

Banff Public Library Board Meeting
Meeting Minutes
March 27, 2019 - 6:00 pm
Banff Public Library Board Room

In attendance: Sarah McCormack, Brian Standish, Sarah Jones, Patty Anasco, Andrew Oosting, Lindsay Stokalko, Kyle Brenders, Stormy Good Monod

Regrets: Brigitte Hopkins, Zahra Soar, Jean Marc Stelter

1. **Call to Order** - at 6:05 pm

2. **Approval of Minutes - February 27, 2019**
 - Lindsay Stokalko to add motion numbers and upload to Basecamp
 - Under 5d - softer language
 - **27-3-19-1 - Motion to approve Patty Anasco**

3. **Approval of Agenda**
 - add 6d "Provincial Election Advocacy"
 - change next meeting date to April 24th, 2019
 - In Camera not needed
 - **27-3-19-2 - Motion to approve Stormy Good Monod**

4. **Electronic Motions**

5. **Old Business**
 - a. **Marigold Representative Update**
 - Meet and greet in Banff with Michelle from Marigold with representatives who will run through structure of organizations etc

 - b. **Marigold Member Libraries Workshop**
 - Patty Anasco and Zahra Soar interested in attending and will coordinate with Sarah McCormack via Basecamp

 - c. **Summary of 2019 Target and Goals**
 - Maintain 2018 programming, collection and reference numbers and door counts
 - Continue to reach out to ID 9 and Lake Louise
 - Ongoing public advocacy
 - Grow endowment and how to develop further
 - Staff management and BISAC reports
 - Capital planning
 - Finish policy review and revision

- This is now a standing item and will be tracked and discussed at each board meeting

6. New Business

a. Audit Review Procedures

- Sarah McCormack has shared the working papers to Basecamp for this board meeting and to the accountant
- Auditor will call and ask questions once they have the working papers
- Auditor will change the 2018 working document as per Chris Hughes at Town of Banff - difference of \$1700 due to error in 2018 budget which will be added to 2019 budget and documents amended to show this change and will be added to cheque from Town of Banff
- Will be presented to board at May board meeting - needs to be submitted to the Public Library Services Branch by June 15, 2019

b. Policy Review and Adoption

- G.2 (Governance) - added section on electronic motions with response time outlined
- committee mandates were reviewed at a high level
- board and board chair self evaluation tool - will be sent out in May in time for June meeting
- clarifying roles of Secretary and Chair
- clarifies motions and how they are made, quorum for board meeting and committees
- date for AGM
- **27-3-19-3 - Motion to approve Brian Standish**

- HR.2 (Human Resources) - met with Kayla, new HR person at Town of Banff who made a few comments and edits were made based on her suggestions - covers wages, holidays, benefits, termination, hiring, grievance procedures are all covered under this policy and employment standard updates were included - this policy can be used by Sarah McCormack to create a staff handbook specific to the Banff Public Library and not just use the Town of Banff handbook which is not relevant to library staff
- **27-3-19-4 - Motion to approve Kyle Brenders**

- HR.13 (Anti Harassment and Abuse Policy) - clarified and separated witnessing vs. experiencing, if the Library Director is involved or not
- Refers to records policy to cover how complaints will be documented
- Links to HR.12 (Employee Discipline Policy) which will be addressed at next HR&F committee meeting

- Harassment and violence are now covered under Occupational Health and Safety Act under the Province of Alberta which links to HR.15 (Health and Safety Policy)
- **27-3-19-5 - Motion to approve Lindsay Stokalko - as amended by Stormy Good Monod - (add OH&S portion and refer to HR.13)**

c. 2018 Annual Report Development

- Target of May to have annual report for 2018 to be reported to Town Council
- Stats are ready - Sarah McCormack suggested sending it to a graphic designer to create the report - Patty Anasco has a graphic designer to suggest for this work
- Suggested content as per Andrew Oosting: report from President and Director, statistics, programming, budget details, policy review, photographs
- Patty Anasco, Andrew Oosting, Sarah McCormack to meet and decide on content of report
- to be reviewed by board in April
- Town council 2019 priorities are online - Brian Standish suggested ensuring the information in the report is in line with these priorities

d. Provincial Election Advocacy

- Sarah McCormack has suggested some advocacy surrounding the provincial election - questions to be sent to the provincial candidates ie. how are libraries addressing the needs of the community? Etc.
- Coordinate to ensure the library is represented in one voice
- Similar questions were posed during Town Council candidates and responses were posted online
- Who will moderate social media comments? Should not be posted to social media, but rather to website and presented as information only - post made to social media alerting people that the information is available on the website
- Create a static infographic to post on website broken down by each party and do not post until all candidates have responded by a certain date
- Patty Anasco asked if these questions should be asked by Marigold since this is a provincial election
- Sarah McCormack explained that Marigold had encouraged member libraries to reach out and have the conversations themselves with local candidates (Banff/Kananaskis)
- Board members to review question guidance from Marigold forwarded via email from Sarah McCormack and respond to her by Friday April 5th with possible questions

