

**Minutes of the
Okotoks Public Library Board Meeting
Thursday October 14, 2021**

Board members present:

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

Absent:

John Sherbut

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 7:00pm.

Indigenous Lands Acknowledgement led by Randy Angle

Sarah Gillie gave a short background information session about library staff scheduling. In the old library, all circulation functions were done at one central desk by two staff members at a time, and the desk could be seen through windows from the workroom. In the new building, there are four service desks: a circulation desk in the foyer, a check-in desk in the main workroom, an adult services desk on the second level and a youth services desk on the first level. Each desk has one person and each of these has many different responsibilities. Because of this, we now need an absolute minimum of five staff to cover each shift. Sarah Gillie was asked to provide more detailed information on future staffing needs to the Board.

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

- Susan Laurin noted that the Municipal Election will be held on Monday 18th October. During the next couple of months, there will be a very intense orientation for new Council members, including a tour of Town facilities and information sessions about budgets.
- Susan Laurin noted that the Town have received many threatening emails and letters about Covid restrictions and are seeking legal advice on how to deal with these threats. Susan encouraged Sarah Gillie to forward any such emails to her if the library also receives any threatening correspondence.
- There are currently security guards stationed at each of the arenas, due to the number of threats against staff.
- Sarah noted that libraries are not allowed to operate the Restriction Exemption Program and must operate on a reduced capacity.
- The Town will not be producing a print copy of the Community Program Guide from now on. All courses and programs will be included in an online program guide.

Motion: by Lorna Stuber to accept Susan Laurin's report as information.

Carried

The agenda which was circulated prior to the meeting was amended to add the Town of Okotoks Report by Councillor Rockley.

Adoption of the amended agenda

Motion: by Paul Kealy that the amended agenda is accepted.

Carried

Consent Agenda

The September 9, 2021, Board meeting minutes and the following report were circulated by email prior to the meeting:

- Town of Okotoks Report – Councillor Rockley

Motion: by Lorraine Cathro to accept the minutes and report 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.

- The elevator has broken down again. A part needs to be ordered, so the elevator will remain out of service for the time being.
- Sarah Gillie had a meeting with the Okotoks Art Gallery. They are hoping to put some art on the walls in the next week. They will rotate the pieces of art twice a year, in October and March.

- There continue to be complaints about the lighting on the second level. Sarah Gillie is in contact with the architects about this issue.
- It was noted that Community Futures will not be moving into the space on the second floor of the Arts and Learning Campus.
- Sarah Gillie will meet with Susan Laurin to discuss some ongoing issues with the building and problems with skateboarders at the front of the building.

Motion: by Paul Kealy to accept the Acting Library Manager's Report as information.

Carried

Treasurer's Report – Lorraine Cathro

The Treasurer's report and the September Interim Financial Statement were circulated prior to the meeting.

- Lorraine Cathro noted discussions which have been held with the accountant at Avail CPA since the last Board meeting. Revenue which was stated as income in previous years cannot be counted as revenue for the present year, since it has already been included as income in previous years. Furniture, fixtures, and equipment are being purchased using the reserves and unrestricted net assets.
- Sarah Gillie asked for input from Board members on some Board specific areas of the 2022 budget, which library management are currently working on.

Motion: by Councillor 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 we received a cheque for \$84 from the Okotoks Cobs location from their Dough-Raiser fundraiser. This is an ongoing fundraiser and Board members are encouraged to spread the word about this. Sarah Gillie will also add information to the library website.
- We also received a cheque for \$300 from the Okotoks Bottle Depot for bottle donations.
- A request will be put out to a service club to ask for support with annual maintenance of the Little Free Libraries.

Motion: by Lorraine Cathro and Paul Kealy that the existing Visioning and Advocacy Committee and the Fundraising and Grant Committee be eliminated, and an Advocacy and Fundraising Committee be established.

Carried

Motion: by Lorraine Cathro to accept the Advocacy and Fundraising Committee Report as information.

Carried

Personnel Committee Report - Pat Coe

The Personnel Committee report was circulated prior to the meeting.

- Sarah Gillie has been in the role of Acting Library Manager for almost six months. The Personnel Committee met with Sarah recently and will distribute questionnaires to staff and Board for review.

Motion: by Myra Mackay to accept the Personnel Committee Report as accepted as information.

Carried

Policy Committee – Randy Angle

The Policy Committee report was circulated prior to the meeting.

- The Policy Committee studied Policy Manuals from other libraries, as a basis for reorganising the Okotoks Library Policy Manual.
- The Policy Committee will meet soon to discuss updates to the manual.

Motion: by Randy Angle and Paul Kealy that the Policy Manual be reorganised under the eleven different categories listed.

Carried

Motion: by Randy Angle that the Board adopt the Policy Format Policy as circulated.

Carried

Motion: by Lorraine Cathro to accept the Policy Committee Report as information.

Carried

New Business

- **Thanks, and farewell to outgoing Board Trustees**
 - Pat Coe thanked outgoing Board members Councillor Rockley and John Sherbut and asked that Board materials be returned to Lisa Wright as soon as possible.
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- **New Board Trustee**
 - Interviews took place on October 6th. There were three candidates. Council will approve appointments at the first Council meeting in November. We will be notified after the candidate accepts. New Town of Okotoks and Foothills County Councillors will be appointed after the election.
- **Little Free Libraries**
 - Leaflets of a political nature were removed recently from the Little Free Library in Drake Landing.
- **Volunteer hours**
 - Please remember to submit your volunteer hours to Lisa if you have not already done so.
- **Social media posts**
 - The Board were informed of a recent local Facebook post which praised the library staff.

- It was also noted that, as per the library's Communication Policy, only two people can speak on behalf of the library on social media – the Director and the Board Chair.
- **PLSB Governance session**
 - Lorraine Cathro and Pat Coe recently attended a PLSB session on Library Board governance. Lorraine's notes were circulated prior to the meeting. Pat Coe encouraged Board members to take part in these type of sessions in the future.
- **Board elections**
 - Election of the Board Chair, Vice Chair and Treasurer will be held at our November meeting.
- **Board meeting dates**
 - The November meeting will be held on Thursday 18th November, as 11th November is a statutory holiday.
 - There was a discussion about moving the Board meeting to the third Thursday of the month on a permanent basis

Motion: by Lorraine Cathro that the Town of Okotoks Library Board meetings be moved to the 3rd Thursday of the month.

Carried

Motion: by Pat Coe to adjourn the meeting at 9:00pm

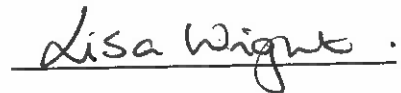
Carried

Next Board meeting will be on Thursday 18th November 2021 at 7:00pm.

Certified Correct:



**Pat Coe
Board Chair**



**Lisa Wright
Recording Secretary**