

**BANFF PUBLIC LIBRARY BOARD**  
**Meeting Minutes**  
**Wednesday September 25, 2019**  
**6:00 PM**  
**Banff Canmore Community Foundation - Boardroom**

**Present:** Brigitte Hopkins, Patty Anasco, Lindsay Stokalko, Kyle Brenders, Andrew Oosting, Sarah McCormack, Sarah Jones

**Regrets:** Brian Standish, JM Stelter, Stormy Monod, Zahra Soar

**Absent:**

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

**2. Approval of Meeting Minutes - June 26, 2019**

- a. Change G22 budget presentation \$601 should be \$601,000

**09-25-2019-1 - Motion to approve meeting minutes - Patty Anasco**

**3. Approval of Agenda -**

Addition of In Camera

**09-25-2019-2 - Motion to approve agenda with addition of In Camera-**

**Brigitte Hopkins**

**4. Electronic Motions**

- a. LM 7 Art Policy (July 2)

**5. Old Business**

a. **70th Birthday Update - Lindsay Stokalko**

- Refer to planning document - three events - main event and two supporting event
- Budget is mostly for food and honorariums (\$150 each for Amelie Patterson, Steven Ross Smith and Chic Scott), advertising,
- Sarah has asked Ciara Linteau to create mugs with BPL logo on them for speaker and board gifts etc.
- Where should expenses be coded? Patty to figure that out and get back to Sarah
- Some committee members working on soliciting raffle items from community businesses
- Earn raffle ballots in different ways including posting to social media
- In order to finalize this and move forward - do we have to pass a motion to approve the budget - yes
- Motion to board to earmark \$1300 for 70th Birthday Events - **09-25-2019-3 - Motion to approve budget of \$1300 for 70th Birthday Events - Brigitte Hopkins**

**b. Board Trustee Recruitment - Andrew Oosting**

- Several people have completed their board terms
- Positions have been posted on social media, website, and various other places
- People who applied last year are interested in applying again
- Other board members and Sarah McCormack have been actively recruiting
- Continue engaging - October 4, 2019 deadline
- Recruitment and election - once names have been shared from Town - the board must choose asap in order to involve new board members in the October board meeting
- Annual Organizational meeting in November as per board policy

**c. 2020 Budget Approval - Patty**

- Same budget presented in June 2019 board meeting
- To recap - 2019 actuals and 2020 proposed budget all included
- 2020 ask 2.5% increase from Town of Banff
- Keeping provincial grant the same at \$52,000 - there is a funding freeze - received for 2019 only half of what was promised by province - there is \$ in reserves to cover if this happens again in 2020 - hoping to get resolution on this issue in 2019
- Some adjustments have been made to accommodate increase in salaries for library staff - to support Staff Management Plan - this is using the “extra money” that were previously put in reserves - so how can we replenish and increase reserves in the next few years without this “extra money” which is now going to staff salary where it should be going
- Overages from this year and next should go to reserves
- Donations and grants go to materials and programming funds
- **09-25-2019-4 - Motion to approve budget - Lindsay Stokalko**

**6. New Business**

**a. Political Advocacy Update - Andrew Oosting**

- Sarah McCormack outlined letter sent to Miranda Rosin regarding funding freeze and laying out programs and services provided by the library and offering a tour of the library
- Advocacy should happen every year not just when funding is at stake - should be done at all political levels all the time
- Sarah McCormack created post cards addressed to Miranda Rosin for patrons to fill out and will deliver the postcard to her Canmore office - can be used every year

**b. Update on 101 Bears Street Visioning - Andrew Oosting**

- Sarah McCormack, Carey Anne Lees, Andrew Oosting, Brig Hopkins, Kyle Brenders attending visioning session with Whyte Foundation and

Whyte Museum, Town of Banff, Pauw Foundation - led by Leslie Taylor at the Mason Hall basement - September 26, 2019

- Will report back to board what is discussed

**c. Board Transitioning - Andrew Oosting**

- Treasurer Role - Patty Anasco is creating guidelines and how to check and review financial statements - Patty Anasco and Sarah McCormack to meet and check in with accountant Angelika Eirisch to discuss outstanding issues and how to become more efficient to work with Sarah McCormack to deliver statements
- Chair - once new board have been selected - in November due to large turnover it may be appropriate for new Chair and Treasurer to also meet with Angelika Eirisch
- Going to need new Chair, new Vice Chair, new Treasurer and new HR&F Committee Chair

**d. Future Staff Development Days - Sarah McCormack**

- New hires - lots of new full time staff - Sarah McCormack requested two staff training days for new staff - will require library closure - first week of November - preferably a Sunday-Monday
- To sort out new roles, staff meeting, do tours of community for new staff to point out landmarks staff are often asked about such as Park Museum, Whyte Museum, Buffalo Nations Museum etc. for tours etc.
- Patty Anasco to ask Pursuit about discount for gondola etc.
- **09-25-2019-5 Motion to close library for two days in November for staff training - Kyle Brenders**

**7. Reports**

**a. HR&F Committee Update - Patty Anasco**

- Approved a few things outside of budget
- Sub-committees for salary review and contract reviews - recommendations will be made to new board for next steps because October is coming up too quickly
- Clarifications are required in contracts regarding vacation time and overtime etc.

**b. BD&P Committee Update - Lindsay Stokalko**

- Refer to committee notes
- Andrew Oosting has shared a proposed Strategic Direction to help guide new board and two committees with some ongoing projects including:
  1. Capital Planning
  2. Staff Retention & Compensation
  3. Endowment
  4. Community Outreach

5. Operating Reserve
6. Marigold Relationship
7. Bylaw and Policy Review
8. Plan of Service

- Will be sent around and again if there are no comments it will be shifted from draft to final and shared with new board chair

**c. Financial Statement Review - Patty Anasco**

- Need Angelika Eirisch to create June financial statement which is missing - having a full picture helps with future forecasting

**d. Marigold Board Update - Patty Anasco**

- Patty Anasco went to last board meeting
- Much discussion was dedicated to virus issue over summer and future steps being taken to protect moving forward
- All files have been recovered

**e. Librarian's Report to Board - Sarah McCormack**

- Refer to report
- Marigold grant to do Indigenous program - play written at Banff Centre turned into documentary *Niigaanibatowaad: Front Runners* speakers Laura Robinson and Bill Chippeway - grant being used to fly speakers in
- Pioneer room booked for this program to host a larger crowd and access to kitchen
- TRC - appropriate gifts including mugs, pouches, tobacco
- Sarah also shared programming document with board to outline programming to end of December
- Stats overview:
  1. Door count is up, circulation and reference desk count is down (may not be down due to what is and isn't considered a reference question)
  2. No mechanism to track ebooks and audiobooks so unsure if circulation is down - vendor won't provide those stats - it isn't through Marigold - may be useful to survey patron for e resource use - may be rolled into newsletter - which is new and just rolled out
  3. Programming attendee numbers have increased

**f. Town Council Update**

- Brian not in attendance to provide Town Council update
- JM Stelter not in attendance to provide ID9 update

**8. Correspondence**

- a. From Marigold - services grant

- b. BMO online banking changes
- c. Grant from Marigold

**9. In Camera**

- Refer to restricted document

**10. Next Meeting - October 30, 2019 - 6pm**

**11. Adjournment**

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

Andrew Oosting, Chair