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BANFF PUBLIC LIBRARY BOARD

Meeting Minutes

Wednesday June 26 2019

6:00 PM

Banff Public Library - Boardroom

Present: Sarah McCormack, Brian Standish, Lindsay Stokalko, Andrew Oosting, Sarah Jones, Stormy Monod, Patty Anasco, Brigitte Hopkins, Jean Marc Stelter

Regrets: Zahra Soar, Kyle Brenders

1. Call to Order – 6:09 PM

2. Approval of Minutes of May 29, 2019 - 26-06-2019-1 Motion to Approve Patty Anasco

3. Approval of Agenda - Brian Standish to add "Board Attendance" under new business - 26-06-2019-2 Motion to Approve Brigitte Hopkins

4. Electronic Motions

- a. Approval of KPMG Report - approved on June 11th, 2019 via email
- b. Teams vs. Basecamp - close but Basecamp is the platform for project management and communications going forward - Sarah McCormack and Lindsay Stokalko to meet to discuss architecture and feedback from board is welcome - board to actively use the platform and all its tools

5. Old Business

a. 70th Birthday Update – Patty Anasco

- How to budget for this - focus on the day itself with events leading up to celebratory day
- Useful to earmark a maximum of \$6000 from operating fund for celebration for food (if not donated), advertising etc.
- Collaborating with Banff Mountain Film and Book Festival
- Collaborating with writers groups to host workshops
- Rough outline of costs to be provided and posted on Basecamp as details firm up

6. New Business

a. Update on 101 Bear Street Lease

- Andrew and Sarah met with the town and the Whyte Foundation trustees and new CEO Donna Livingston to discuss future of the lease
- Sarah Jones declared a conflict as legal council for Whyte Foundation - was deemed alright
- Town of Banff wants assurances from Whyte Foundation - sub-lease on lease and clarification is required
- Whyte Foundation lease is with Parks Canada - and has to be reapplied for and Parks Canada deals with them as they come up
- Whyte Foundation assures that anything that was reasonably possible would be done to ensure the lease will be renewed

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- Lease terms also indicates usage in building - seniors centre, library etc. - "library" is indicated in lease so the board has to discuss with Town who will then discuss it with the Whyte Foundation
- The space will likely continue to be used for the library
- Landscaping plan from 2008-2009 now in 2021 budget to be discussed between Town of Banff, Whyte Foundation, and Library - new landscape plan and redo of back parking lot
- The Library is outgrowing the space and there is potential to expand upstairs
- Meet to discuss with others using the building to ensure everyone's needs are being met pertaining to space requirements
- The Town and the Whyte support the mission and vision of the library
- Discussions pertaining to capital improvements to occur once there has been confirmation from Town and Whyte

b. Board Trustee Recruitment

- Stormy Monod and Andrew Oosting and Sarah Jones's terms are up in November
- Andrew Oosting will not reapply, but will assist new board chair and vice chair
- Needs to recruit at least three to four new board members
- Board to discuss with people who may be good candidates to apply for board positions
- Minimum of five board members

c. 2019 Technology Report and Recommendations

- Richard from Marigold made specific recommendations pertaining to updates to technology in the library
- Sarah McCormack recommends that we follow Richard's recommendations "Technology Report 2018 - Banff" and proceed with 2018 plan and any modifications and updates for that year will be reviewed
- Jean Marc Stelter suggested buying all of the computers this year instead of buying half in 2019 and half in 2020 to allow for new licensing of older computers which have a life span of 3 to 5 years
- There is money in the budget now for this - can also buy new computers now and monitors later since monitors have a longer life span
- Sarah McCormack to purchase ten new staff computers using up to \$10,000 from capital reserve as per Richard's recommendations
- **26-06-2019-3 Motion to Approve Jean Marc Stelter**

d. Policy Review and Adoption

i. HR 10 – Disability Management - Andrew Oosting

- Drafted by Andrew Oosting after discussion at HR&F committee
- Employees returning to work - gives Sarah McCormack direction pertaining to alternate work, modified work
- Employees must advise Sarah McCormack and provide appropriate documentation
- Applicable for full time staff after 90 consecutive days of work

