

Banff Public Library Board Meeting
Meeting Minutes
April 24th, 2019 - 6:00 pm
Banff Public Library Board Room

In attendance: Lindsay Stokalko, Andrew Oosting, Brian Standish, Zahra Soar, Patty Anasco, Stormy Monod, Sarah McCormack

Regrets: Kyle Brenders, Jean Marc Stelter, Sarah Jones, Brigitte Hopkins

Absent:

1. Call to Order

2. Approval of Minutes of March 27th, 2019

- "Susanne McCormack" should read "Susanne Repstock" and "Sarah McCormack" Lindsay Stokalko to edit
- **24-4-2019-1 Motion to approve Patty Anasco**

3. Approval of Agenda

- In Camera required by Stormy Monod and moved to end of meeting
- Patty Anasco as giving HR&F Report when it would be Stormy Monod
- **24-4-2019-2 Motion to approve Stormy Monod**

4. Electronic Motions - none

5. Old Business

a. 2018 Annual Report Development

- small team of Patty Anasco, Andrew Oosting and Sarah McCormack working on report, Patty has reached out to graphic designers for quotes - page count will be small and information will be succinct

b. Summary of 2019 Target and Goals

- focus on Advocacy today - how can we advocate library services in our own lives and set an individual goal to reach over the next month? Zahra Soar encouraged the entire kitchen staff of the Rimrock to sign up for library cards after explaining the holds program and the Marigold system - recruitment officer at Rimrock had a library tour and has disseminated that information to new recruits -
- Patty Anasco has explained to many co-workers who live in Canmore some of the electronic resources and has been reaching out to community members about fundraising and using that as an advocacy opportunity

- Sarah stressed that a solid understanding of all the resources the library offers will assist greatly with individual advocacy efforts
- Lindsay Stokalko encouraged all friends who have lived here for longer to get library cards
- Sarah McCormack suggested a “refer a friend” campaign where if you refer a friend you get entered into a draw - could be paired with “national get a library card day” with a social media campaign or perhaps linked to 70th Anniversary celebrations
- can each board member recruit 5 new library patrons? Andrew Oosting will send out an email to the board and Sarah McCormack will arrange the community campaign

c. Audit Review Update -

- KPMG is conducting the audit and everything is going smoothly and some outstanding questions have been clarified
- increase on price had been incorrectly applied due to the cost of a rush audit last year that was upwards of \$6000 due to several misunderstandings
- this year it will cost around \$5000 for an audit - had only budgeted \$3500, and will have to take this into account for next year’s budget - will be finalized before May 22nd, 2019 board meeting

6. New Business

a. Microsoft Teams

- Sarah McCormack gave a quick overview of Microsoft Teams and the board discussed its functionality and how it will meet the needs of the board as a working platform and the migrating of final static documents to the DocuShare to archive
- the board is to further test the functionality of this platform and ask Sarah McCormack for any guidance

b. Policy Review and Adoption

i. LM 3 - Public Relations

- reviewed by BD&P social media policy rolled into this policy due to quick and constant changes in social media platforms and linked it to the development of a communication plan which includes a social media strategy
- some grammatical changes were suggested
- **24-4-2019-3 Motion to approve Zahra Soar**

ii. HR 3 - Acting Librarian

- reviewed by HR&F - straightforward with no changes with clarifications regarding time frames around absences

