

**BANFF PUBLIC LIBRARY BOARD MEETING**  
**Meeting Minutes**  
**Wednesday February 27, 2019 6:00 PM**  
**Banff Canmore Community Foundation Office (Banff Ave)**

**Present:** Sarah McCormack, Zahra Soar, Brian Standish, Lindsay Stokalko, Andrew Oosting, Brigitte Hopkins, Patty Anasco, Jean Marc Stelter

**Regrets:** Stormy Good Monod, Sarah Jones, Kyle Brenders

**1. Call to Order – 6:10 PM**

**2. Approval of Minutes of January 23, 2019 - 27-2-19-1- Approved by Patty Anasco - carried**

**3. Approval of Agenda** - Andrew Oosting would like to add under New Business - item d - Library 70th,

- Sarah McCormack would like to add library staff training - under item c

**27-2-19-2 - Approved by Jean Marc Stelter - carried**

**4. Electronic Motions** - none

**5. Old Business**

**a. Marigold Holds Pilot Program** - no longer a pilot program as of February 4, 2019

- able to track holds going in and out and calculating statistics via reports and will be working on internal displays to educate patrons

- some library members had concerns around the program and there are some questions

- Andrew Oosting will reach out to Laura Taylor with a few questions and to discuss. No issues have arisen so far.

**b. Document Sharing** – L. Stokalko - trying Basecamp month to month

- board members to test and share feedback

- Andrew Oosting encouraged board members to use the other features such as commenting on documents and using the message board

- Lindsay Stokalko to do a short presentation on the features next board meeting

**c. Staff and Board Appreciation Event** - went bowling last Sunday February 24, 2019 at Fairmont with some pizza

- 11 adults and 4 children - everyone had a nice time

- Fairmont is great with dietary restrictions

**d. Summary of 2019 Target and Goals** - Andrew would like this as a standing item on the agenda

- maintain level of programming and maintain numbers through doors and reference questions and there is growth from previous years
- reach out more to ID9 and ensure connections are made and maintained the books on the bus is a great first start and maybe the library could be involved in the Little Free Library to ensure there are more varied materials and Sarah McCormack to speak to Jean Marc Stelter about collaborating
- expanding into Bow Valley to Town of Canmore (re. advocacy) - grow the library endowment
- firm up capital plan and start to develop a plan and ensure library director reports are followed and making a decision on BISAC

## 6. New Business

**a. Marigold Representative Update** - two representatives are Jean Marc Stelter and Brian Standish, but there was an error - it should be Patty Anasco - there was no formal appointment in the minutes of council and Andrew has to get information to the Council to vote Patty Anasco in - Brian Standish could remain the alternate

**b. 2018 Annual Statistics for PLS Grant Application** - Sarah McCormack went over how the stats are submitted and what stats are required

- many stats are run by Marigold for BPL related to the collection
- statistics will help understand the collection and circulation
- total circulation has gone up by almost 10,000 items
- statistics used as an advocacy tool to request more money from the Province
- still a net lender however the holds and requests by patrons are going up
- more patrons in Banff are making requests
- some slight changes in how stats are tracked ie. exams are not counted under programming anymore
- now tracking social media (we have more likes on social media than Canmore Public Library)
- big drop in public wifi sessions - unexplained drop - may be a technical issue with signing in on one of the computers
- board must approve now before submitted for grant - Sarah McCormack verified the stats and will add pdf version to this board meeting minute document folder on Basecamp - **27-2-19-3 - Approved by Brian Standish - carried**

**c. Marigold Member Libraries Workshop & Staff Training** - all staff and board members are invited to attend

- Sarah McCormack handed out a list of workshop offerings for board to review
- last year Canmore Public Library sent all of their employees to a one day workshop - different workshops and then the staff could present to their colleagues on what they learned