7. IN CAMERA - N/A

8. Reports

a. HR&F Committee Update - Stormy Good Monod

- Had to reschedule meeting to April 3, 2019 to review policies due to too many committee members being absent

b. BD&P Committee Update - Kyle Brenders for Zahra Soar

- Discussed policy scheduled for review
- Roam bus partnership discussed
- Members library workshop - project created on Basecamp to organize
- Board retreat - tentative date June 22, 2019 - 3 to 4 hours maximum, location TBD
- 70th Birthday planning - tentative date November 23, 2019
- BISAC update

c. Financial Statement Review - Patty Anasco

- Sarah McCormack and accountant met with Chris Hughes from Town of Banff to clarify discrepancies and to clarify processes
- Changes being made regarding how financial reporting ensues
- Quarterly reporting will now occur instead of one year end
- Payroll reporting is changing
- Outstanding money from 2018 will be sent by end of March 2019
- By reporting quarterly and changing how payroll is reported, there will be less discrepancy in the budget
- Reforecasting can occur in June and things will be clearer and easier moving forward
- Positioning of certain items have changed in order to clarify budget
- Patty Anasco reviewed payroll planner for Sarah McCormack
- Patty Anasco has had difficulties getting in touch with Canmore library with questions regarding their endowment but has been doing own research regarding how to build endowment - details to be discussed in Ad Hoc Committee

d. Marigold Board Update - Patty Anasco/Jean Marc Stelter

- Patty Anasco is now a Marigold representative but was unable to attend last board meeting

e. Librarian's Report to Board - Sarah McCormack

- New positions posted and interviews to ensue next week
- Roam partnership with books on the bus and there is now an MOU and Roam will be sending feedback

- Sarah McCormack to ask Canmore library to help with materials to fill the need on the buses going to Lake Louise
- Donations and weeded materials are being used
- Corporate partnership agreement being discussed ie. discounted bus passes for staff
- French programming has been of interest to some community members - cannot currently be supported, but this request is being explored
- Capital planning discussed with Kyle Brenders re: new staff furnishings
- Holds placement feedback has been positive - some questions around privacy but labelling is being explored and compared against other library holds programs - Sarah McCormack requested examples from colleagues from other libraries
- No stats on Marigold holds program yet
- New adult programming ie. yoga, pride, education, community engagement
- Did not get STEP Grant and still waiting on Young Canada Works
- Applied for furnishing grant through FCC AgriSpirit Fund
- Grant requested from Legion AED and First Aid training for staff - if not granted, going ahead with First Aid Training for all staff and board will approve money to purchase one
- Event for Susanne Repstock's retirement on May 16, 2019 an afternoon DIY pampering party for staff and surprise going away party with snacks
- Gift? Plaque? Both? Board to think on this and make a decision
- BISAC - Susanne McCormack compiling stats to compare against Dewey
- Staff Management Plan - staff evaluations are occurring in the beginning of April
- Organizational Chart is being reviewed and revised
- 8 full time and 4 part time staff
- Job descriptions are also being reviewed and revised and will be more concise with areas of speciality
- Pay scale matrix that includes a points system - must be transparent and connect to evaluations and allow staff to build skills in order to move up in the pay scale
- Clarification of budget items and frequency and will be discussed at next HR&F committee meeting and will then be presented to board - goal is to append to financial statements

f. Town Council Update - Brian Standish

- Council meeting on Monday March 25, 2019 - large audience to comment and give feedback on Bear Street Shared Street - postponed until April 23, 2019 council meeting - putting to tender in 2019 to be built in 2020

9. Correspondence -

- Email to Andrew Oosting from Jasper Public Library Chair in regards to funding we receive and if anyone would be attending Alberta Public Library Conference
- Jon Whelan emailed Andrew Oosting with a thank you for assisting in addressing the accessibility concerns he had
- From Marigold to Sarah McCormack regarding the insurance surrounding the Marigold collection

10. Next Meeting - April 24th, 2019

11. Adjournment - 8:30 pm

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

Andrew Oosting, Chair
August 7, 2019