



A handwritten signature in blue ink, likely belonging to Ali Buckingham, the Chair of the meeting.

## BANFF PUBLIC LIBRARY BOARD MEETING

### Minutes

Wednesday, November 29, 2023

7:30 pm at Library

**Attendance:** Ali Buckingham (Chair), Monica Dominguez (Vice-Chair), Candice Noakes (Secretary), Elizabeth Seybold (Treasurer), Corrie DiManno (Town of Banff Representative), Alexandra Parkinson (ID#9 Representative), Manuela Olibera-Dorn, Kenna Ozbick, Kayla Cazes

1. **Call to Order:** Ali Buckingham called the meeting to order at 19:37.
2. **Consent Agenda:**
  - a. **Approval of Agenda:** Elizabeth Seybold moved to approve the agenda. All in favour. Carried.
  - b. **Financial Statements:** Sarah presented the financial statements. Elizabeth Seybold moved to approve the financial statements. All in favour. Carried.
  - c. **Reports:** Alexandra Parkinson moved to approve the reports. All in favour. Carried.
3. **Minutes of October 25, 2023:** Ali Buckingham identified a couple errors in the minutes, including the use of "agenda" instead of "minutes" in two places. Monica Dominguez identified a spelling error in her name. Kenna Ozbick moved to approve the minutes with the changes made to the minutes. Monica Dominguez seconded the motion. All in favour. Carried.
4. **Training/Outside Presentation:**
  - a. **Roles and Responsibilities:** Ali Buckingham explained the roles and responsibilities of the Board members. Board members are expected to attend every Board meeting. Invitations are posted via Teams. Please RSVP to every meeting and let Sarah McCormick know if you will be attending in person or via Teams. Quorum is half + 1 Directors.
  - b. **Committees:** Ali Buckingham explained the committees. Everyone sits on one of two committees: Board Policy and Development (BD&P) or Human Resources and Finance (HR&F). Everyone is expected to attend these monthly meetings. These meetings are typically held over Teams. Sarah McCormick attends all committee meetings. Ali Buckingham alternates between committee meetings. Each committee has a written mandate with roles and responsibilities (which can be found on Teams). The Chair of each committee is expected to provide a monthly written report.
  - c. **Executive:** Ali Buckingham identified the executive, which comprises the Chair (Ali Buckingham), Vice Chair (Monica Dominguez) and Treasurer (Elizabeth Seybold). The executive has its own Teams executive portal.



5. **Old Business:**

- a. **Strategic Plan/Plan of Service:** Monica Dominguez moved to approve the new Banff Public Library Strategic Plan / Plan of Service as presented in Teams (undesignated version). Elizabeth Seybold seconded the motion. All in favour. Carried.
- b. **HR 5:** there was no specific Diversity, Equity, Inclusion (DEI) recommendation for this policy and the HR&F Committee has cleaned it up. Elizabeth Seybold moved to approve the policy as presented in the Library Board Meeting Package. All in favour. Carried.
- c. **HR 6:** there was no specific Diversity, Equity, Inclusion (DEI) recommendation for this policy and the HR&F Committee has cleaned it up. Alexandra Parkinson moved to approve the policy as presented in the Library Board Meeting Package. All in favour. Carried.

6. **New Business:**

- a. **Accessibility:**
  - i. Timing: Ali Buckingham asked if the timing of the Board meetings works well for the Board members. Candice Noakes moved to reschedule future Library Board meetings to 7:00 pm on the last Wednesday of the month (a half hour earlier than meetings were currently being scheduled). All in favour. Carried.
  - ii. Childcare: Sarah McCormick asked whether or not the Board wishes to consider accommodations for Board members with young children, such as compensation for childcare. It was agreed that the BD&P committee would discuss this at their next meeting, and it would then be handed over to HR&F for further review.
  - iii. Online/in person: Ali Buckingham let Board members know that online participation in Board meetings will continue to be available to Board members when attending in person is not an option.
- b. **Treasurer:** Elizabeth Seybold has decided to step down as Treasurer as of November 29, 2023. However, she will remain on as the Chair of the HR&F Committee.

