

BANFF PUBLIC LIBRARY BOARD
MEETING Minutes Wednesday January 23,
2019 5:30 PM Banff Public Library

Present: Sarah McCormack, Patty Anasco, Kyle Brenders, Brigitte Hopkins, Sarah Jones, Stormy Good-Monod, Andrew Oosting, Zahra Soar, Brian Standish, Jean Marc Stelter, Lindsay Stokalko

1. Call to Order – 5:35 PM

2. Approval of Minutes of November 21, 2018

- Add Brigitte to November 21, 2018 meeting - omitted but was in attendance

23/1/19-1 Moved by Sarah Jones Seconded by Jean Marc Stelter

3. Approval of Agenda

- Add capital plan update under New Business
- Add Spelling Bee under New Business
- Remove Policy Adoptions

23/1/19-2 Moved by Patty Anasco Seconded by Brigitte Hopkins

4. Electronic Motions

- a. Library Policies** – December 30, 2018 - Lindsay Stokalko to copy email with electronic motions into this meeting minutes document:

Approve the following electronic motion [insert # from table below], based on the table below, to adopt the [corresponding] policy.

Electronic Motion #	Policy	Committee Reviewed	Changes/Notes
1	G.6: Trustee Recruitment Policy	BDP – Dec. meeting	Clarified some ambiguous language

2	LC.2: Resources in Languages other than English Policy	BDP – Dec. meeting	Updated to reflect current terminology
3	LC.3: Collection Management Policy	BDP – Dec. meeting	Patron Challenge Form has been changed to Patron Reconsideration Request
4	LC.4: Acquisitions Policy	BDP – Dec. meeting	Added definitions and clarified purposes
5	LM.1: Records Management Policy	BDP – Dec. meeting	Clarifications were made for Town of Banff payroll, benefits and tax information.
6	LM.2: Personal Information Banks	BDP – Dec. meeting	Updated information to what we gather now (i.e. reference to SIN numbers taken out)
7	LM.4: Disposal of Library Materials, Equip, and Furnishing Policy	BDP – Dec. meeting	Language clarified
8	LM.5: Public Code of Conduct Policy	BDP – Dec. meeting	Need to keep an eye on Item 2.8., and see if Alberta policy ever changes re: allowing emotional support animals into the library. Right now, there is no law regarding this.
9	LM.8: External Petitions	BDP – Dec. meeting	No changes, just formatting
10	LM.9: Food & Beverages in the Library Policy	BDP – Dec. meeting	No changes, just formatting

11	HR.1: Personnel Policy	HRF – Dec. meeting	-Clarifications of role of Banff, movement of benefits, pay etc, to HR 2 which is currently being reviewed. -Addition of staff management plan and organizational chart to be developed by library director. -Clarification of job descriptions of both library director and staff (staff descriptions completed by Susanne) -Addition of confidentiality of employee records
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Electronic motions 02/01/2019-1 to 02/01/2019-11 Approved via email on January 2, 2019 by Stormy Monod, Kyle Brenders, Jean-Marc Stelter, Patricia Anasco, Lindsay Stokalko. Approved via email on January 3, 2019 by Zahra Soar.

5. Old Business

a. Marigold Holds Pilot Program

- Andrew Oosting read email from Laura Taylor regarding Library Holds Program - will send email to include in minutes - Jean Marc Stelter said that a similar summary was given to him, and Sarah McCormack has ideas on how to educate patrons and encourage the holds program - Stormy Monod said she waited up to two weeks for a book - Sarah McCormack explained it was the likely due to delivery schedule - Andrew Oosting suggested a focus group to address patron concerns - must look at current data - Kyle Brenders asked if there was a report on the outcomes of the Pilot Program - Jean Marc Stelter was unsure - when is the pilot over? There a lot of variables determining when books will arrive - Jean Marc Stelter to look at materials provided to him by Marigold regarding this program and report back

b. Document Sharing – L. Stokalko, S. Jones

- Lindsay Stokalko provided an overview of Basecamp - have already invited committees to their “Teams” and board members to *Agendas* “Project” will invite all board members to “Projects” and Sarah McCormack to appropriate “Projects” folders who will try it out and provide feedback - Lindsay Stokalko to determine cost of using Basecamp annually and Andrew Oosting to provide Lindsay Stokalko with backlog of documents to load and test

c. Library Director Transition

- Everything is going well - Susanne Repstock will be back next week

- New staff are all excellent - new positions posted
- Sarah McCormack had read previous years meeting minutes and financial statements and met with Susanne Repstock to catch up

d. Staff and Board Appreciation Event

- Too busy in December - small informal event not funded by library
- Staff Appreciation Event to be planned - board does not have to attend - Sarah McCormack wondering about budget for event - Maple Leaf and others does a locals menu - for 12 staff - \$30 to \$50 per person agreed upon by board