- Sarah McCormack requesting May 15-16th closure for staff to attend and reflect and present on the second day - motion to close library May 15th and 16th - **27-2-19-4 - Approved by Patty Anasco - carried**
- Marigold would share travel costs and Exshaw, Canmore and Banff libraries could travel together and share travel costs
- some board members should also attend - decide by April 5th and can come up with a plan for board members to also attend - let Sarah McCormack know - Lindsay Stokalko to set up message board on Basecamp for this for planning
- person who does the pamper night offered to do a night for staff specifically and a reduced cost
- all day board meeting and some staff development with Susanne Repstock - full day of training on March 11, 2019 but library open 5-8pm for evening program card making - motion to close library on March 11, 2019 - **27-2-19-5 - Approved by Brian Standish - carried**

**d. Library's 70th Anniversary** - this year is the 70th Anniversary

- appreciation event to showcase library partners ie. BCCF, Banff Centre, Town of Banff etc
- opportunity to fundraise and do matching gifts and grow endowment fund
- BD&P Committee to discuss planning of event - Lindsay Stokalko to set up message board in Basecamp for 70th planning

**7. IN CAMERA** - see separate document

**8. Reports**

- a. HR & F Committee Update – P. Anasco** - focussing on big HR policies - new HR person starting at Town of Banff - Stormy and Sarah to meet with them
- harassment and abuse policy reviewed and edited and ready for board approval next board meeting
  - all policies to be approved by board by June and a schedule was determined
  - endowment fund status reviewed
  - Patty Anasco is looking at how Canmore grows their endowment
  - sub committees have been created to work on this and should be done by November 2019
  - staff management plan update requested and created by Sarah McCormack who will review during library report

- b. BD & P Committee Update – Z. Soar** - Patty Anasco attended to help the committee discuss Public Relations related points regarding consistent branding, social media posts, crisis management
- should be in guidelines and perhaps not bylaws

- Patty offered workshops from committee to create guidelines and more work needs to be done to create these guidelines and move them out of policy
- art policy was discussed and clarified and Sarah to ask staff about art policy and program
- Roam routes with book boxes to Lake Louise and Canmore were reviewed and discussed
- June board retreat was discussed with a second retreat in autumn suggested for board ongoing education
- short informative presentations by Sarah McCormack suggested to be included at each board meetings
- BD&P discussed removing a seconder from voting which was approved - more appropriate for larger organizations

**c. Financial Statement Review/Treasurer – P. Anasco** - meeting with accountant and new line items were suggested and added and few items were moved to clarify the budget

- may be a few discrepancies ie. pay low in December and high in January due to unknown Town of Banff processing procedures
- Sarah McCormack and Angelika Eirisch meeting with town to understand this process better and reduce fluctuation in budgets month to month
- operating funds filled with excess revenue - we need to move money into capital funds and grow endowment - should only have 6 months worth in operating fund
- payroll and janitorial and benefits through Town of Banff
- HR&F Committee doing budget re-forecasting in June -

**d. Marigold Board Update - P Anasco./JM Stelter** - no updates - neither representative was in attendance

**e. Librarian's Report to Board – S. McCormack** - Sarah McCormack had to depart the meeting - any questions relating to this report should be directed to Sarah McCormack

**f. Town Council Update – B. Standish/JM Stelter** - Jean Marc Stelter discussed increasing readership with ID9 council

- Brian Standish - admin to council presented social assessment done through public consultation which is on Town of Banff website and the result of a year's worth of feedback gathering that touched on main points with the library identified as main amenity
- previous reports also available online to compare year to year

**9. Correspondence** - shared collection budget, change in Senior Relationship Manager at BMO, municipal levy, Freedom to Read Week, and AUMA insurance renewal

**10. Next Meeting – March 27 at 6 PM**

**11. Adjournment - 7:54pm**

A handwritten signature in black ink that reads "Andrew Oosting". The signature is written in a cursive style with a large, prominent "O" in the middle.

Andrew Oosting, Chair  
August 7, 2019