

**Banff Public Library Board Meeting
Minutes**

Wednesday May 29, 2019

6:00pm

Banff Public Library Board Room

Attendance: Sarah McCormack, Brian Standish, Sarah Jones, Patty Anasco, Lindsay Stokalko,
Zahra Soar, Stormy Monod

1. **Call to Order - 6:10pm**
2. **Approval of Minutes of April 24, 2019** - revise to reflect that Brian left before In Camera session - Lindsay to edit - **Motion to approve Patty Anasco - 2019-05-29-01**
3. **Approval of Agenda** - removing point 4 and remove HR9 - **Motion to approve Zahra Soar - 2019-05-29-02**
4. **Presentation by Marigold** - Michelle Toombs unable to attend - remove from agenda
5. **Electronic Motions** re: Susanne Repstock retirement gift
 - paintings and gift card given to Susanne who thanks the board and will be sending a card to the board
 - DIY pampering party with staff a success
 - **Electronic motion number - 2019-05-29-03 - Lindsay Stokalko, Zahra Soar, Patty Anasco, Stormy Monod, Brigitte Hopkins, Kyle Brenders, Jean Marc Stelter, Sarah Jones responded via email in favour of a \$600 Amazon gift certificate**
6. **Old Business**
 - a. **Summary of 2019 Target and Goals re: Lake Louise Outreach Discussion**
 - Routes have started and require some time to be established to get books on the bus - discussed with Steve Nelson - manager of operations for ROAM
 - coach-style buses have different space requirements that will require some problem solving to create a solution
 - Little Free Library in Lake Louise
 - Partnership with Rec Centre re: space for borrowing books
 - Lockers and vending machines for library books are high maintenance and expensive
 - Highlight e-resources
 - Focus on express bus with residents using it
 - Wifi on buses = utilize the sign on screen for wifi when on buses to encourage people to use e resources - may not work for those who's phone automatically connects to wifi - can do banner ads within wifi system for a more targeted approach - use google placements and browser pop-ups

- Other partners? Or just ROAM in Lake Louise? Promote within the properties to employees who work in Lake Louise, promote during employee orientation
- Can the Town of Banff partner with services to reach out the Lake Louise residents?
- Just for e-resources or physical resources as well? Both!
- Sunshine and Rimrock employees are ID9
- Settle on a campaign focus and then figure out approach which will inform appropriate platforms and outreach ie. highlight holds program
- Sarah McCormack focuses on e resources for those who come in from ID9 to sign up for library cards - people know libraries have books but are less informed about e resources
- Collaboration with job centre to advertise training on ie. Lynda.com - Patty Anasco to bring up in meeting with job centre in a few weeks
- Check in ID9 rep Jean Marc Stelter with these ideas and invite him to June 19th BD&P meeting to discuss further

7. New Business

a. Policy Review

i. HR 7 - Facility Use

- Looked over by Susanne Repstock and Stormy Monod
- 2. personal use of copier for board members and employees changed to personal use for employees only - remove board members
- 4.1.2 - not really necessary to have this - remove
- **Motion to approve - Sarah Jones - 2019-29-05-04**

ii. HR 8 - Employee and Volunteer Recognition

- Began as two lines and was expanded to cover service awards and volunteer recognition and ad-hoc recognition to cover special life events by Patty Anasco and Sarah Jones
- 3.7 change wording "recognize milestones"
- **Motion to approve Lindsay Stokalko - 2019-29-05-05**

iii. HR 11 - Volunteers

- One line of policy has been re-written by Andrew Oosting to be more thorough
- Not a lot of volunteers at the moment but important to have policy in place
- "Coordinator" removed and replaced with "director"
- Added vulnerable sector check as a requirement
- Changed 3.6 to declaration of conflict of interest instead of banning family members
- **Motion to approve Zahra Soar - 2019-29-05-06**

iv. HR 12 - Employee Discipline

- Poorly organized to begin - re-written by Sarah Jones who set out to differentiate roles re: discipline and procedures - several steps at various levels, focus on record keeping, appeals, exceptions, etc.
 - **Motion to approve Patty Anasco - 2019-29-05-07**
- v. LS 2 - Supervision
- Discussed appropriate age of child in this policy - recommended that 10 be the appropriate age
 - Removed “vulnerable person” from policy - should be discussed separately and work out language for a new policy - draft ideas and discuss at next BD&P to bring to retreat or next board meeting
 - **Motion to approve Stormy Monod - 2019-29-05-08**
- vi. LS 3 - Parental Responsibility
- Remove LS 3 (and incorporate into LC 3 Section 3.2 later)
 - **Motion to approve Brian Standish - 2019-29-05-09**
- vii. LS 6 - Materials Lending
- 7 DVD limit works
 - All libraries have different periods
 - Thought about removing non-circulating point 3 but opted to keep it re: colouring books
 - Add 2.2 re: “renewal will be declined if there is a hold on the item”
 - **Motion to approve as amended Patty Anasco - 2019-29-05-10**
- viii. LS 7 - Public Posting
- Board in library - internal for staff and external for public and one by parkade
 - What could be done to better utilize the internal board? TBD later
 - “At discretion of library” should read “at discretion of library director”
 - Removed point 5 - redundant - already said in point 3
 - Anything sent electronically will be posted at discretion of library director
 - **Motion to approve Lindsay Stokalko - 2019-29-05-11**
- ix. LS 8 - Facility Rental
- Susanne proposed pro-rating fees in the future
 - \$50/day charged to for-profits, not by hour
 - This is a bylaw discussion to be discussed in more detail at a later date

