

**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday 22 May 2025**

**Board members present:**

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

**Absent with regrets:**

Michelle Slomp  
Barry O'Carroll

**Staff present:**

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

All attendees were present in person, except for Barb Castell, 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 April 24, 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 intellectual freedom and censorship.

## **Regular Agenda**

### **Town of Okotoks Report – Ken Heemeryk**

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

- Ken Heemeryk noted that the downtown redevelopment plan was recently formalized.
- The new Okotoks Transit fixed route service has also been formalized. This service will be in addition to the current “on demand” service. The new fixed route will be a “figure of eight” 50-minute journey, which will cover the high demand areas of town. The number of people using the transit system can be tracked to determine usage, so any future changes can be made as required. A new monthly transit pass will also be available for purchase.

**Carried**

**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.

- Barb Castell noted that work on the Aldersyde Water Treatment Plant work is still on track. Most landowners have been very cooperative with the work. It is hoped that the system will be hooked up and functional by the end of 2026.

**Motion:** by Gloria Schwabe 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 Christa Michailuck followed up with Town Administration regarding the second-floor water fountain which leaked and had to be replaced last month. It was determined that the library is responsible for the replacement cost, which will be around \$5,000.

- Sarah noted that a library staff member recently received a parking violation ticket for parking in the library's loading bay at the side of the building, when making a delivery to the library. Sarah met with Town staff and Okotoks Bylaw Enforcement Officers and was told that Bylaw do not consider the bay at the side of the building to be a delivery bay. It was agreed that Town staff will install a sign by the bay, noting that vehicles are allowed to park for a maximum of 15 minutes, to unload and make deliveries to the library.
- Seventy-five rain barrels have been sold to date, as part of the Rain Barrel Fundraiser. The Fundraiser runs to the end of May.
- The library was recently successful in obtaining a grant from United Way Okotoks for Literacy Launch Kits. These kits will be for English language learners and adults who want to improve their literacy skills.

**Motion:** by Ashley Wedderburn to accept the Library Director's Report as information.

**Carried**

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

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

- Sara Maseko noted that the budget is on track for this point in the year.

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

**Carried**

#### **Policy Committee Report – Randy Angle**

The Policy Committee report was circulated prior to the meeting.

- A committee meeting will be held next month as the committee continue to work on reviewing policies which were approved from 2020 to 2022.

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

**Carried**

#### **Advocacy and Fundraising Committee – Gloria Schwabe**

- Gloria Schwabe noted that the next committee meeting will be on Friday 30<sup>th</sup> May.

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

**Carried**

### **History of the Library**

- Sarah Gillie noted that the goal of the committee is to get everything down on paper by June, and the committee will soon start looking at available grants to cover the cost of the project.

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

**Carried**

### **Youth Report**

- Sophia Baek noted that this will be her last meeting as her term finishes on June 1<sup>st</sup>. She felt that her view of libraries has changed since joining the Board, as she now appreciates everything that goes on behind the scenes. Sarah Gillie offered thanks to Sophia for her positive participation in the Board.

**Motion:** by Randy Angle to accept the Youth Report as information.

**Carried**

### **New business**

- The 2024 financial review noted a surplus of \$56,181. Sarah Gillie recommended leaving \$20,000 in the regular budget to cover an anticipated shortfall in the wages and salaries budget and putting \$36,181 into the operating reserves.

**Motion:** by Ken Heemeryk and Sara Maseko to leave \$20,000 in the general operating budget and allocate \$36,181 to the operating reserves.

**Carried**

**Motion:** by Ashley Wedderburn to adjourn the meeting at 7:54pm.

**Carried**

Next Board meeting will be on Thursday 26 June 2025 at 7:00pm.

Certified Correct:



Kazem Mashkournia  
Board Chair



Lisa Wright  
Recording Secretary