



BANFF PUBLIC LIBRARY BOARD MEETING

Agenda

Wednesday, April 27, 2022

6:00 pm via Zoom

Present: Sarah McCormack, Courtney Maxwell-Alves, Ali Buckingham, Alexandra Janecke, Liz Seybold, Monica Dominguez, Melissa Carroll, Manuela Olibera-Dorn

Absent: Kaylee Ram, Ted Christensen

Regrets: none

1. **Call to Order: 6:06 pm**
2. **Consent Agenda:**
 - a. **Approval of Minutes of February 23, 2022 - Motion to approve – Alexandra Janecke 01-04-27-22**
 - b. **Approval of Agenda - Motion to approve – Alexandra Janecke 02-04-27-22**
 - c. **Financial Statements - Motion to approve – Alexandra Janecke 03-04-27-22**
3. **Training/Outside Presentation: Sensusource- S. McCormack**
 - a. New system to count visitors and tracking. Provides different data and metric reporting.
 - b. About 5 % lower than the previous system.
4. **Old Business:**
 - a. Fundraising
 - i. M. Dominguez created three spreadsheets for fundraising options.
 - ii. Working on a sponsorship letter for the Adopt a Magazine program.
 - iii. Goal is to raise the profile of the library and raise money for the library.
 - iv. Note from S. McCormack: there have been inquiries about naming opportunities for library programs. Needs to be discussed further.
5. **New Business:**
 - a. Nominations to the Library Board
 - i. Chair
 1. Nomination of Ali Buckingham by Melissa Carroll
 - ii. Vice-Chair
 1. Nomination of Monica Dominguez by Ali Buckingham
 - iii. Treasurer
 1. Nomination of Liz Seybold (self-nominated)
 - iv. Secretary
 1. Nomination of Courtney Maxwell-Alves by Melissa Carroll
 - v. Motion to close nominations: **Moved by Manuela Olibera-Dorn 04-04-27-22**
 - vi. Motion to accept slate of nominations as elected: **Moved by Melissa Carroll 05-04-27-22**
 - vii. Human Resources and Finance Committee



1. Liz Seybold
2. Manuela Olibera-Dorn
3. Alexandra Janecke
- viii. Board Development and Policy Committee
 1. Melissa Carroll
 2. Courtney Maxwell-Alves
 3. Monica Dominguez
- ix. Committees will report back in May regarding selection of committee chairs.
- x. Marigold Representative
 1. Manuela Olibera-Dorn
- b. Policy G5 Trustee Orientation and Education Policy
 - i. Minor changes: editing and ensuring flow, language.
 - ii. Deleted handbook references (no more physical handbooks).
 - iii. **Motion to approve the changes to Policy G5 as presented - Monica Dominguez 06-04-27-22**
- c. Policy G6 Trustee Recruitment Policy
 - i. Minor changes: removed redundancies and some editing.
 - ii. Added a line regarding diversity and inclusivity so that the board represents the Banff community
 - iii. **Motion to approve the changes to Policy G6 as presented - Monica Dominguez 07-04-27-22**
- d. Policy 8 Purchasing Policy
 - i. No significant changes – cleaned up language.
 - ii. **Motion to approve Policy G8 as presented - Ali Buckingham 08-04-27-22**
- e. Policy 9 Credit Card Policy
 - i. No changes made.
 - ii. **Motion to approve Policy G9 as presented - Alexandra Janecke 09-04-27-22**

- **Reports:**

- HR&F Committee –A Buckingham
 - Completed policy review for policies G8 and G9.
 - Welcomed L. Seybold to committee and board.
 - Will be working on Sarah’s review – will come to the board in May.
- BD&P Committee – M. Dominguez
 - Completed policy review for policies G5 and G6.
 - Discussed the Marigold Board Basics workshop: in future, we will schedule this workshop for November to coordinate with onboarding new board members and as a refresher for existing board members.
 - Marigold Library Conference is on May 11; the library will be closed for staff professional development.
 - Looking toward a social event in June for board and staff.
 - M. Dominguez updated fundraising spreadsheets.



- Librarian's Report - S. McCormack (in folder)
 - New sensource system, new phones, new desks - staff area has been reorganized.
 - Posted a several positions – two candidates will be offered part-time.
 - Position posted for the Summer Reading Program Coordinator.
 - Tentatively approved for Young Canada Works full-time internship. The position will include library assistant duties, and working with Library Director on the plan of service, including areas regarding accessibility and inclusion.
 - New upcoming programs and expansion of programs.
- Council Report - T. Christensen, K. Ram, A. Janecke
 - Nothing to report.
- Marigold - M. Olibera- Dorn
 - Upcoming conference and AGM.
 - CEO retiring in June.
- **Next Meeting: May 25, 2022** (in person with online option at 7:30 pm)
- **Adjournment: Motion to adjourn at 7:24 pm - Courtney Maxwell-Alves 10-04-27-22**