- Specific flagged bylaws reviewed in November and must be approved by Town Council
- Bylaw related wording tabled until November
- Rental timings changed from open hours to staff hours “and at the discretion of Library staff and their availability“
- Point 4 change wording to “Banff Public Library Responsibility” vs. “Board Responsibility” in entire section
- **Motion to approve as amended Sarah Jones - 2019-29-05-12**

b. Board Retreat

- “Board Retreat Planning” project on Basecamp - Zahra Soar has uploaded a mock agenda - fairly basic: 9am to 12pm: committee roles, recap from Marigold conference with a focus on advocacy and splitting into groups to discuss
- Patty Anasco presenting on advocacy and endowment; 1pm to 3pm: creating a 30 second elevator pitch for the library, guest speakers ie. Jon Rollins, Corrie Dimanno (Brian Standish suggested scheduling guest speakers right after lunch)
- Sarah McCormack’s presentations moved to board meeting, and use that space for other discussions such as 70th Birthday planning, 5 minute learning hosted by Sarah McCormack to highlight library resources - board to revised as required
- Sunday June 23, 2019 at Juniper Hotel - 9am to 3pm - one hour for lunch
- Zahra Soar will upload menus to Basecamp project
- Agenda to be finalized by June 20th

c. 70th Birthday Update

- Committee met a few weeks ago to brainstorm ideas
- Celebratory date chosen in November with week-long events
- Theme chosen at BD&P meeting - “Community” as the umbrella theme to work with around events etc.
- Grant application due June 1st for speakers series - booked several speakers already beginning with events in July
- Poetry Slam with Poet Laureate Stephen Ross Smith
- We need a budget for this - \$ must be taken from advertising budget - no extra funds for honorariums etc. - must be pulled from operational fund with board approval
- Opportunity to advocate for library with education focus NOT a fundraiser
- Reforecasting is happening this week - in a better place to determine and appropriate budget to get board approval in time for June
- Planning committee to meet again next week to firm up details

- d. Marigold Members Library Workshop Update
 - Attended by Patty Anasco and Zahra Soar
 - Sessions about trustee training which will be presented at board retreat
 - Session about advocacy - main message = it starts at the top with the trustees, to staff and into community
 - Keynote address was by small rural library advocate
 - Session about public library services through Marigold

8. Reports

- a. HR&F Committee Update - Patty Anasco
 - Met early in May - focus on assisting Sarah McCormack with her Staff Management Plan presentation to board - presented and shared feedback via email to ensure presentation is ready for June board meeting
 - Discussed BISAC succession planning
 - Budget review - Sarah McCormack and Patty Anasco are reforecasting - current expenses and expenses for the rest of the year
 - Budget presented to HR&F in June as a review with final presented in August
 - Preliminary budget covers three scenarios - with percentage increases and if provincial funding stops
 - Endowment fund - Patty creating advocacy and fundraising plan for the year - talked to Canmore Public Library board chair Beth Millard regarding their endowment and strategies
 - Goal and timing to reach \$100,000
 - Reviewed several policies (passed at this meeting)
 - Salary review and performance
 - Salary and contract deadline is October
 - Next meeting June 12 at 5:30 pm at library
- b. BD&P Committee Update - Zahra Soar
 - Policies reviewed
 - Board retreat planning
 - 70th birthday planning
 - Prior to June retreat - be logged into Microsoft Teams and test uploading and downloading - Lindsay Stokalko and Sarah McCormack to present pros and cons for each and the board will decide at retreat
 - Next meeting June 19 at 6pm at library
 - No major reports on ROAM or BISAC
- c. Financial Statement Review/Treasurer - Patty Anasco
 - Audit Report from auditor - must be passed before June 15th grant application - can be done electronically

- All board members to review and any questions can be directed to Patty or Sarah - hopes of electronic motion within the next week - Stormy to alert Andrew
 - Available in Teams and Basecamp
 - Overage for April 2019 - from printing and copying and lost material recovery
- d. Marigold Board Update - Patty Anasco/Jean Marc Stelter
- No updates - Malware issues have affected Marigold functioning
 - Next meeting in August - Patty will attend
- e. Librarian's Report to Board - Sarah McCormack
- Malware attack on Marigold - May 15, 2019 - no access to files since then
 - Has not affected Polaris
 - 7 to 10 business will find out if the library will get their files back
 - Carrie Lees beginning June 3rd
 - Kelly Turpin moving to full time - Community Engagement / Library Assistant
 - Summer student
 - Making women's care kit out of make-up bags with donations such as floss, toothpaste, toothbrushes, lip gloss, condoms etc - Banff Dental, Bite Dentistry, Primary Care Network, maybe donations of shampoo and conditioner, request for more make-up bags put out on social media
 - Board can help by requesting donations or partnerships etc.
 - Lots of programming going on - Super Saturday now extended to Super Sunday
- f. Town Council Update - Brian Standish
- Nothing to report
 - No meeting this week
 - Mayor and councillors away
 - Meetings cut back to once a month in July and August
 - Robert Earle leaving town - CAO - sub-committee put together to find replacement - last day August 5, 2019 - has been in this position for 15 years - moving onto Vancouver Island

9. Correspondence

- None to report

10. Next Meeting - June 26, 2019 at 6:00 pm at Banff Public Library

11. Adjournment


 Andrew Oosting, Chair
 August 7, 2019