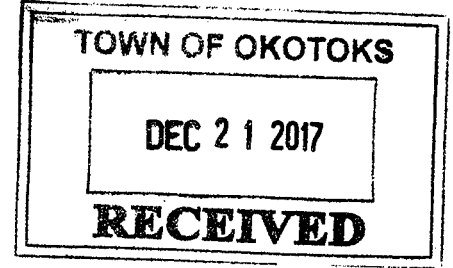


**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday, November 9, 2017**



**BOARD MEMBERS PRESENT:**

Tanelle Nash  
Barbara Schuler  
Lorraine Cathro  
Jane Ervin

**BOARD MEMBERS ABSENT:**

Marian Walsh  
Ray Watrin

**STAFF PRESENT:**

Tessa Nettleton – Director  
Lisa Wright – Recording Secretary

**The Chair called the meeting to order at 6.57 p.m.**

**Additions to the agenda:**

1. ALTA membership renewal.
2. 2018 PLSB annual symposium.

**Adoption of the amended agenda**

**Motion:** *by Barbara Schuler that the amended agenda is accepted.*

**Carried**

**Adoption of Minutes of October 12th, 2017**

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

**Motion:** *by Lorraine Cathro that the minutes of October 12, 2017 be accepted as presented.*

**Carried**

**Voting of New Executive**

- It was decided to defer election of the new Executive until either the December 2017 or the January 2018 meeting, when hopefully we will have three additional new members to make up a Board of ten members.

## Reports

### 1. Treasurer's Report

- As we currently have no treasurer, Tessa Nettleton talked a little about the interim October financial report. The projected budget for salaries may go a little over this year, but it will be close.
- The budget for books and freight may go over this year. This is because the non-fiction librarian was given extra money to add popular books to her collection, to increase circulation. These books included topics such as crafts, travel, cooking and gardening.

**Motion:** *by Jane Ervin and Barbara Schuler that the Treasurer's Report and the Interim Financial Reports dated October 31st, 2017 be accepted as information.*

**Carried**

#### a) Budget motion

- Tessa Nettleton provided some background to the proposed 2018 budget. The library building belongs to the town but everything inside the building belongs to the library or Marigold Library System. The appropriation from the town covers staff salaries, books and resources, utilities and maintenance.

**Motion:** *by Lorraine Cathro and Barbara Schuler to accept the proposed budget and request the appropriation at the December Okotoks Town Council meeting.*

### 2. Director's Report – Tessa Nettleton

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

- The Wizarding World of Harry Potter was held on Saturday 28<sup>th</sup> October. This event was spearheaded by the Okotoks Arts Council and involved many businesses in town. The library was asked to be Hogwarts and staff and volunteers worked hard to decorate the library and set up activities. 3743 people came into the library on that day and the event was a great success. The Friends of the Okotoks Public Library set up tables to sell bags of candy and to run a raffle, which included prizes donated by staff. The raffle raised \$520 and the candy bags raised \$535.

**Motion:** *by Lorraine Cathro that the Director's Report be accepted as information.*

**Carried**

### 3. Municipal District of Foothills Report

- There was no representative from the Municipal District of Foothills at the meeting, so there was no report.

### 4. Town of Okotoks Report

- There was not representative from the Town of Okotoks at the meeting, so there was no report.

## Committee Reports

### 1. Marigold Report – Marian Walsh

- Marian Walsh was not at the meeting, so there was no report.

### 2. Grant and Fund Raising Committee – Barbara Schuler

- Barbara Schuler talked about the importance of advertising and promotion of events and raising awareness of the library within the local community. The library has accounts for Facebook, Twitter and Instagram and uses these regularly to promote events and services. We also have an e-newsletter, but this does require sign-up by patrons. We also use the town *Community Guide* and the *Eagle* to promote upcoming events and programs.
- Tanelle Nash mentioned “Bookagram” which is popular on Instagram and also using social media to create “Book Challenges” with hashtags.
- The pancake breakfast on the Alberta Culture Days weekend was also very good for community connections between the staff, Board and local community.

### 3. Advocacy and Visioning Committee – Marian Walsh

- Marian Walsh was not at the meeting, so there was no report.

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

- Jane Erwin offered to take over upkeep and restocking of the Suntree Little Free Library.
- Lorraine Cathro offered to take over upkeep and restocking of the Cimarron Grove Little Free Library.
- The Little Free Libraries contain a mixture of adult and children’s books. The children’s books tend to be very popular. Maintaining the Libraries involves restocking with replacement books and also checking the contents of the Library and removing any sales catalogues or inappropriate materials. The Little Free Libraries are winterized in the fall. Any maintenance issues should be reported to the library, so we can arrange for repairs if needed.

### 5. Friends of the Library

- There was no report for the Friends of the Library. Hazel Isaacs, the current Chairperson of the Friends maintains regular contact with the library staff and comes into the library weekly.

## Correspondence

- There was no correspondence.

## Other Business

1. CHAMP (Cultural, Heritage and Arts Master Plan).
  - a) November 27-28, 6:00-7:30pm – Strategizing sessions
  - b) November 30, 6:30-8:00pm – Open House
  - o Jane Ervin agreed to go to the Strategizing sessions at the Operations Centre
2. ALTA (Alberta Library Trustees Association)
  - o The Board needs to decide whether to re-join ALTA. A decision will be made once the cost of membership has been ascertained.
3. PLSB (Public Library Services Branch)
  - o The annual symposium will be held in Edmonton on February 23<sup>rd</sup> to 24<sup>th</sup>, 2018. It would be beneficial for at least one Board member to attend. Tanelle Nash also mentioned the other conferences, which Board members can attend – Alberta Library Conference is in Jasper at the end of April and Southern Alberta Library Conference is in March in Lethbridge.

## Adjournment

**Motion:** *by Jane Ervin that the meeting be adjourned at 7.47p.m.*

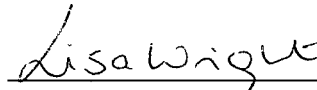
**Carried**

The next Board meeting will be held on Thursday December 14th at 7pm.

Certified Correct:



Tanelle Nash  
Chair



Lisa Wright  
Recording Secretary