

**Minutes of the
Okotoks Public Library Board Meeting
Thursday April 8, 2021**

Board members present:

Pat Coe
Lorna Stuber
Paul Kealy
Myra Mackay
Randy Angle
Lorraine Cathro
John Sherbut

Absent with regrets:

Matt Rockley

Staff present:

Sarah Gillie – Acting Library Manager
Lisa Wright – Recording Secretary

Guests present:

Nicole Kiefuik, Marigold Library Board Representative
Susan Laurin, Community Health and Safety Director, Town of Okotoks

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

The Chair called the meeting to order at 6:00pm.

Indigenous Lands Acknowledgement led by Randy Angle

Update from Susan Laurin, Community Health and Safety Director, Town of Okotoks

- The Province introduced new Covid-19 restrictions on Tuesday 6, 2021. Restrictions allow a maximum of ten people in an indoor facility, so if a group rents the pool, for example, it means they are renting the whole pool area, including both pools, as “facility” refers to the four walls around the pool. In an outdoor facility, such as a soccer field, two groups of ten can practice at the same time if they can maintain social distancing.
- The Town launched an Emergency Social Services Plan last year. This included lots of information on how individuals and communities are affected by the stages of a disaster – preparation,

response, and recovery. The library is important for social engagement as part of the response and recovery.

- On Monday 12 April, Council will be debating options brought forward by the Urban Deer Task Force. These options will include allowing temporary higher fencing for gardens which have chain link fences. Council will also discuss options for affordable housing.

Motion: by Paul Kealy to accept Susan Laurin's report as information.

Carried

Adoption of the agenda

Motion: by Randy Angle that the agenda is accepted as circulated.

Carried

Consent Agenda

The March 11, 2020 Board meeting minutes and the following reports were circulated by email prior to the meeting:

- Town of Okotoks Report – Matt Rockley
- Marigold Update – Nicole Kiefuik

Motion: by John Sherbut to accept the Minutes and Reports in the Consent Agenda as information.

Carried

Regular Agenda

Acting Library Manager's Report – Sarah Gillie

The Acting Library Manager's report was circulated prior to the meeting. Pat Coe thanked Sarah Gillie for the information she provided for this evening's meeting.

- The Library has now closed again because of the new restrictions announced on Tuesday 6, 2021. We are still offering curbside service and online programming.
- Marigold IT is updating library systems on April 19, so not all services will be available, although check outs can still be done.
- Sarah received an updated quote from Westbow Systems who will be moving the existing concertina shelving to the new building. The updated quote includes a very minimal increase. To move and add a ramp, the cost would be \$5,586.69.
- The RFP for fixtures and fittings will hopefully be sent to Sarah Gillie tomorrow, so it can be sent out by Lara Grunow on Monday.
- We were successful in obtaining the CIP grant, which will be used for equipping the Teen Area in the new building. Sarah Gillie will contact the Western Wheel to let them know.
- Sarah had a meeting with Wayne Gustafson, Project Manager earlier this week. Occupancy of the new building is still slated to be July 15, 2021.
- The library parking lot is due to close on April 19, as the contractors need to start work on the new plaza area. However, this date may be pushed back until pedestrian access past the

construction area has been finalized. Concerns were expressed about the lack of parking while this construction is taking place. Susan Laurin noted that there is parking available behind the Municipal Centre.

- A question was asked about the land near the railway lines across from the library. The Town has applied for a grant and is hoping to purchase the land to construct additional parking in the next year if possible.
- Sarah Gillie had a meeting with Monique Hardy, from the Eagle regarding the social media advertising. They reviewed the report of community engagement and gave some recommendations.

Motion: by Randy Angle to accept the Acting Library Manager's Report as information.

Carried

Treasurer's Report – Lorraine Cathro

The Treasurer's report and the March interim financial statement were circulated prior to the meeting.

