

BANFF PUBLIC LIBRARY BOARD MEETING

Meeting Minutes

Wednesday, February 23, 2023

Attendance: Alexandra Parkinson, Manuela Olibera-Dorn, Melissa Carroll, Alison Buckingham, Sarah McCormack, Kaylee Ram, Ted Christensen, Candice Noakes, Elizabeth Seybold

Regrets: Courtney Maxwell-Alves, Monica Dominguez

1. Call to Order at 7:37 p.m.

2. Consent Agenda: 02-22-2023 moved by E. Seybold. Motion carried.

- a. Approval of Agenda
- b. Financial Statements
- c. Reports
- d. Minutes of November 30, 2022

3. Training / Outside Presentation: The board was solicited for feedback for topics that they may wish to learn more about. The following ideas were offered:

- a. Ask Jessie Arsenio to present on one of his access and inclusion projects
- b. Ask Jonathan Rollins to present on the Library of Things
- c. Ask someone from Friends of Canmore Public Library to talk to the Board about how they set up their society and what roles they play.
- d. Sarah McCormack to provide the Board with a refresher on BPL's e-resources
- e. Sarah McCormack to provide the Board with a refresher on current partnerships

4. Old Business

- a. **Strategic Plan:** S. McCormack suggested that the Board may wish to provide the high level vision and goals for the strategic plan while she, with her staff, would focus on the details and how to reach the vision and goals. The Board agreed that this is a good strategy. S. McCormack informed that Board that she has submitted grants to help with capacity building including review of materials such as the strategic plan and policies.

5. New Business

- a. **Tip tap pay:** A. Parkinson moved to approve the purchase/rental and implementation of a Tip Tap Pay display for the BPL for a six-month trial period, with monthly Board reports on its success provided by S. McCormack, and a decision to be made on extension of the rental prior to the six-month renewal cut-off. Motion carried.
- b. **Board member resignation and recruitment:** A. Buckingham reported Kenna [last name?] has been approved to join the BPL Board and will also join the HR&F Committee. She will start in March.

- c. Approval of the PLSB Annual Report: S. McCormack briefed the Board on the highlights of this report. K. Ram moved to approve the report. Motion carried. S. McCormack submitted the digital report.

6. Reports

- a. **HR&F (Human Resources and Finance) Committee:** the committee reported on their discussions from the February 15, 2023 meeting as reported in the uploaded Committee minutes. The committee also reported that they were excited to have Kenna join their committee.
- b. **BD&P (Board Development and Policy) Committee:** the committee reported on their discussions from the February 21, 2023 meeting as reported in the uploaded Committee minutes. C. Noakes provided an update that Christie Pashby from Banff Canmore Community Foundation has reached out and will work with S. McCormack, Nanako Emori and herself to set up a landing page, similar to what Canmore Public Library has, so that donors can make donations to the endowment. The page will be an “evergreen” page but we can convert to a 75th Anniversary campaign page at some point if we choose to go that route.
- c. **Librarian’s Report:** S. McCormack shared a report on the several grants that she has written and submitted recently, including various capacity building grants that will help, for example, with document/policy review and developing a fundraising strategy. Sarah also reported that she will be away on vacation from February 22 to March 6.
- d. **Council Report:** K. Ram reported that the Town Council approved Kenna to the Board and encouraged Board members to sign up for agendas and public input opportunities
- e. **Marigold:** M. Olibera-Dorn reported that they are doing some policy review (including replacing word “should” with “shall” in documents). Inter-library loans continue to increase, a trend that started with COVID-19. They are working to establish a new hybrid workplace policy to increase flexibility for staff.

7. **In Camera** – not required at this meeting

8. Next Meetings

- a. **Library Board Meeting:** March 29, 2023 – 7:30 p.m. at library (or hybrid)
- b. **HR&F Meeting:** March 22 – 6:30 p.m. (via Teams)
- c. **BD&P Meeting:** March 23 – 6:30 p.m. (via Teams)

A. Parkinson moves to adjourn the meeting at 8:28 p.m. Motion carried.