

**Minutes of the  
Okotoks Public Library Board Meeting  
Thursday February 11, 2021**

**Board members present:**

Pat Coe  
Alan Alger  
Lorna Stuber  
Paul Kealy  
Myra Mackay  
Randy Angle  
Matt Rockley  
Lorraine Cathro

**Absent:**

John Sherbut

**Staff present:**

Lara Grunow – Library Director  
Lisa Wright – Recording Secretary

**Guests present:**

Susan Laurin, Community Services Director, Town of Okotoks  
Nicole Kiefuik, Marigold Representative

To maintain social distancing requirements, all attendees were present via Zoom.

The Chair called the meeting to order at 6pm.

**Indigenous Lands Acknowledgement** led by Alan Alger

**Adoption of the agenda**

**Motion:** by Paul Kealy that the agenda is accepted as circulated.

**Carried**

### **Update from Susan Laurin, Community Services Director, Town of Okotoks**

- Town staff have been working on implementing Step 1 of the Alberta Reopening Plan. The ice surface, pool and gymnasiums are opening for small groups. The Province is using a seven-day rolling average to calculate Covid case numbers and hospitalizations for the purposes of easing restrictions. Therefore, there is a three-week period between each step of the reopening to ensure that we don't move into the next stage before it is safe to do so.
- The Arts and Learning Campus construction remains on schedule and on budget. Susan Laurin and Town staff are assisting Lara Grunow with planning and preparation for the move to the new facility.

**Motion:** by Alan Alger to accept Susan Laurin's report as information.

**Carried**

### **Consent Agenda**

The January 14, 2020 Board meeting minutes and the following reports were circulated by email prior to the meeting:

- Foothills County Report – Alan Alger
- Town of Okotoks Report – Matt Rockley
- Marigold Update – Nicole Kiefuik

**Motion:** by Paul Kealy to accept the Minutes and Reports in the Consent Agenda as information.

**Carried**

### **Regular Agenda**

#### **Director's Report – Lara Grunow**

The Director's report was circulated prior to the meeting.

- The Library submitted the "Curbside Pick up with Santa" program as our entry for the Marigold "Making a Difference" award. This is an annual award for an innovative library program or service. "Curbside pick up with Santa" involved a socially distanced visit with Santa as patrons picked up their holds. These items had been specially chosen for them by Santa and gift wrapped by his elves. The program was extremely well-received and Library staff are already planning for "Curbside Pick up with the Easter Bunny"
- The 2020 Annual Report to PLSB was circulated prior to the meeting. The Covid pandemic and closure obviously had a big effect on many of our statistics for last year, but the curbside service was extremely popular and continues to be very well-used during the current closure. Library staff are busy answering phones and helping patrons throughout our usual opening hours.
- Lara Grunow has discussed the RFP process for shelving and furnishing with both the Town and the ALC project team. Susan Laurin confirmed that, as a public organisation, the Library is subject to the North West Partnership Trade Agreement, whereby any purchase over \$75,000 must go

out to tender. However, an exemption can be made to allow sole sourcing for extraordinary circumstances. Marigold has offered to provide us with some shelving for free, as it matches the shelving currently in our adult fiction and non-fiction areas. The Library would like to purchase additional shelving of the same type, so that it matches with our existing shelving and the shelving provided by Marigold. If this particular shelving can only be provided by one supplier, this would be considered a compelling reason to sole source. HBI Calgary provided three cost options for shelving, based on the potential amount of shelving being supplied.

**Motion:** by Paul Kealy to accept the 2020 Annual Report to PLSB.

**Carried**

**Motion:** by Lorna Stuber to authorise Lara Grunow to sole source the shelving from HBI, based on the condition that this shelving matches the existing and cannot be sourced from any other supplier. This will be option 2 provided by HBI, costing up to a value of \$194,000.

**Carried**

**Motion:** by Matt Rockley to accept the Director's Report as information.

**Carried**

#### **Treasurer's Report – Lorraine Cathro**

The Treasurer's report was circulated prior to the meeting.

- The estimated cost for basic library functioning at opening is \$374,218.00 including the shelving. The list has been cut greatly and will provide the bare minimum of furniture, fixtures and equipment.
- Lara Grunow contacted Avail, the Chartered Accountants who do the Library's Annual Review, for clarification on the funds currently available for purchasing furniture, fixtures, and equipment. Darren Adamson, from Avail, is prepared to work with the Library Board to do a cashflow projection for funding the project. It was also suggested that we ask him to help with a projected Library budget for the next few years in the new building. Lara Grunow will contact Darren Adamson to find out how much it would cost to proceed with doing a cashflow projection and report back to the Board.

**Motion:** by Alan Alger and Myra Mackay to accept the Treasurer's report as information.

**Carried**

#### **Fundraising Committee Report – Lorraine Cathro**

Lorraine Cathro, Pat Coe, Lorna Stuber, Myra Mackay, Randy Angle, Paul Kealy, John Sherbut, Lara Grunow, Sarah Gillie.

The Fundraising Committee report was circulated prior to the meeting.

- The online silent auction will go live on 15<sup>th</sup> February. Lorraine Cathro thanked Alan Alger, Pat Coe, Lorna Stuber and John Sherbut for their work on the auction.
- The Fundraising Committee have set the 2021 fundraising target as \$250,000.

- The Sponsorship/Naming Rights document is based on the Town's own Sponsorship/Naming Rights document. This document would be for used for programs, events or for the naming of rooms in the building.
- The Poonja family from the Okotoks Bottle Depot are making a \$10,000 donation to the Library and they continue to support the Library on an ongoing basis. This donation will be publicized in the Western Wheel.
- Lorna Stuber and Randy Angle continue to work on potential grants from different organisations.

**Motion:** by Lorraine Cathro to accept and implement the 2021 Fundraising Plan.

**Carried**

**Motion:** by Lorraine Cathro to use the Sponsorship/Naming Rights document, as appropriate, for the Okotoks Public Library.

Motion: by Randy Angle to accept the Fundraising Committee Report as information.

**Carried**

#### **Old Business**

- Annual staff evaluation of Director.
  - Pat Coe has now received all the staff evaluation forms and will have a report ready for the March Board meeting.

#### **New Business**

- Southern Alberta Library Conference (SALC) – March 1-5 online
  - Board members are encouraged to register for this online free conference.
- Marigold Library System Conference will be held on May 12<sup>th</sup> and registration will open on March 1<sup>st</sup>, 2021.
- Governance Workshop with Elaine Vincent, CAO of the Town of Okotoks
  - This will be held via Zoom on March 9, 2021 at 6:30pm.
- Freedom to Read Week Canada will be held during the week of February 21st-27<sup>th</sup>.

#### **Correspondence**

- There was no correspondence.

**Motion:** by Pat Coe to adjourn the meeting at 7:45pm.

**Carried**

Next Board meeting will be on Thursday 11<sup>th</sup> March 2021.

**Certified Correct:**

  
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**Pat Coe  
Board Chair**

  
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**Lisa Wright  
Recording Secretary**