

**Minutes of the
Okotoks Public Library Board Meeting
Thursday, December 16, 2021**

Board members present:

Pat Coe, Chair
Randy Angle
Lorna Stuber
Myra Mackay
Paul Kealy
Kazem Mashkournia
Lorraine Cathro, Recorder

Absent with Regrets:

Councillor Swendseid
Councillor Castell

All attendees were present via Zoom.

The Chair called the meeting to order at 7:02 p.m.

Indigenous Lands Acknowledgement led by Randy Angle

Adoption of the Agenda circulated prior to the meeting

Motion: by Paul Kealy that the agenda is accepted.

Carried

Treasurer's Report – Lorraine Cathro

The Treasurer's Report and the November 2021 Interim Financial Statements were circulated prior to the meeting.

- As of January 1, 2022, the Special project donations will include funds for FFEs and also for programming resources as many of the FFEs have been purchased.
- It was noted and briefly discussed that the OPL Board needs clarification on how the 2022 OPL Budget – Revenue line for Fundraising & Book Sales of \$32,000 will be included in the 2022 financial statements.

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

Carried

OPL 2022 Annual Fund Development Plan – Presented by the Advocacy & Fundraising Committee

The OPL 2022 Annual Fund Development Plan was circulated prior to the meeting.

- Lorraine Cathro noted that the goal, and the OPL board commitment, is to raise \$30,000 from January 1 – December 31, 2022. The remaining \$2,000 in that budget line is targeted to be from Book Sales.
- Advocacy: All board members are responsible for advocacy. The goal is to participate in two community events if/when the COVID restrictions enable that participation.
- The Come Grow With Us Brochure and the Vision will be updated and kept current.
- The OPL Advocacy & Fundraising Committee, with the support of all board members as possible, commits to hold and/or participate in one fundraising event during the year.

- Lorna Stuber is the board's Chamber of Commerce representative.
- The Advocacy & Fundraising Committee commits to continuing to develop relationships with businesses and individuals in the community who have been, or may be, ongoing donors.

Motion: by Lorraine Cathro and Lorna Stuber that the OPL 2002 Annual Fund Development Plan be approved. **Carried**

Motion: by Pat Coe that the meeting go In Camera as the matters to be discussed during this portion of the meeting are within the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 7:45 pm. **Carried**

In Attendance

Pat Coe
Randy Angle
Lorna Stuber
Myra Mackay
Paul Kealy
Kazem Mashkournia
Lorraine Cathro

Motion: by Pat Coe that the meeting come out of in camera at 8:37 p.m.

Motion: by Paul Kealy and Myra Mackay to approve the Acting Manager's request to appoint an employee to an assisting position for 2 months with an option for extension on a month-to-month basis. **Carried**

Motion: by Kazem Mashkournia that the OPL Board utilize the assistance of the Town of Okotoks HR Department to hire a Director. **Carried**

Motion: by Lorraine Cathro and Myra Mackay, that the Sponsorships/Naming Rights Levels for the remaining library rooms and areas be as follows:

- **Platinum Level: \$12,000 - \$29,999**
 - Flex/Multipurpose Room (322 sq ft): \$12,000
 - Flex/Multipurpose Room (386 sq ft): \$13,000
 - Children's Program Room (521 sq ft): \$18,000
- **Diamond Level: \$30,000**
 - Adult Program Room (952 sq ft): \$30,000

Carried

Motion: by Lorraine Cathro and Paul Kealy that Point 5.1 Rights Fee in the Memorandum of Agreement is amended for potential future agreements to require a down payment of at least 50% of the total price at the time the agreement commences with subsequent payments to be negotiated and documented over the remaining years of the agreement. **Carried**

Motion: by Randy Angle and Paul Kealy that OPL board members meet with Town representatives to discuss, clarify and correct the proposed lease sent to the board on December 7, 2021.

Carried

Motion: by Lorraine Cathro and Kazem Mashkournia that once the initial meeting with Town representatives is completed and the questions answered and issues addressed, that a second proposed lease be developed. That second proposed lease will then be discussed by the OPL Board. Then, a commercial real estate lawyer will be employed to review the second proposed lease and make recommendations.

Carried

Motion: by Myra Mackay and Kazem Mashkournia that the reviewed lease will then come back to the OPL Board for further discussion and possible approval.

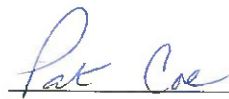
Carried

Motion: by Pat Coe to adjourn the meeting at 9:12 p.m.

Carried

Next Board meeting will be on Thursday 27 January 2022 at 7 p.m.

Certified Correct:



Pat Coe
Board Chair



Lorraine Cathro
Recorder