- **24-4-2019-4 Motion to approve Patty Anasco**
- iii. **HR 4 - Recruitment**
- reviewed by HR&F with some minor changes to 4.5 “may be completed” from “will be completed” regarding reference checks
 - **24-4-2019-5 Motion to approve Brian Standish**
- iv. **HR 5 - Employee Orientation**
- reviewed by HR&F and removed policy around interest free loans to staff and clarified the benefits of continuing education to the Banff Public Library
 - clarify language in 3.2.1 and 3.2.2. change “the board” to “the library director”
 - as amended **24-4-2019-6 Motion to approve Patty Anasco**
- v. **HR 6 - Travel**
- reviewed by HR&F and changed some wording as they weren’t applicable to Banff, changed wording to reflect travel arrangements can be made by staff and not all by library director
 - rates around reimbursement will be addressed in the employee handbook and not in the policy
 - removed “actual” from “actual and reasonable cost” and removed attachment and will instead refer to a sample as well as other clarifying language
 - remove from 1.5 “board trustees and” regarding travel advances and leave library employees and add “at sole discretion of library director”
 - as amended **24-4-2019-7 Motion to approve Zahra Soar**
- vi. **HR 9 - Moving Expenses**
- reviewed by HR&F and discussion ensued around whose moving expenses should be covered
 - concluded that just the library directors moving expenses *may be covered*
 - used mostly as a bargaining tool
 - **24-4-2019-8 Motion to approve Stormy Monod**
- c. **Susanne Repstock retirement recognition**
- brief discussion during BD&P Committee meeting
 - Susanne Repstock requested two paintings she is fond of that pre-date her employment at the library
 - May 17th is her last scheduled day of work - was acting library director three separate times in her 32 years at the Banff Public Library

- Susanne has requested no gala, no newspaper article etc. - staff pizza party and staff DIY Pamper Party was requested
- what the board can do and what the library director can do as a retirement gift should differ
- something additional should be provided for the length and quality of service in the community
- a letter from the Mayor? Amazon gift card? Cash? Amount TBD and decided on via anonymous poll sent out via email by Andrew Oosting

d. Office Furniture - Sarah McCormack

- discussed with Kyle Brenders as part of capital plan and to be rolled out in phases based on immediate need
- some sit-stand desks purchased, no adequate filing cabinets
- \$2500 requested for sit-stand desks, two filing cabinets, and four chairs for purchase immediately - this furniture is not fixed and can be moved and has been tested by current staff
- **24-4-2019-9 Motion to approve Patty Anasco**

7. IN CAMERA - restricted - board to refer to separate document - Brian Standish departed meeting before IN CAMERA

8. Reports

a. HR&F Committee Update - Stormy Monod

- reviewed policies mentioned above, discussion around growing endowment fund, librarian report regarding 2020 budget in advance of May HR&F meeting
- reviewed in June and ready to be presented to board in August and Town Council in September
- job descriptions are being written, job interviews are being conducted and salary review of library director is scheduled

b. BD&P Committee Update - Zahra Soar

- reviewed policies mentioned above
- Microsoft Teams was discussed
- partnership with Roam and library boxes and Sarah McCormack will be meeting with Corrie Dimanno to discuss options which will lead to a larger discussion about marketing on busses and decide who they want to market to - residents vs tourists
- discussed political candidates
- brief discussion about BISAC
- 70th Birthday planning ensuing on Basecamp to plan an in-person planning meeting

c. Financial Statement/Review - Treasurer Patty Anasco

- some lines that look like errors from accountant are to be clarified
- budget is slightly more balanced this month
- overage for audit review will affect bottom line
- overall financial statements are straightforward

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

- Patty is unsure if Jean Marc attended the last meeting
- Patty will attend the next two Marigold board meetings

e. Librarian's Report to Board - Sarah McCormack

- Carey Anne Lees has accepted the Assistant Library Director/Collection Development position and will begin her position so there is orderlap with Susanne for training and she has cataloguing experience
- some deep cleaning lead to a breaker issue and small flame which has since been fixed and cleaning staff made aware of floor plugs
- programming in continuing
- YCW and Canada Summer jobs grants have been approved
- Susanne Repstock is retiring and new employees start soon
- Stormy Monod is concerned if there a succession plan in place
- Sarah McCormack is working on a succession plan in addition to other documents and reports
- Andrew Oosting clarified that the succession plan is two parts ie. immediate and long term succession plans
- Susanne Repstock is working on documents that cover BISAC and Collection Development
- Sarah McCormack has been asked to create small update reports via email to provide to the board to clarify the processes that are occurring to prepare for this transition by May 3rd, 2019

f. Town Council Update - Brian Standish

- majority of council at Tuesday April 23rd, 2019 meeting was taken up by Bear Street issues which is scheduled to go ahead in 2020
- audited financials approved

9. Correspondence - from TRAC Holds Routing and Service Grants

10. Next meeting - May 29th , 2019 - 6pm

11. Adjournment - 8:58 pm



Andrew Oosting, Chair
August 7, 2019