

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

**Board members present:**

Kazem Mashkournia  
Randy Angle  
Ken Heemeryk  
Sara Maseko  
Ashley Wedderburn  
Barb Castell  
Gloria Schwabe  
Barry O'Carroll  
Sophia Baek

**Absent with regrets:**

Nicole Kiefuik  
Michelle Slomp

**Staff present:**

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

**Guests:**

Janette Messer - Special Projects Manager, Town of Okotoks

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

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.

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

**Carried**

### **Consent Agenda**

The February 27, 2025, Board meeting minutes were circulated by email prior to the meeting.

**Motion:** by Ashley Wedderburn to accept the minutes and reports in the Consent Agenda as amended.

**Carried**

Sarah Gillie gave a short background information talk about bestsellers at the library.

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

- Janette Messer noted that the Town of Okotoks submitted “Light Up Okotoks” as an entry into the Canadian Event Awards and was recently selected as one of the finalists.
- Janette will be retiring as of the end of April. Christa Michailuck will be taking over from Janette as the Library Liaison when she retires.

**Motion:** by Barry O’Carroll 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 recent discussions regarding development in the town once the water pipeline is completed and noted the importance of maintaining a sustainable community.

**Motion:** by Randy Angle to accept Ken Heemeryk’s report as information.

**Carried**

#### **Foothills County Report – Barb Castell**

The Foothills County report was circulated prior to the meeting.

**Motion:** by Ashley Wedderburn to accept Barb Castell’s report as information.

**Carried**

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### **Library Director's Report – Sarah Gillie**

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

- Sarah Gillie noted that Library Giving Day will be on April 1<sup>st</sup>. A table will be set up near the front door of the library and will be manned by staff and Board members.
- Sarah thanked Sarah Lantry and Dawn Perrault who recently applied for Alberta Culture Days funding. We should hear whether the application has been successful in June.
- Board members who are interested in attending the Marigold Library System conference should let Sarah Gillie know as soon as possible.
- Some new library collections have been added recently, including a board game collection.
- Library hours will be returning to pre-Covid hours in September. The library will open at 9:30am and close at 8:30pm Monday to Thursday.
- Marigold Library System has received news that books printed in the USA will be subject to counter-tariffs imposed by the Canadian Government.
- TRAC system updates will take place on April 28<sup>th</sup>, so library computer systems will be down for part of the day.
- Marigold is anticipating the phasing out of Mass Market Paperbacks, due to a sharp decline in the sales of this type of book. This type of book is a cheaper alternative to Trade Paperbacks.
- Biblioboard e-resource will not be renewed by Marigold when the subscription expires in the fall.
- On April 9<sup>th</sup>, a representative from Elections Canada will be doing a presentation at the library about registering and voting in the General Election.

**Motion:** by Gloria Schwabe to accept the Library Director's Report as information.

**Carried**

### **Treasurer's Report – Sara Maseko**

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

- Sara Maseko noted that the actual year to date income includes adjustments for revenue or expenses which are not monthly. For example, the Town Appropriation is received quarterly and the annual insurance premium is paid annually.

**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 Policy were circulated prior to the meeting.

- The Committee continue to work on their review of policies approved in 2020, 2021 and 2022.

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

**Carried**

## **Advocacy and Fundraising Committee**

- Gloria Schwabe noted that two grant applications have been submitted recently, one for funding for technology education for seniors and the other for Literacy Launch kits, which will be used to aid adult literacy and English as a Second Language learning.
- A fundraiser is currently being planned which will involve the sale of rain barrels. The rain barrels will be delivered direct to the purchasers' homes.
- Sarah Gillie designed a Library Advocacy bingo card to give Board members some ideas on how to advocate for the library. She asked Board members to bring their bingo card back to the May meeting for an update on their progress.

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

**Carried**

## **History of the Library Committee - Kazem Mashkournia**

- Kazem Mashkournia commended Sophia Baek, the Board Youth member, for taking on some of the writing tasks for the History of the Library book.
- Committee members have now gathered nearly all the information needed for the book and have begun to write the book's chapters.

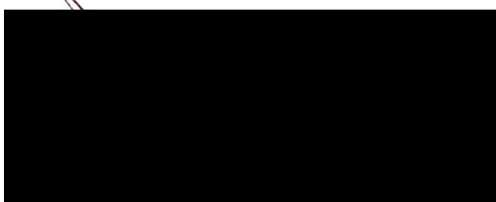
**Motion:** by Gloria Schwabe to accept the History of the Library Committee Report as information.

**Motion:** by Ken Heemeryck to adjourn the meeting at 8:05pm.

**Carried**

Next Board meeting will be on Thursday 24 April 2025 at 7:00pm.

**Certified Correct:**



**Kazem Mashkournia**  
**Board Chair**



**Lisa Wright**  
**Recording Secretary**