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- Applicable for part time staff as well due to long term part time staff members - at Sarah McCormack's discretion
 - **26-06-2019-4 Motion to Approve Lindsay Stokalko**
 - ii. **HR 14 – Occupational Health and Safety - Sarah Jones**
 - Drafted by Sarah Jones and Brigitte Hopkins
 - Only a few modifications to original
 - References to act rather than getting into too much detail
 - Refers to previously approved HR 13
 - All employees with have First Aid training
 - WHMIS is referenced
 - Working alone policy was incorporated into this policy
 - Incident reporting was reviewed
 - Contractors must contact Library Director for OHS information
 - Updated to reflect new OHS standards
 - **26-06-2019-5 Motion to Approve Brigitte Hopkins**
 - iii. **LM 7 – Art Policy - Andrew Oosting**
 - Based on Calgary Public Library policy
 - Providing free space as discretion of Library Director
 - Paperwork must be filled out
 - Sale of artwork the responsibility of artist
 - May earmark in budget that we may have to patch and paint exhibit space as required - that is the responsibility of the library
 - Andrew Oosting will send this as electronic motion
 - *policy review is complete - Andrew Oosting to update a final version and upload pdf to Basecamp along with review schedule which will be put in Policy project in Basecamp
- e. **Presentation on BISAC Report – Sarah McCormack**
 - \$2015.51/year to catalogue materials using BISAC in staff time
 - Does not include materials - \$250/year for labels and tape in BISAC - no numbers for materials for Dewey
 - Fiction is pre-labelled from Marigold and are not changed
 - Cost of returning to Dewey - Marigold can do bulk change and automatically change everything to Dewey however the records will have to be reviewed and new labels will have to be applied, materials physically moved, and new signage required
 - Every library does local processing
 - The difference between Dewey and BISAC is \$1287 in staff time or 0.25% of the \$470,000 staffing budget (based on Susanne Repstock's wage of \$35/hour)
 - Patron's are not having difficulty finding materials using BISAC, however there are some improvements for all patrons that could be considered
 - Wayfinding improvements include: picture-based signage, regular tours, a user guide to BISAC, using "see also" signages in sections directing patrons to sections of interest, new signage for non-fiction, in-stack catalogue tablets, and digital components to wayfinding such as maps etc. similar to those in academic libraries

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- BISAC labels do not make private topics more obvious - instead a self-checkout may be a nice solution to maintain autonomy and privacy for some people - may be a barrier to access - people may not be comfortable checking certain things out
- Susanne Repstock has been gone one month and current staff have picked it up quickly and are on board with BISAC
- In next Library Director's report there will be an overview of new wayfinding improvements enacted and new communications person will be directed to highlight these new wayfinding initiatives on the website

