

**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday, January 11, 2018**

**BOARD MEMBERS PRESENT:**

Tanelle Nash  
Robert Beck  
Barbara Schuler  
Marian Walsh  
Lorraine Cathro  
Marcie Sutherland  
Alan Alger

**BOARD MEMBERS ABSENT:**

Jane Ervin  
Ray Watrin

**STAFF PRESENT:**

Tessa Nettleton – Director  
Lisa Wright – Recording Secretary

**The Chair called the meeting to order at 6.55p.m.**

**Adoption of the agenda**

**Motion:** *by Lorraine Cathro that the agenda is accepted.*

**Carried**

**Adoption of Minutes of December 14th, 2017**

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

- Tanelle Nash noted that an incorrect surname – Jane Schuler - was included on page 3 of the minutes in the "Motion not to renew the membership with the Alberta Library Trustees Association". This was amended to Jane Ervin.

**Motion:** *by Barbara Schuler that the minutes of December 14th, 2017 are accepted as amended.*

**Carried**

**Election of new Executive:**

**Chair**

- Barbara Schuler nominated by Marian Walsh.

**Barbara Schuler declared Chair by acclamation.**

**Vice-Chair**

- Tanelle Nash nominated by Barbara Schuler.

**Tanelle Nash declared Vice-Chair by acclamation.**

**Treasurer**

- Robert Beck nominated by Tanelle Nash.

**Robert Beck declared Treasurer by acclamation.**

## Reports

### 1. Treasurer's Report

- Tessa Nettleton noted that the December interim financial report included a summary of December's financials, plus a summary of the financials for the full year. We are currently still receiving invoices which apply to 2017 expenses, so some of the final financials will change.
- There will be a surplus – part of this is due to the Telus phone and fax bills, as the accounts were in credit for the whole of 2017, due to amendments to the contract in 2016 which were not reflected in the invoices until the end of that year.
- Marian Walsh asked about the AMA rental refund. AMA paid in advance at the start of 2017 for all their classes for the year. Most of the classes were cancelled, as most students are now taking the course online rather than attending classroom session. Kelly Fraser, who coordinates room rentals, is trying to get more regular room bookings for smaller groups.

**Motion:** *by Marian Walsh and Robert Beck that the Treasurer's Report and the Interim Financial Reports dated December 31st, 2017 are accepted as information.*

**Carried**

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

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

- Tessa Nettleton noted the changes to the Alberta Employment Standards which came into force on January 1<sup>st</sup>. There is a requirement for a thirty minute break in a five hour shift. We previously provided a fifteen minute break in shifts of up to five hours. These shifts have had to be extended to 5.5 hours to accommodate the thirty minute unpaid breaks.
- The amendments to general holiday payments and further increase in the minimum wage this year will also have an impact financially and adjustments may have to be made.
- There are a lot of people using the building, but not all are using the collections. The library needs more space which can be used for programs, meetings and study.

**Motion:** *by Marian Walsh that the Director's Report is accepted as information.*

**Carried**

### 3. Municipal District of Foothills Report – Alan Alger

- The MD of Foothills has appointed liaison staff to work with residents, the RCMP, Fish and Wildlife and John Barlow, MP, to improve rural safety and cut down on rural crime. The MD are looking into the possibility of hiring their own RCMP officers and also looking at the possibility of arming their bylaw officers.

### 4. Town of Okotoks Report – Ray Watrin

- Ray Watrin was not in attendance at the meeting, so there was no report.

## Committee Reports

#### 1. Marigold Report – Marian Walsh

- Marian Walsh explained the role of Marigold for the benefit of the new Board members.
- At the December meeting, the Executive set the member library levy rates for 2019-2020. The increase in 2017-2018 was 2%. The increase in 2019-2020 will be 1.5%

#### 2. Policy Committee

- Robert Beck and Marcie Sutherland agreed to be on the Policy Committee.

### 3. Grant and Fund Raising Committee

- Lorraine Cathro agreed to be on the Grant and Fund Raising Committee. This committee can use the "Grant Connect" program, but this program is only accessible in the library building.

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

- Lorraine Cathro and Marcie Sutherland agreed to join Marian Walsh on the Advocacy and Visioning Committee.
- Marian Walsh explained the purpose of the committee, which is to ensure that the library is meeting the 2017-2019 Plan of Service and meeting the needs of the local community.
- The committee usually meets around once a month. There may be future possible opportunities to raise funds and host events, which will get people to come into the library, who perhaps wouldn't otherwise come in. The Friends of the Library and library volunteers may also be interested in helping with these events.

### 5. Little Free Libraries – Jane (Suntree), Marian (Drake Landing, Rhine Park), Tessa (Westmount and Cimarron Grove) Lisa (Recreation Centre and Food Bank)

- Lorraine Cathro will take over upkeep of the Cimarron Grove Little Free Library.
- The one remaining Little Free Library will be placed in the new extension at the Pason Arena.

### Correspondence

- The 2018 Calendar for Marigold Library System Local Library Boards and Member Libraries was circulated.
- The new Marigold Library System Board policy entitled "Information Technology (IT) Policy", which replaces the IT Service Agreement that was signed by member library managers, board chairs and Marigold's CEO in 2012, was circulated.

### Other Business

#### 1. Conferences

- a) Southern Alberta Library Conference (SALC) – March 1<sup>st</sup> to 3<sup>rd</sup>, 2018 in Lethbridge. Robert Beck agreed to attend this conference.
- b) Alberta Library Conference (ALC) – April 26<sup>th</sup> to 29<sup>th</sup>, 2018 in Jasper. Lorraine Cathro and Barbara Schuler agreed to attend this conference.
- c) Pacific Northwestern Library Association (PNLA) – August 1<sup>st</sup> to 3<sup>rd</sup> in Kalispell, Montana. No Board member has currently expressed an interest in this conference, but the registration dates are not available yet anyway.

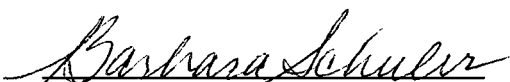
### Adjournment

**Motion:** *by Barbara Schuler that the meeting is adjourned at 7.55p.m.*

**Carried**

The next Board meeting will be held on Thursday February 8th at 7pm.

Certified Correct:



Barbara Schuler  
Chair

\_\_\_\_\_  
Lisa Wright  
Recording Secretary