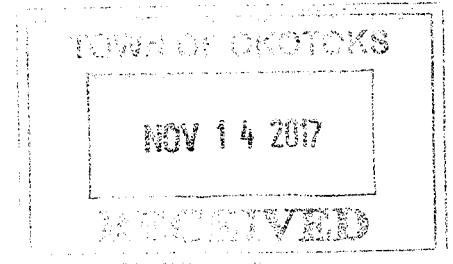


**Minutes of the
Okotoks Public Library Board Meeting
Thursday, October 12, 2017**



BOARD MEMBERS PRESENT:

Tanelle Nash
Laurie Hodson
Lorena Engen
Marian Walsh
Lori Neufeld
Barbara Schuler
Ron Chase
Carrie Fischer

BOARD MEMBERS ABSENT:

David Higginbottom

STAFF PRESENT:

Tessa Nettleton – Director
Lisa Wright – Recording Secretary

The Chair called the meeting to order at 7.00p.m.

Additions to the agenda:

1. 2017 Minister's Award for Excellence in Public Library Service and the YOU Libraries awards

Adoption of the amended agenda

Motion: *by Laurie Hodson that the amended agenda is accepted.*

Carried

Adoption of Minutes of September 14, 2017

Minutes are circulated by e-mail prior to the meeting.

Motion: *by Lori Neufeld that the minutes of September 14, 2017 be accepted as presented.*

Carried

Reports

1. Treasurer's Report — Lori Neufeld

- Finances are on track for this time of year.
- Books and freight is likely to go over by a little this year.
- Meeting room rental revenue is not as high as was hoped. Alberta Health Services are using the rooms for free on several dates. AMA has also cancelled several new driver courses, as most students are doing the course online now. It is likely that we will have to refund a large part of their payment, which was made in advance at the start of the year. Kelly Fraser is now working an extra day each week, so she is working to increase the number of meeting room rentals.

Motion: *by Lorena Engen and Marian Walsh that the Treasurer's Report and the Interim Financial Reports dated September 30th, 2017 be accepted as information.*

Carried

2. Director's Report – Tessa Nettleton

Director's report was circulated by e-mail prior to the meeting.

- The minimum wage will cause major issues going forward. It is difficult to work round – for example on Sundays we currently employ two part-time and one casual member of staff.
- It is proposed that we used \$20,000 from the reserves as a contribution towards next year's budget.
- Laurie Hodson asked about staff pension plans. These are by RRSP and are available to full-time staff after one year of service.

Motion: *by Carrie Fischer that the Director's Report be accepted as information.*

Carried

3. Municipal District of Foothills Report – Ron Chase

- Residents living near the new Granary Road facility have been upset by the traffic on 96th Street, particularly at weekends. Visitor experiences of the facility have been very positive though.
- Residents have raised questions about the Aldersyde East development. It is important to keep an open mind about this development.
- The number of programs submitted by the Province for green initiatives is increasing. The MD is entering the program for changing its properties to LED lighting, which is more efficient. One Alberta municipality is saving \$60,000 a month on its electricity bills since changing to LED lighting.

4. Town of Okotoks Report – Carrie Fischer

- Following on from Ron Chase's comments about the LED lighting initiative – the Pason Arena was converted to LED a couple of years ago. This has saved thousands of dollars on the electricity bills and the lighting is much better.
- There was a recent council meeting to approve changing a street near the Okotoks Airport from land use R1 to R1N. This allows the house to be situated differently on the lot. The airport itself is now fully operational after it was fully fenced to keep out people and animals.

Committee Reports

1. Marigold Report – Marian Walsh

- Marian Walsh passed round copies of the Annual Value of Investments report. This goes further to reiterate the need for the Okotoks Public Library to expand.
- Marigold has now changed the available number of Hoopla downloads from 5 downloads per card per month to 2 downloads per month. There are currently around 1000 active members who use this resource. The anticipated cost for this year is \$100,000, so this works out to around \$100 per active member. This resource was initially offered by PLSB, but after the first year, it was deemed too expensive, so Marigold took over provision. It is, however, a very expensive resource, but there is currently no other comparable option.
- Marigold was planning to hold a meeting about rebranding.

2. Grant and Fund Raising Committee – Barbara Schuler

- Barbara Schuler has started looking for other possible grant funding. Most grants require a focus on something that the library particularly wants or needs.
- Barbara suggested the possibility of a writer-in-residence. This is usually expensive and would take up room, which we don't really have. It would also be important to determine whether this is something which is wanted by the local community.

3. Advocacy and Visioning Committee – Tanelle Nash, Marian Walsh, Laurie Hodson

- This committee has set up a meeting with Tessa Nettleton to see how the Plan of Service is progressing.

4. Little Free Libraries – Tanelle (Suntree), Marian (Drake Landing), Tessa (Westmount and Cimarron Grove) Lisa (Recreation Centre and Food Bank)

- There have been complaints that sales catalogues were placed in the Little Free Library at the Recreation Centre. A Recreation Centre patron took these out and disposed of them.
- Children's books are still going quickly from the Libraries. Very few replacement children's books are being donated into the Libraries.
- Feedback is still very positive from users.

5. Friends of the Library

- The Friends of the Library held a book sale during the Culture Days weekend. This raised \$541.80

Correspondence

- A letter about the 2017 Minister's Awards for Excellence in Public Library Service and the YOU Libraries Award was passed around.

Other Business

- Carrie Fischer asked for feedback on the proposed Cultural Centre – whether the Library would want to go forward alone or together with one or more of the other local organizations. None of the organizations have committed yet. At the May meeting there was discussion as to whether there is enough alignment between the three agencies to work together. The secondary education facility and the Library would prefer to be downtown. The Arts group would prefer a large facility with lots of parking out of the downtown area.
- The 2017 Minister's Awards for Excellence in Public Library Service and the YOU Libraries Awards – these awards formally recognize exemplary service at public libraries and promote knowledge-sharing within Alberta's

library community. Tanelle asked the Board and the Library to look at recent library initiatives which may be entered for consideration in this awards program.

Adjournment

Motion: *by Marian Walsh that the meeting be adjourned at 8.21p.m.*

Carried

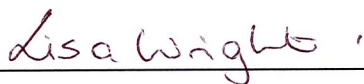
An interim Board meeting will be held on Tuesday 24th October at 6.30pm to discuss the 2018 Budget.

The next Board meeting will be held on Thursday November 9th at 7pm.

Certified Correct:



Tanelle Nash
Chair



Lisa Wright
Recording Secretary