

BANFF PUBLIC LIBRARY BOARD
Minutes of Regular Meeting
Wednesday, November 21, 2018
5:30pm

Present: Sarah McCormick, Brian Standish, Kyle Brenders, Lindsay Stokalko, Zahra Soar, Patty Anasco, Stormy Good Monod, Susanne Repstock, Andrew Oosting, Sarah Jones

Regrets: Brigette Hopkins and Jean-Marc Stelter

Absent:

1. **Call to Order:** 5:35 pm
2. **Approval of Minutes of:** Moved by Sarah Jones seconded by Patty Anasco
3. **Approval of Agenda:** Addition from Stormy Good Monod - show of appreciation to Mojo under "Volunteer Appreciation" - Moved by Zahra Soar seconded by Lindsay Stokalko
4. **Electronic Motions:**
 - a. **Library Budget** - approved on November 3rd - different by \$1600 - but too late to amend - doesn't change the budget too much - will be presented to council on December 12, 2018 - will review in new year 05/11/18-33 Motion by A. Oosting to: Accept and adopt the 2019 budget as presented (see attachment) and provide to the Town of Banff for acceptance and approval. CARRIED.
5. **Old Business:**
 - a. **Library Facilities** - furnishings quote for full replacements - upwards of \$32,000 - added to BD&P Committee capital plan and will be revisited in the new year with a resulting formal recommendation - Brian Stanish to send link to Susanne Repstock for ergonomic assessments - new blinds in boardroom and staff room, shelving unit, two new folding tables already replaced - all will arrive mid-December - new computers arriving and will be installed next Tuesday - after painting there were items unfinished ie. shelf anchoring etc - Town of Banff is working on these remaining items
 - b. **2019 Budget Confirmation** - December 12, 2018 - Andrew Oosting presenting to Town of Banff
 - c. **BPL Endowment Discussion with BCCF** - growing? strategies? promotion? nothing to discuss as of yet - HR&F Committee looking at endowment and how to grow to \$100,000 to get the few thousand offered - BCCF in transition currently ie. new website and new executive director - strategic plan created by HR&F forthcoming at least by March 2019 - Sarah Jones on governance committee for BCCF, not directly involved in grants - may be conflict of interest
 - d. **BISAC Report Discussion** - reviewing recommendations of report with Stormy Good Monod and Zahra Soar fielding any questions - should and additional point be made regarding Sarah McCormick to look at both options (Dewey and BISAC) and make a recommendation? Sarah McCormick wondering why board decides service provisions ie. Dewey vs. BISAC - Stormy Good Monod explained that the board is in charge of finance and need to know how much extra

money is involved in maintaining BISAC and how much it will cost to change back to Dewey - Sarah McCormick is required to review all information and make recommendation - and if it's to continue BISAC, the financial implications must be reviewed and agreed upon by the board - there is no supporting paperwork regarding the initial move to BISAC - community members must know how this decision was made - financial is one part of the decision - the board must also consider patron response, and the plan of service reviewed by the board - there are many parts to this decision ie. staffing, overhaul of system, Marigold etc. - recommendation for information not approval so the board wants to know why the initial move was made by BISAC by Sarah McCormick - there are concerns from the community - all information will be made public - this must be decided on this year. Results to be reported on by Sarah McCormick to the board at June retreat after 6 months of review - due diligence must be presented to the public - Motion to approve four actions outlined in BISAC committee report - **Moved by Lindsay Stokalko seconded by Sarah Jones**