The following changes in positions were approved during the Board meeting:

- i. Treasurer: Elizabeth Seybold moved to appoint Candice Noakes to Treasurer. All in favour. Carried. Candice Noakes will therefore formally step down as Secretary and Chair of the BD&P Committee.
- ii. Secretary: Candice Noakes moved to appoint Kenna Ozbick to Secretary. All in favour. Carried.
- iii. BD&P Committee: Monica Dominguez moved to appoint herself, Kayla Cazes, Corrie DiManno, and Kenna Ozbick to the BD&P Committee. All in favour. Carried.
- iv. BD&P Chair: Kenna Ozbick moved to appoint Monica Dominguez to Chair of the BD&P Committee. All in favour. Carried.



- v. HR&F: Elizabeth Seybold moved to appoint herself, Candice Noakes, Alexandra Parkinson, and Manuela Olibera-Dorn to the HR&F Committee. All in favour. Carried.

Therefore, the appointments are now as follows:

**Chair:** Ali Buckingham

**Vice Chair:** Monica Dominguez

**Treasurer:** Candice Noakes

**Secretary:** Kenna Ozbick

**BD&P Committee:** Monica Dominguez (Chair), Kayla Cazes, Corrie DiManno, Kenna Ozbick

**HR&F Committee:** Elizabeth Seybold (Chair), Candice Noakes, Alexandra Parkinson, Manuela Olibera-Dorn

- c. **Land Acknowledgement:** Library staff member Natasha Massey (Community Engagement & Programming Library Assistant) has updated the land acknowledgement and will describe it to the Board as a Board Development item at the January 2024 Board Meeting.

## 7. Reports:

- a. **HR&F (Human Resources and Finance) Committee:** The HR&F Report was posted on Teams in the Library Board Meeting Package. Elizabeth Seybold and Ali Buckingham highlighted that HR5 and HR6 were completed and that a generic contract update for the Library Director position was passed.
- b. **BD&P (Board Development and Policy) Committee:** The BD&P Report was posted on Teams in the Library Board Meeting Package. Candice Noakes highlighted that she and Sarah McCormick have a meeting next week to discuss the Case for Support.
- c. **Librarian's Report - Sarah McCormack:** the Librarian's Report was posted on Teams in the Library Board Meeting Package. Sarah highlighted that she is looking into facilities for the staff holiday event as she was unable to book space in the Senior's centre above the Library.
- d. **Council Report:**
  - i. Town of Banff: Corrie DiManno provided an update on Town Council activity. The Council has resumed regular fall meetings. They have submitted an application to the federal Housing Accelerator Fund (CMHC) with results expected in January. They are looking at building more housing in Tatanga Ridge. Council started the Service Review process, which informs budget planning. Banff Public Library service review is scheduled for end of day December 4. The Railway Lands Redevelopment Plan will be discussed with aim to pass the first reading on December 11. Further discussions on the Pedestrian Zone based on the pilot project report and community consultation report will take place on December 18.

Ali Buckingham noted that the Banff Public Library Board is short one Council member. Two representatives are expected to sit on the Board. Ali Buckingham also clarified that





these two positions are expected to sit as full Directors on the Board with all the same roles and responsibilities as other Directors. They are not simply liaison positions.

- ii. Improvement District #9: Alexandra Parkinson reported that they are reviewing grant and aid applications. Their meeting with Marigold was postponed to January 2024. Banff Public Library was represented at the Fairmont Wellness Fair and Lake Louise Lowdown
  - e. **Marigold**: Manuela Olibera-Dorn reported that Marigold System has a great plan and advocacy piece for Freedom to Read week coming up in February that is worth a read. She will upload it to Teams.
- 8. **In Camera**: not required at this meeting
  - 9. **Next Meeting: January 31, 2024 – 7:30 pm at library (or hybrid)**
    - a. **Next HR&F**: January 24, 7:00 pm over Teams (possible addition of a December meeting to be determined by Elizabeth Seybold)
    - b. **Next BD&P**: Monica Dominguez to reach out to the Committee and determine a date that works for everyone.
  - 10. **Adjournment**: Monica moves to adjourn the meeting at 20:58. All in favour. Carried