

**Minutes of the
Okotoks Public Library Board Meeting**

Thursday June 10, 2021

Board members present:

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

Absent with regrets:

Nicole Kiefuik

Staff present:

Sarah Gillie – Acting Library Manager
Lisa Wright – Recording Secretary

Guests present:

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 6:32pm.

Indigenous Lands Acknowledgement led by Randy Angle

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

- Covid-19 Provincial restrictions have changed as of June 10th.
- In the Town of Okotoks, all indoor recreation facilities are being opened in a phased and controlled way. One ice surface is open, and the pool is open for bookings. Physical distancing must still be maintained.
- Recreation Centre passes, which were put on hold during the closures, can be reinstated, or clients can pay daily drop-in fees. The Recreation Centre is also currently offering a promotion where facility users can pay “a dollar a day” to September 5th.

- There are capacity limits in all facilities and people must still wear masks unless in the water or on the ice.
- Staff are being brought back and training is being updated if needed. Day camps will be opening.
- The annual parade will be the same format as last year with a “reverse parade” and there will also be a Drive-in movie at the Recreation Centre.
- There will be fireworks on Canada Day but there will not be any major gatherings.
- The outdoor summer market will be held this coming weekend on the parking lot at the Recreation Centre.

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

Carried

Adoption of the agenda

Motion: by Matt Rockley that the agenda is accepted as circulated.

Carried

Consent Agenda

The May 13, 2021 Board meeting minutes and the following reports were circulated by email prior to the meeting:

- Town of Okotoks Report – Matt Rockley

Motion: by Lorraine Cathro 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.

- Sarah Gillie noted that the library reopened to the public today. Everyone who came in was happy to be back in the building.
- Sarah Gillie met with Envisionware and Bibliotheca over the last couple of days to learn more about the self-check machines which they can provide. Both companies will be issuing quotes. An order must be placed by the end of the month if we are to get a new machine in time for opening.
- An application has been submitted for the ATB grant has been submitted. The application is for \$18,000 which would be used for additional programming, for example hiring professionals to run yoga classes for all ages, more drag queen storytime sessions, and programs to raise awareness of indigenous culture.
- Sarah Gillie went to the HBI offices to look at finishes for furniture. Some of the furnishings are made of stain-resistant fabric. She also selected colour schemes.

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 May Interim Financial Statement were circulated prior to the meeting.

- After recent discussions with library management and Susan Laurin, it was recommended that the Board does not ask the Town for any additional money for FFEs for the new library.
- On behalf of Town Administration, Susan Laurin offered her appreciation of the work done recently by Sarah Gillie and Lisa Wright on the FFE budget for the OALC and operating budget for the library.

Motion: by Lorraine Cathro and Paul Kealy that Okotoks Public Library management disburse as needed the total FFE budget funds presently available, plus any future deposits to the FFE account.

Carried

Motion: by Paul Kealy 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.

- Lorraine Cathro is continuing her efforts to raise more money for FFEs for the new building, by contacting individuals and organisations who may be willing to donate.

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.

- The report identified several policies which need to be updated and revised. Randy Angle asked Board members to identify any additional policies which need updating and asked for help with doing the revisions.
- It was suggested that we add a Respectful Workplace Policy.
- The Town is currently in the process of renewing some of their policies, so Susan Laurin encouraged the Board to contact her for help with updates and revisions.
- The Library Mask Bylaw is based on AHS guidelines, so if the Provincial mask requirement is rescinded, the masking requirement in the library bylaw will no longer be in effect.

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

Carried

New Business

- **Sheep River Health Trust Radiothon – Thursday June 24, 2021**
 - Pat Coe has offered to volunteer at the radiothon on behalf of the library.

- **July Board meeting**
 - There will be a Board meeting in July but no meeting in August, as August will be a busy month with the move to the new building.

- **Little Free Libraries**
 - Citizen Little Free Library – the library will maintain a new Little Free Library which has been donated to the Town and will be placed in one of the town parks.
 - Drake Landing Little Free Library – Lorna Stuber has offered to look after this site.
 - Suntree Little Free Library – Paul Kealy has offered to look after this site.
 - Sandstone Little Free Library – This Little Free Library has been vandalised recently. Lisa Wright will arrange for it to be fixed.


- **Board member library memberships**
 - All Board members should have a library membership, as per library policies. Board members are entitled to a free membership during their tenure on the Board.

Motion: by Pat Coe to adjourn the meeting at 7.12pm.

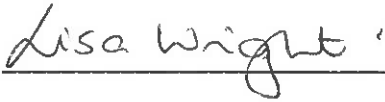
Carried

Next Board meeting will be on Thursday 8th July 2021 at 6:30pm.

Certified Correct:



**Pat Coe
Board Chair**



**Lisa Wright
Recording Secretary**