6. New Business:

- a. **Marigold Update on Holds Pilot Program** - Susanne Repstock met with Laura Taylor of Marigold last Thursday - this program is going ahead in 6 libraries in the system - new books issue: leaving Marigold directly instead of returning to home library - one of the reasons BPL left Marigold to begin with - unless holds were placed on the books by Banff patrons, the books would not return home - Laura Taylor suggested BPL was in contravention of policy as the library was holding items by deeming them "new" and could not send out as per our policy for three months - some discretionary judgements made to remove the new book hold on some books - running statistics kept by Susanne Repstock to track these movements - patrons place few holds and don't use TRAC to bring them back - they want to see the books physically in the building - this pilot program ends soon then libraries must sign up for this program - if this happens all new books will be out of the library - as a net lender we send out more items than we bring in - its a unique collection - due to nature of collection and patrons both - Marigold selects books for smaller libraries so they end up with a lot of the same items - this library selects more non-fiction for collection - will educating the patrons on holds help? Not really - they don't look at TRAC and only look at Banff library - many books are gone for 6 to 8 months on interlibrary loans - the only identifier that the book belongs to Banff is the stamp on the inside cover - why isn't Marigold ordering more books of popular choices? Many go missing or are stolen or are overdue - what can we do actively promote new books, other books, encourage people to place holds on new books prior to their arrival? Can this be discussed at Marigold training with Laura Taylor in December? Andrew Oosting suggested these constraints are opportunities to encourage new behaviour on part of patrons ie. other formats? other books? opens up communication and other opportunities to reach out to patrons and expand resources - we have a lot of resources, but not many are being tapped into - time to start utilizing these resources to their full potential - there is a lot we can do to remedy this situation - holds and interlibrary loans transported through Marigold van service - this new system is potentially a way to cut costs and lessen amount of time between patrons
- b. **Marigold Representative Appointment** - from ID9 - Mark Stelter is Marigold Representative - we don't have a Banff Representative - the Marigold Board has 44 members with two voices on BPL behalf (ID9 & Banff) - 4 meetings a year via skype or in hubs - Patty Anasco offered to be representative

c. Policy Adoptions

i. Policies Presented by BD&P and HR&F Committee -

1. G1.3 - should there be a timeline for new board members to be oriented? Within first three months of their tenure - changed
2. G1.4 - No changes - concerns around confidentiality regarding google docs to be brought up in new business - policy is good - Motion to accept changes to G1.3 and G1.4 - **21/11/18-34 Motion by Kyle Brenders to: Approve the Code of Conduct Policy G.1, as presented. Seconded by Stormy Monod. CARRIED.**
3. G3 - all new policy - **21/11/18-35 Motion by Zahra Soar to: Approve the Financial Management Policy G.3, as presented. Seconded by Brian Standish. CARRIED**
4. G4 - no investments - **21/11/18-36 Motion by Lindsay Stokalko to: Approve the Investment Policy G.4, as presented. Seconded by Stormy Good Monod. CARRIED**
5. G5 - nothing changed - **21/11/18-37 Motion by Sarah Jones to: Approve the Trustee Orientation and Education Policy G.5, as presented. Seconded by Kyle Brenders. CARRIED.**
6. G7 - revised together by BD&P Committee at previous meeting - **21/11/18-38 Motion by Stormy Good Monod to: Approve the Policy on Policy Making G.7, as presented. Seconded by Patty Anasco. CARRIED**
7. G8 - some changes regarding policy - **21/11/18-39 Motion by Zahra Soar to: Approve the Purchasing Policy G.8, as presented. Seconded by Lindsay Stokalko. CARRIED**
8. G9 - changes made to policy - **21/11/18-39 Motion by Brian Standish to: Approve the Purchasing Policy G.8, as presented. Seconded by Sarah Jones. CARRIED**
9. LC1 - previously existing policy from 2014 - three month hold in contravention? No changes - to be revisited after pilot hold program - **21/11/18-41 Motion by Stormy Good Monod to: Approve the Resource Sharing Policy LC.1, as presented. Seconded by Patty Anasco. CARRIED**
10. LC5 - unallocated donations under a certain amount to be used at discretion of board, endowment exists and endowment policy to be created, right to do what they will with art - **21/11/18-42 Motion by Patty Anasco to: Approve the**

Donations Policy LC.5, as presented. Seconded by Stormy Good Monod. CARRIED.