6. New Business

a. Library Targets and Goals for 2019

- Must discuss utilizing the staffing budget to avoid current staff turnovers
- Andrew Oosting outlined some new ideas for library
- Statistics were discussed - must be adjusted for adult programming
- Adult programming has gone up, door count hasn't gone up exponentially
- Membership = signing new people up/people who have cards - stats may not be accurate ie. one family member may be taking books out for whole family
- Circulation and programming have increased - do we want to maintain or increase programming? Kyle Brenders said maintain - see what we can do with what we have already
- Sarah McCormack explained that current programming was well received and will continue
- Andrew Oosting specified that varied and high quality programming is key - patrons have been sharing their enjoyment with Andrew for both adult and child programming
- Endowment fund - Patty Anasco wants to increase it as per the mandate - include in list of goals for 2019 as discussed by HR&F Committee
- ID9 - Jean Marc Stelter suggested reaching out to Lake Louise to increase knowledge regarding library use for new residents and transient resident - long term residents already use the library

b. Policy Adoptions - no policy adoptions today

c. 2018 Annual Report

- Sarah McCormack given example of what annual reports should look like moving forward - Andrew Oosting has set up a template to ensure it's easy to update with information as it's provided - will be provided to council to keep them well informed and lessen the questions Brian Standish has to answer regarding the library
- Will continue with this format - Lindsay Stokalko to assist Andrew Oosting in adding all required information as she will have access to all the information as Secretary

d. 2019 Board Meeting Schedule

- Has to be on schedule with financials - new dates need to be decided to ensure financials are available for review prior to meeting
- Brian Standish suggested last Wednesday of the month
- Boardroom unavailable in February

- In order to showcase board and make us seem accessible to the community Andrew Oosting will be reaching out to other venues for board meetings ie. Seniors Centre, Banff Centre etc.
- Time change for board meeting also discussed - start time changed from 5:30pm to 6:00pm
- Jean Marc Stelter has option to call into meetings from Lake Louise if required

e. 2019 Board Retreat

- June 2019 - BD&P Committee to suggest a date and location for this event - requires projector - will plan at next meeting - date TBD

f. Capital Plan

- Created by Kyle Brenders with Susanne Repstock's stats
- Seating - chairs are currently from 1990s
- Ergonomic Assessments
- Digital Technology - needs updates
- Office Furniture/Hardware
- These decisions are dependent on if the library stays in the space it's currently in
- Have to think about updates not just maintaining the status quo
- Shelving needs changing due to holds program requirements
- Lots of questions and variables
- Capital items already purchased are items that can be moved if the library moves
- Space requirements? Programming? Exams? Meetings? Do we need more space? How is this room being utilized? Where do we grow? This space is likely insufficient if the library will be staying here long term
- Capital spending over the last few decades has been sparse
- Until lease status has been confirmed - there can be no renovations to building
- A solid plan to present to Town and the Whyte Museum is required
- Landscaping and re-do of front area also of concern especially slope and stairs and fire doors etc.
- Once capital plan starts to take shape Kyle Brenders should meet with Patty Anasco to discuss budget - ~\$200,000 to use
- Andrew Oosting wants to align with other organizations and explore other funding opportunities like grants
- Patty Anasco asked the board about fundraising policy - there is no policy - Zahra Soar explained that the BD&P Committee in 2018 agreed not to fundraise as there wasn't anything to fundraise for especially when there is money sitting there unused - excess of \$60,000 this year - therefore no fundraising will be done if not for specific projects or events - tabled until it can be determined what we fundraise for ie. if the Capital Campaign requires more money we will fundraise or to build endowment fund etc.

g. Spelling Bee

- February 5th - Susanne Repstock registered a library team - Susanne Repstock, Andrew Oosting, Stormy Monod - need six people on team - Patty Anasco and Kyle Brenders and

