library have discussed using some of the Casino funds to print our new Program Guide.
- Sarah Gillie will be presenting to the Public Library Services Branch Symposium in June about the Memory Kits. She will also be presenting at the Marigold Conference in May about the Reading Dragons program. Sarah encouraged Board members to attend the Marigold Conference which is held in Calgary. She also gave information about other Alberta conferences being held this year and will send out registration information when it comes in.
- Sarah Gillie participated in a PR and Media training course in November. One of the course recommendations was to add a Press Room page to the website. This has now been done and includes newspaper articles about the library, the Plan of Service and Year in Review graphics.
- Sarah Gillie and Sarah Lantry will be attending a SAIT event next week to talk to current Library Information students about working in a public library.

Motion: by Barry O'Carroll to accept the Library Director's Report as information.

Carried

Information System Committee Report – Michelle Slomp

- Basecamp software will cost \$45USD per month. The Policy Manual, Plan of Service, Board meeting packages, financials and Charity Returns have all been loaded onto the site and all Board members will be able to access via desktop or a mobile app.

Motion: by Randy Angle that the Information System Committee Report be accepted as information.

Carried

Treasurer's Report – Sara Maseko

The January 2025 Interim Financial Statements were circulated prior to the meeting.

- Sarah Gillie noted that some of the purchases made under capital expenses in January were purchased using the furniture, fixtures and equipment budget, which includes fundraising money raised by the Board.
- Sarah Gillie noted that the Friends of the Okotoks Library will be donating \$3,000 to purchase Vox and Wonderbooks for the collection.

- Sarah Gillie noted that an error was made in calculating the total 2025 salary amount, which will likely mean that the salaries budget will go over the originally budgeted amount.

Motion: by Barry O'Carroll that the Treasurer's Report be accepted as information.

Carried

Policy Committee Report – Randy Angle

The Policy Committee report and Policies 6300 and 3700 were circulated prior to the meeting.

- Randy Angle noted that the Reserves Policy will be revised again soon, as further changes need to be made.

Motion: by Randy Angle that the Board approve revised Policy 6300 – Board Committees.

Carried

Motion: by Randy Angle that the Board approve updated Policy 3700 – Public Health Emergency.

Carried

Motion: by Michelle Slomp to accept the Policy Committee Report as information.

Carried

Advocacy and Fundraising

The Advocacy and Fundraising Committee report was circulated prior to the meeting, but Gloria Schwabe was not present at the meeting to answer questions.

Motion: by Sara Maseko to accept the Advocacy and Fundraising Committee Report as information.

Carried

History of the Library Committee - Kazem Mashkournia

- Kazem Mashkournia noted that there has been a lot of progress with interviews for the book. The plan is to publish the book in March 2027, the 50th anniversary of the library.
- Board Youth member, Sophia Baek, will be joining the History of the Library committee.

Motion: by Barry O'Carroll to accept the History of the Library Committee Report as information.

Carried

Youth Report – Sophia Baek

The report was circulated prior to the meeting.

- Sophia Baek recently interviewed a group of twenty local youth, in order to get their feedback about the library. Comments were generally very positive. Complaints included the dryness of the air in the building, issues with check-in for the study rooms, when students have booked rooms but not shown up to use them and some the chairs being a bit uncomfortable for long periods of sitting.

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

Carried

New business

- Sarah Gillie received an email with a letter from the Minister of Municipal Affairs about the Provincial Priorities Act and a copy of the Provincial Priorities Regulation. Both documents were sent via email to all Board members.
- Sarah Gillie also received a letter from Minister McIver to say that provincial library funding will remain the same as last year. Sarah noted that she and a number of other larger libraries sent a letter to the provincial government last year asking for more up to date population figures to be used for calculating provincial grant funding, but their request was declined.

Motion: by Ken Heemeryk to accept the correspondence as information.

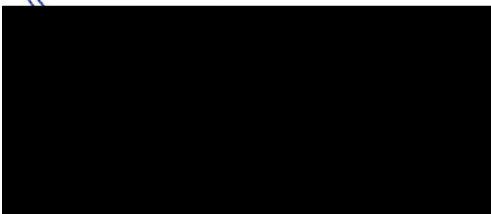
Carried

Motion: by Michelle Slomp to adjourn the meeting at 8:18pm.

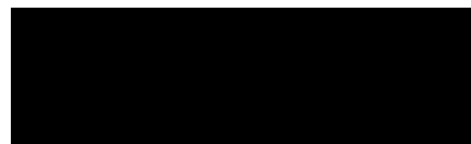
Carried

Next Board meeting will be on Thursday 27 March 2025 at 7:00pm.

Certified Correct:



Kazem Mashkournia
Board Chair



Lisa Wright
Recording Secretary