11. LS1 - name changed - will need further edits later when revisited - still vague to allow for movement - **21/11/18-43 Motion by Sarah Jones to: Approve the Provision of Resources to Those Unable to Use Conventional Print Policy LS.1, as presented. Seconded by Zahra Soar. CARRIED**

 12. LS4 - language change suggested - **21/11/18-44 Motion by Lindsay Stokalko to: Approve the Public Computer and Wireless Access Policy LS.4, as presented. Seconded by Patty Anasco. CARRIED.**

 13. LS5 - new policy - **21/11/18-45 Motion by Brian Standish to: Approve the Hours of Service Policy LS.5, as presented. Seconded by Zahra Soar. CARRIED**

 14. LM8 - do we need separate policy for this? Slightly redundant vs. Public Code of Conduct - to be revisited
- d. **Document Sharing Discussions** - discussions with Marigold regarding document sharing - use of appropriate methods for this - many issues with Google Docs - from a confidentiality and continuity standpoints this is an issue - Ad Hoc committee to determine which virtual boardroom would be useful - Lindsay Stokalko and Sarah Jones to meet and suggest some solutions at next board meeting

 - e. **Library Director Transition** - Sarah McCormick's return date currently unknown - meeting TBD to pass on information from Susanne Repstock to Sarah McCormick - January 14th return date at the latest - meetings prior to official return date to accommodate Susanne Repstock's holiday time in January - weekly meetings between Sarah McCormick and Susanne Repstock in December up to 70 hours

 - f. **Staff and Board Appreciation Event** - event same time last year - anything planned being planned for staff? Last year deferred until January, may do the same thing this year to ensure everyone can attend - board involvement TBD

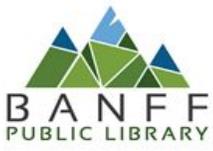
 - g. **Volunteer Appreciation Event** (added to agenda by Stormy Good Monod) - gift for Monique re: departure and for volunteer Mary Jo (Mojo) Anderson - library patron with good book review skills - has been running "Bring Your Own Book Cafe" program January to December as volunteer which was very popular and in recognition for this service - gift certificate up to \$300 approved by board

- 7. In Camera - (remove from public minutes and held by Board Secretary Lindsay Stokalko until virtual boardroom decisions have been made and enacted)**
- 8. Reports:**
 - a. HR & F Committee - (Stormy Good Monod)** met this past Monday and reviewed policies and recommended approvals - HR policy review began however Sarah McCormick's return required finalization of changes and questions arose - the budget discussion and budget process review for 2019 to review line items with Sarah McCormick to understand the budget better - library upgrades and furniture discussed - Monique requested exit interview (in camera) with the board, and a performance review with Sarah McCormick upon return to work as well as performance review with Susanne Restock before leaving position of acting library director - next HR&F meeting on December 17th, 2018 at Andrew's house
 - b. BD & P Committee - (Zahra Soar)** met last Wednesday to discuss policy review - went over G7 and G2 (1.9 and 3) together and made changes policy to be reviewed at next board meeting - no current health and safety representative - to look into if Marigold or Town of Banff can support - bylaw review done after policy review is complete - \$1500 spend on meeting tables, and furnishing specialists providing space evaluations - can ordering be done through Town of Banff? Brian Standish to look into this - board will wait for Sarah McCormick's return to proceed with furnishings - is it from reserve fund as it's a capital investment - there needs to be replacement schedules for capital investments ie. furniture etc. - next meeting December 12, 2018 at library at 5:30pm
 - c. Library Director's Report & Statistics - (Susanne Repstock)** Town of Banff having situation with janitor who has been under contract since 2000 - contract went out to tender and the current janitor declined to re-tender so there will be a new janitor in January 2019 - staff has picked up the slack in cleaning since 2000 - Monique's departure and transition has been smooth and there was a bowling night farewell
 - d. Marigold Board Update** - none
 - e. Town Council Update - (Brian Standish)** process of service and budget review starts next Wednesday until the end of December
 - f. Financial Statements** - to be reviewed at board's leisure - no questions
- 9. Correspondence:**
- 10. Next Meeting:** January 23, 2018 - none in December - both committees are meeting in December
- 11. Adjournment: 8:08pm**

Approved by:



Andrew Oosting



Inspire. Enrich. Connect.

August 7, 2019

Chair

Date

Lindsay A. Stokalko

Secretary

November 26th, 2018

Date