

**Minutes of the
Okotoks Public Library Board Meeting
Thursday September 9, 2021**

Board members present:

Pat Coe, Chair
Lorna Stuber
Myra Mackay
Randy Angle
Lorraine Cathro
John Sherbut
Councillor Rockley

Absent with regrets:

Paul Kealy

Staff present:

Sarah Gillie – Acting Library Manager
Lisa Wright – Recording Secretary

Guests present:

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

All attendees were present via Zoom.

The Chair called the meeting to order at 7:01pm.

Indigenous Lands Acknowledgement led by Randy Angle

Sarah Gillie gave a short background information session about the Plan of Service, which is available for viewing on the library website. It provides goals, objectives, and performance indicators for the five-year period in which it is in place and is continually used as a reference by library management and staff.

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

- Susan Laurin noted that the Town is restarting programming in October.
- Masks are now required in public indoor places. Municipal Enforcement can enforce a bylaw such as the library bylaw on masking since this is classed as trespassing. It was noted that most people are very compliant.

Acting Library Manager's Report – Sarah Gillie

The Acting Library Manager's report was circulated prior to the meeting.

- Since the library opened on September 7, there have been some complaints about parking, particularly the lack of seniors' parking spots at the front of the building. The parking lot beside the building is already almost full by 8:30am on weekdays, long before the library opens to the public each day.
- The move went very well. Premiere Office Movers were very professional and worked very quickly. Most of our left-over shelving went to other local libraries.
- Opening day was very busy with many people taking out new memberships or renewing existing memberships. Feedback has generally been good. A lot of people have taken advantage of the tours which staff have been offering.
- There have been some delays with the furniture delivery.
- There have also been security and accessibility issues with the elevator which are still ongoing.
- Sarah Gillie commended Clark Builders on how helpful and accommodating they have been throughout our move to the new facility.

Motion: by John Sherbut to accept the Acting Library Manager's Report as information.

Carried

Treasurer's Report – Lorraine Cathro

The Treasurer's report and the July and August Interim Financial Statements were circulated prior to the meeting.

- Over the counter sales, such as memberships, overdue fees and lost item charges have been much lower than expected due to the closures this year. Some expenditures will also likely be lower than expected.

Motion: by Myra Mackay and John Sherbut 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 the recent AECON golf tournament was very successful and raised around \$25,000 which will be donated to the library. An additional \$1,900 was donated by golfers at the tournament. AECON is interested in naming rights for one of the rooms in the library, and it was suggested that the donated money could be used to buy equipment for the Children's Play Area.

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

Carried

In Attendance

Pat Coe

Myra McKay

Lorna Stuber

Randy Angle

Lorraine Cathro

John Sherbut

Councillor Rockley.

Motion: by Pat Coe that the meeting come out of in camera at 8:35pm.

Carried

Motion: by Pat Coe to adjourn the meeting at 8:36 p.m.

Carried

Next Board meeting will be on Thursday 14 October 2021 at 7:00pm.

Certified Correct:



**Pat Coe
Board Chair**



**Lisa Wright
Recording Secretary**