

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

Board members present:

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

Absent with regrets:

Staff present:

Sarah Gillie – Acting Library Manager
Lisa Wright – Recording Secretary

Guests present:

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

All attendees were present via Zoom.

The Chair called the meeting to order at 7pm.

Indigenous Lands Acknowledgement led by Randy Angle

Announcements

- A minute's silence was held to acknowledge and remember the life of Mayor Bill Robertson, who died on Wednesday 7th July. Pat Coe sent a message of condolence to the Town on behalf of the Board and staff of the Okotoks Public Library.

- Pat Coe announced that Lara Grunow, Director of the Okotoks Public Library, has resigned from the Okotoks Public Library. Sarah Gillie has agreed to continue in the role of Acting Library Manager for the immediate future.

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

- Susan Laurin thanked Pat Coe for the recognition of Mayor Robertson and noted that Mayor Robertson's family will let people know their plans for his funeral in the upcoming days.
- Susan noted that, despite easing of Covid restrictions, Town staff are still wearing masks if they cannot remain six feet apart, if they are in a vehicle with another staff member, or simply if a staff member feels more comfortable wearing a mask.
- Summer day camps are running at just under 30% of normal registration. Swimming lessons for younger children have not yet started again but will start running on a limited schedule in August. The Town is aiming to get back to normal in terms of programming from September onwards.
- There will be no major in-person events through the summer. Some events will still be held virtually.
- The Town is starting to work on their budget for 2022.

Motion: by Lorna Stuber 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 June 10, 2021, Board meeting minutes and the following reports were circulated by email prior to the meeting:

- Town of Okotoks Report – Matt Rockley

Randy Angle made an amendment to the minutes of the June 10, 2021, Board meeting. The fourth point under the Policy Committee report was amended to say the following:

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 Paul Kealy 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 has been busy since restrictions were dropped. Plexiglass barriers have been kept up and staff and patrons are free to wear masks if they choose to and feel more comfortable doing so.
- Two new colour photocopier/printers have been ordered. These will be provided and leased by the same companies as our current photocopier/printer.
- Sarah Gillie was notified today that the handover date for the new building has been pushed back by a week. She has contacted HBI and Lynn Archdekin, our Move Manager, to find out if this will affect our move schedule.
- An inventory of existing library furniture, fixtures and equipment has been made. Items which are to be sold, donated, or disposed of will be advertised on the library system email groups and on Facebook Marketplace. Some of the existing metal shelving will be given to other libraries and some will be sold for scrap metal.
- Staff have started purging workspaces and storage spaces, in preparation for packing for the move.
- Sarah Gillie will be contacting local libraries to let them know that we will be encouraging our patrons to use other libraries while we are closed for the move. The library closure will be advertised widely in the local area and on social media and local media platforms, so the public is aware. Sarah Gillie will also send information to Susan Laurin which can be presented at the Town Council meeting to let them know about the closure and upcoming move.

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 June Interim Financial Statement were circulated prior to the meeting.

- Lorraine Cathro thanked Sarah Gillie and Lisa Wright for their help in providing information to the Board.
- Susan Laurin also passed on thanks from Town Administration for work done recently by Library Board and Management staff on the 2021 budget for the new building.

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

Carried

Fundraising and Grant (F&G) Committee Report – Lorraine Cathro

Lorraine Cathro, Pat Coe, Lorna Stuber, Myra Mackay, Sarah Gillie.

The Fundraising Committee report was circulated prior to the meeting.

- Lorraine Cathro noted that there have been several donations recently, including a dishwasher from Clark Builders for the staff kitchen.
- Updates have been made to the fundraising brochures regarding the different levels of donors. The Board will be responsible for looking after the Gold Level donors and the staff will look after the lower-level donors. These donors will be given a “sneak peek” at the new library.

Motion: by John Sherbut to accept the Fundraising Committee Report as information.

Carried

Policy Committee – Randy Angle

There was no Policy Committee report this month.

New Business

• **Trustee Terms – Succession Plans**

- The terms of Board members Paul Kealy and John Sherbut will end on 31st October. Patty Huber, the Legislative Services Administrator for the Town of Okotoks will send all the necessary information to them in September.
- Pat Coe asked Board members to review the requirements for Board membership in Policy 6100, 31 (1) Libraries Act, and Policy 6200.
- Pat Coe has contacted Patty Huber to request a motion from Town Council to return membership of the Library Board to 10 people, including one member each from the Town and County Councils.
- Elections for Chair and Vice Chair will take place at the November Board meeting.

• **Alberta Library Conference – Jasper Park Lodge – April 2022**

- The Alberta Library Conference will be held in person next spring. This is an excellent conference, with inspirational speakers and worthwhile learning experiences. It is also a valuable networking opportunity for library staff and Board members. However, as next year will be our first year in the new larger building, with its associated additional costs and expenses, it was decided that it would be fiscally prudent not to send any Board members to the 2022 conference.

• **Little Free Libraries**

- The Drake Landing Little Free Library has been damaged again. It was moved to a new location earlier this year, because of repeated damage. Unfortunately, in the last week, the door of the unit has been damaged beyond repair and will have to be replaced.
- Board members who are responsible for Little Free Libraries are encouraged to stock up on discarded books from the library before 22 July. This is the date when the books will be moved from the library to the *All Through the House* store, which will be hosting a secondhand book sale later in the summer.

Correspondence

- Pat Coe received a note yesterday from Michelle Toombs, CEO of Marigold Library System, expressing condolences on the death of Mayor Bill Robertson.

Motion: by Pat Coe to adjourn the meeting at 8.15pm.

Carried

Motion: by Pat Coe to move to an in-camera meeting at 8:16pm.

Carried

In-camera meeting was called to order at 8:25pm.

Motion: by Pat Coe to adjourn the in-camera meeting at 8:58pm.

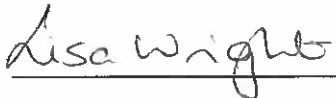
Carried

Next Board meeting will be on Thursday 9th September 2021 at 7:00pm.

Certified Correct:



Pat Coe
Board Chair



Lisa Wright
Recording Secretary