- There is \$93,055 still available in unrestricted net assets, based on the Avail draft 2020 financial statement plus March fundraising, which makes a total of around \$100,000 additional funds which may be added to the FFE funding.
- There are concerns that we need to maintain funds for any unknown upcoming costs, and it was recommended that we should hold back 20-25% of the total funds for any unknown costs.
- Sarah Gillie asked Wayne Gustafson about moving our existing signage to the new building and he stated that this cost would have to be covered by the Library. There is an option for the stakeholders to place a large LED sign outside the building, which would be a shared cost.
- Sarah Gillie had a meeting with HBI who said that completely furnishing both levels of the new library would likely be a cost of \$175-200,000. Most of our existing furniture is made of fabric and not easily wipeable and our existing staff workroom desks are quite old and have already been repaired and may not survive a move. We need to consider the cost of the removal and disposal of furniture and shelving which we are not taking to the new building.
- Access controls and CCTV are currently being installed in the building. It may be possible to install a monitor at the main service desk which would be facing outwards, so the public can see that there is CCTV within the building.
- A draft Reserve Funds Policy was circulated prior to the meeting for discussion, and a final copy will be presented at the May Board meeting.

Motion: by John Sherbut and Randy Angle that the Treasurer's Report be accepted 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.

- No questions were raised.

Motion: by Paul Kealy to accept the Fundraising Committee Report as information.

Carried

Policy Committee Report – Randy Angle

The Policy Committee report was circulated prior to the meeting.

- Sarah Gillie thanked the Board for the work put into making and passing the “Public Admittance and Conduct in the Okotoks Public Library” bylaw, which will be presented to the Town Council for approval on Monday.

Motion: by Lorna Stuber to accept the Policy Committee Report as information.

Old Business

In camera Board meeting held on March 31, 2021.

All Board members were present, except John Sherbut, who was absent with regrets.

Motion: by Lorraine Cathro to move in camera at 6:00pm.

Carried

Motion: by Paul Kealy to move out of camera at 8:25pm.

Carried

Motions arising from in camera meeting:

Motion: by Lorraine Cathro and Paul Kealy that Sarah Gillie, Acting Library Manager, is to receive an additional \$350 per week for Relief Pay, retroactive to March 24, 2021, to cover the Library Director’s leave, and ongoing when the Director is on vacation.

Carried

Motion: by Randy Angle and Paul Kealy to adopt Bylaw #13 – Public Admittance and Conduct in the Okotoks Public Library.

At the first reading, Matt Rockley made an amendment to add the words “Okotoks Public Library” to 1.0 “Public Admittance to the Okotoks Public Library” and 2.0 “Public Conduct in the Okotoks Public Library. Seconded by Paul Kealy.

At the second reading, Matt Rockley made another amendment to add the words “such as” to 1.5, making the corrected version – “There are to be alternative services such as curbside pickup available for any person who cannot satisfy the mask requirement.” Seconded by Lorraine Cathro.

At the third reading, Paul Kealy moved to accept the bylaw as amended. Seconded by Matt Rockley.

Carried

New Business

- **Marigold presentation by Laura Taylor, Deputy CEO, Marigold Library System**
 - Pat Coe will contact Laura Taylor to arrange a Zoom meeting on Tuesday 18 May 2021.

- **PLSB Virtual Symposium**
 - April 14-15, 2021
 - Pat Coe has been asked to speak on Wednesday 14 April at the PLSB Virtual Symposium about the challenges and successes of providing library service during the pandemic.

- **Sandstone Little Free Library**
 - This Little Free Library was vandalized a week ago and the plexiglass in the door was broken. It has now been replaced and the books have been put back in the unit.

- **Sunset Drive-In**
 - A lot of charities have applied to volunteer at this year's Drive-In Movies. So, we may not be selected to participate this year. Those charities who are not selected to volunteer this year will be able to take part next year.

- **Board meeting start time**
 - It was decided that Board meetings will begin at 6:30pm from now onwards.

Correspondence


- There was no correspondence.

Motion: by Pat Coe to adjourn the meeting at 7:48pm.

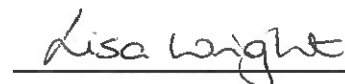
Carried

Next Board meeting will be on Thursday 13th May 2021 at 6:30pm.

Certified Correct:



Pat Coe
Board Chair



Lisa Wright
Recording Secretary