f. **Presentation on Staff Management Plan – Sarah McCormack**

- Vision and mission is considered in all aspects of library staffing plan
- Guidance for staff - present and future
- Process for training and applying resources for achieving goals
- Data was collected and analyzed from multiple sources to create this Staff Management Plan - many libraries do not have one so the BPL could be a leader in this regard
- Service-led philosophy is being followed and is dictating staffing requirements rather than just being a book repository - increase in programming and community engagement, services, printing, public computers, wifi, and a wonderful collection of all types of materials in physical and digital formats
- Organizational structure has evolved over several months due to feedback from board and staff and is flexible to change with future feedback
- Staff now operates as a team and creates more of a holistic organization - all staff are informed regarding programs etc. in library - greater integration of function
- "Programming" has changed to "Community Engagement" to ensure that collections are reflecting the needs of the community, there is more community outreach
- Job descriptions are being reviewed
- Pay grid has been reviewed and revised by Sarah McCormack and Patty Anasco to better link with budget and now allows for education, performance, cost of living, etc.
 - there are now salary ranges with automatic cost of living increases, and performance based increases through self evaluations and evaluations with director
- Difficult to offer competitive wages within current budget
- Can approach Town of Banff and propose with new budget for an increase from Town of Banff contributions gradually over time now that we have a new staffing plan
- The plan for 2020 includes a 9% increase to wages due to efficiencies in budget
- Next steps = budget reforecasting
- Professional development opportunities
- Staff evaluations - self and director and satisfaction surveys
- Weather is more of an indicator than seasonality pertaining to door counts and staffing
- Succession planning - includes a strategy and checklist and vacation/leave coverage
- Next steps include a review of compensation study, staff retention and stability, growth opportunities and development - fresh perspectives from new staff
- Next steps and timelines to be included in all future Library Director's reports

g. 2020 Budget Presentation – Patty Anasco

- Proposed ask for grants increased to \$12,000 as a target number
- Increase in other revenue streams ie. printing and copying, boardroom rentals and book sales
- Other revenue streams including donations have been removed
- Recovery of lost materials kept
- Revenue increase in 2020 to \$601,000
- Streamline expenses ie. telecom reduced via deals for landline
- Other numbers are based on actuals from 2018 with increase as a buffer
- Memberships and subscriptions increased to include Basecamp
- Some fundraising included - \$1000 kept to promote endowment fundraising
- Volunteer and staff recognition increased
- Board development is focused on food for board meetings - under \$1000 spent for 2018 - can streamline here and Marigold can expense some food and travel and sometimes accommodations
- Repairs added and pertains to art wall patching and painting and other small repairs
- Adjustments are reflected under staffing - efficiencies in budget - division between salaries and benefits to accommodate 9% increase for staff
- Previously no money allocated for donations and fundraising - any funds for donations and fundraising should be funding collection and programming for the next year
- Budget lean for 2020 to ensure the 9% staff increases are enacted
- Benefit overage was being put into operating fund - this is now capped and will not continue to grow at this rate and will now decrease as we use it and no longer contribute the benefit overage - sometimes this overage was due to high staff turnover
- Increase proposed for 2021 with plan for library growth including a 5% increase from Town of Banff
- Know where we stand with budget for rest of 2019 - just have to ensure revenue goals are met and ensure staff salary budget doesn't go over
- Important to confirm that 9% increase for staff asap
- Board to look at budget over summer and revisit in September 2019 at next board meeting
- Budget in Basecamp - provide Patty Anasco with any feedback
- Board has to understand in future what the purpose of the fundraising will be - where it will go? To be discussed by HR&F committee over the next year
- We have a strong financial picture, but we need a strong and stable financial picture and must plan accordingly
- Tabled until September

h. Attendance - Brian Standish

- The Library Act states that after 3 absences without regrets - the library board can vote members out - some board members may be in arrears
- If board members cannot attend and commit to the time required they may consider stepping down

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- Board members must take into consideration life and commitment changes when agreeing to join board

7. Reports

- HR & F Committee Update – Patty Anasco
 - Consent agenda item - accepted as reported
- BD & P Committee Update – Lindsay Stokalko
 - Consent agenda item - accepted as reported
- Financial Statement Review/Treasurer – Patty Anasco
 - Consent agenda item - accepted as reported
- Marigold Board Update - Patty Anasco and Jean Marc Stelter
 - Orientation - Patty in input learnings into basecamp
- Librarian's Report to Board – Sarah McCormack
 - Consent agenda item - accepted as reported
- Town Council Update – Brian Standish and Jean Marc Stelter
 - Nothing to report for Town of Banff
 - ID9 - budget passed and will provide money requested

8. Correspondence - Card from Susanne Repstock

9. Next Meeting – September 25 at 6 PM

10. Adjournment - 9:00pm



Andrew Oosting, Chair