- Zahra Soar all offered to join team
- Different theme every year

7. IN CAMERA - not required for this board meeting

8. Reports

a. HR & F Committee Update – S. Good Monod

- December 2018 and January 2019 reports both in Basecamp and shared via email - February 19th is the next committee meeting - all employee related policy to be approved by board - once approved will be passed on to Sarah McCormack to create an Employee Handbook as there currently is not one
- Policies still need to be reviewed - will be divided up and reviewed by individual board members then changes reviewed by board as a whole (same process as BD&P Committee)
- Welcome Back Letter given to Sarah McCormack then reviewed with HR&F Committee - some clarifications requested and provided
- Board members provided feedback for Susanne Repstock's performance review as acting library director which will be reviewed with Susanne upon her return from vacation before the end of January

b. BD & P Committee Update – Z. Soar

- Met on December 12, 2018 - went through policy review which were approved by electronic motions
- Clarification required around public art policy (LM.7 Art Exhibit Policy) - tabled - required further review and discussion by committee
- No inventory of artwork in library which is problematic
- Banff Community Art Committee - build relationship with them and ask if they would like to use the space - Lindsay Stokalko to reach out to members
- Communication Plan tabled until next BD&P Committee with guidance from Patty Anasco
- Must plan Board Retreat
- Zahra Soar to send doodle poll to committee to determine date for next meeting

c. December and Year End Financial Statement Review

- November and December versions shared with board
- \$60,000 under budget - goes into operating reserve - a lot of money
- Revenue is \$8000 under budget due to fundraising discrepancies
- Salary also out due to turnover, Monique departing and Susanne as acting director at a lower salary than director
- Patty Anasco asked about grants \$15,000 ytd vs. \$5000 expected - there were more grants applied for and successful which increased the grant budget - increased grant writing by Susanne and Monique - more project-based grants
- Sarah McCormack explained the discrepancy in staffing budget - budgeting for year - under budget due to staff turnover - it takes times for benefits etc to take effect, which wasn't happening due to quick turnover - yearly budget this year Sarah McCormack is currently over by \$15,000 - which may have happen in the future - to be over budget to accommodate this

- Andrew Oosting would prefer a \$5000 discrepancy - wants to utilize this money moving forward
- Patty Anasco suggested doing a mid year re-forecast of the budget in order to adjust to these changes - to discuss with Sarah McCormack to include this in annual budget workflow and to be discussed with HR&F Committee
- This will be an ongoing issue if we have a lot of turnover of staff especially part time staff - budget must be adjusted for this - look at other organizations for guidance regarding this issue - currently there are six full time staff
- Still need to check if we have director and officer insurance - add to Basecamp to do list to try out?
- Meeting with accountant on February 1st to go over clarifications to budget and financials

d. Marigold Board Update - Patty A./JM Stelter

- Jean Marc Stelter attended Marigold board meeting in November 2018 - updates about their new building and information about holds pilot
- New member introduction - about 45 board members
- Next meeting Saturday January 26th, 2019 - Patty Anasco will follow up with Laura Taylor regarding meeting details

e. Librarian's Report to Board – S. McCormack

- Susanne Repstock authored the report, Sarah McCormack attending meeting and has been back at work for a week
- Draft started for next month's report - discussed most points throughout board meeting
- Sarah McCormack sent Staff Management Plan requested by board out to peers for feedback - some people have provided advice and feedback and will keep HR&F Committee updated
- Will meet with Patty Anasco re: budget and financials
- Will meet with BISAC Ad Hoc Committee members regarding main deliverables on plan
- Has started answering questions regarding move to BISAC and has begun drafting a document to address these - will meet with interested board members once this document is complete and reviewed
- Stormy Monod suggested including Susanne Repstock in this conversation and to create a succession plan regarding BISAC
- Andrew Oosting reiterated that the Staff Management Plan is important for accountability in the community and to provide clear guidance moving forward and to build confidence
- Stormy Monod suggested for the next six months - add a line to the Library Director's Report to keep the board updated on how the Staff Management Plan is proceeding
- Andrew Oosting encouraged the board to review the BISAC and Staff Management Plan and reach out to Sarah McCormack regarding assistance

f. Town Council Update – B. Standish

- Brian Standish left early therefore there is no report
- Jean Marc Stelter had nothing to add regarding ID9
- Summer frequency of busses to Lake Louise will increase by 50% - will stop at Johnson

Canyon - ID9 funds that route

- Books on the Bus has been discussed and also all busses have WIFI so library e-resources may be a great option to advertise

9. Correspondence

- Email from Laura Taylor regarding Marigold
- Charities Return received January 23, 2019 - will be given to accountant

10. Next Meeting – refer to Item 6e - February 27, 2019 at 6pm

11. Adjournment - 7:35 pm

Inspire. Enrich.
Connect.

Approved by:



Chair Andrew Oosting

August 7, 2019

Date

Secretary

Date