

BANFF PUBLIC LIBRARY BOARD MEETING
Meeting Minutes

Wednesday October 30, 2019

6:00 PM

Banff Public Library - Boardroom

Attending: Andrew Oosting, Corrie DiManno, Kyle Brenders, Sonya, Sarah McCormack, Sarah Jones, Ali Buckingham, Lindsay Stokalko, Brig Hopkins, Trish Watt, Stormy Monod, JM Stelter

Regrets: Zahra Soar, Patty Anasco, Brian Standish

1. Call to Order – 6:03 PM

2. Approval of Minutes of September 25, 2019

- 10-30-2019-1 Approved by Kyle Brenders

3. Approval of Agenda

- 10-30-2019-2 Approved by Brig Hopkins

4. Electronic Motions

- Andrew Oosting explained to new board members
- No electronic motions
- Stormy explained as former HR&F Chair that sometimes budget related items need to be approved via electronic motion over summer

5. Board Transition

a. Presentation of new board members

- Sonya - 25 years of municipal government experience and experience on condo board and community association
- Ali Buckingham - long time library member and Banff resident
- Trish Watt - 15 years in Banff and always wanted to be on Library Board - YMCA and Girl Guide board of directors and currently works at Mount Norquay

b. Outgoing board members

- Andrew Oosting - 3 year term is up and Chair, works for Parks Canada, loved advocating for library and enjoyed time on board
- Stormy Monod - 3 year term is up as well - Vice Chair and Chair of HR&F Committee
- Brig Hopkins - 2 more years in term to go
- Lindsay Stokalko - 2 more years in term to go
- Kyle Brenders - 2 more years in term to go
- Corrie DiManno - attending for Brian Standish as alternate today
- Sarah McCormack - library director has been in position for five years
- Sarah Jones - also outgoing
- Zahra Soar - also outgoing
- Patty Anasco - outgoing treasurer
- JM Stelter - ID 9 Representative for Lake Louise
- Sarah McCormack shared gifts from ceramic artist Ciara Linteau to outgoing board members Andrew Oosting and Stormy Monod and offered book plates and asked for outgoing board members for areas of interest to place book plates

- c. Board Transitioning – Andrew Oosting
 - Five board members are leaving
 - Three new board members

- d. AOM in November - Andrew Oosting
 - When committees are assigned - BD&P and HR&F
 - Former committees will be partially dissolved
 - Orientation packages will have all necessary information regarding each committee
 - Basecamp is the Project Management software used by the board and new board members will be given access
 - Marigold is the library system the Banff Public Library is a member of
 - New board training by Marigold TBD in January
 - Chair, Vice Chair and Treasurer positions are all vacant and all new and existing board members to review positions
 - Stormy Monod suggested that the Chair of the HR&F Committee should also be on the Executive Committee

6. Old Business

- a. 70th Birthday Update – Lindsay Stokalko
 - Poet Laureate Event on October 26, 2019
 - Chic Scott Event on November 9, 2019
 - 70th Party on November 23, 2019
 - Stormy and Lindsay attending the Chic Scott event as volunteers
 - Stormy looking into newspaper advertising for next two events
 - Brig Hopkins available to assist Lindsay Stokalko now that the other members of the party planning committee are done their board terms

- b. **Update on 101 Bear Street Visioning – Andrew Oosting**
 - September 26th, 2019 was a visioning session with Town of Banff and Whyte Foundation - attended by Andrew Oosting, Brig Hopkins, Kyle Brenders and Sarah McCormack
 - Library land leased from Whyte and Town owns building
 - Library is specifically mentioned in land lease - must be used for library
 - Some design charettes TBD in 2020
 - Pauw Foundation has donated money
 - Banff Public Library should have own visioning session with the Town of Banff in future

7. New Business - Andrew Oosting

- a. **Provincial Funding**
 - Concerns over provincial funding - Andrew Oosting's speech was published in newspaper
 - No freezes or cuts in Provincial funding \$52,000 or \$56,000 - after November
 - Some concerns regarding municipal funding - Andrew Oosting emailed Kelly Gibson at Town of Banff inquiring about any impacts and Kelly Gibson indicated there will be some operating impacts, but is unsure how the library will be affected and a detailed response is forthcoming
 - Calgary and Edmonton has reduced funding to libraries

- Corrie DiManno said the Town of Banff has already done service review and Municipal Sustainability Initiative money has already been provided by the province - budget is passed in 3 year increments
- Some funding cuts may affect Marigold operations
- No direct cuts to library but there may be trickle down cuts that will affect funding
- Council is very supportive of the library
- The library has a reserve account to cover any shortfalls in the interim

b. Strategic Direction Presentation– Andrew Oosting

- Andrew Oosting presented on the Strategic Direction that has been developed by the board, specifically the executive
- Chair bridges both the BD&P and HR&F Committees
- Mission and Vision
- INSPIRE ENRICH CONNECT - the board should always keep this in mind
- Revisit in a few years to ensure it's meeting the needs of the library
- Capital Planning - need to shift focus to capital planning - capital assets are depreciating - infrastructure require improvements - especially furniture, computers - also need a broader vision for capital ie. building improvements which must be done with Town of Banff as they own the building and work on relationship with Whyte as per visioning with Whyte Foundation - Kyle Brenders began document and the BD&P Committee is working on this and will need to communicate with HR&F Committee to determine appropriate budget
- Staff Retention and Compensation - transient community which poses some staffing issues - Sarah McCormack has been working on a Staff Management Plan to ensure some people will stay long term and are paid a decent salary, and will also address housing issues - Staff Management Plan to be presented to the board in January - this will affect budget and what the Banff Public Library will ask for funding from the Town of Banff
- Endowment - ~\$15,000 endowment with BCCF - HR&F Committee is encouraging the board to build this to \$100,000 for potential returns of \$4000 to \$5000 per year - can potentially move money from reserves into endowment - other ways to raise money TBD ie. fundraising, matching donations etc. - this extra money per year will put less pressure on grant
- Community Outreach - increase services to ID9 and Lake Louise to ensure services are provided to these community as ID9 does provide funding to the library - lots of advocacy tools that can be used for outreach ie. books on the Roam busses, staff accommodations etc. and also increasing coordination with Whyte Foundation
- Operating Reserves - 3-4 months in operating reserves in case of any funding cuts - this reserve is currently well over and could be moved into the endowment or other places to grow interest
- Marigold Relationship - services are provided to Banff Public Library at a discounted "bulk" rate and Laura Taylor is a great resource, and also assist with technology services
- Policies and Bylaws - 2018-2019 was a big year for policy creation and review - should be reviewed annually and semi-annually - available on the Banff Public Library website and the HQ Team on Basecamp - bylaws require updating within the next year, however bylaws need to be approved

through the Town of Banff - some other TBD's: Communication Plan, Staff Procedural Manuals

- Plan of Service - sets vision and direction of library - was last done in 2018 - a requirement of the Alberta Libraries Act which specifically sets out what the library has to do including needs assessment etc. - should be reviewed annually - perhaps done concurrently with bylaw review - a great way for the board to understand the needs of the community - board members should be talking to community members who use the library because everyone uses the library differently - try to talk to community members at least once a week - this feedback will help direct the Plan of Service - should also be measurable to ensure goals are achieved - start developing user surveys and focus groups in anticipation of 2022 - Stormy Monod has added these documents to the HQ Team - feedback has to come from community and all board members

8. Reports

- a. HR & F Committee Update – Patty Anasco
 - Report not available
 - No committee meeting in November until committees are formed - next meeting likely in December or January
 - Stormy Monod suggested going over financial line by line so the committee understands the budget line items
 - Patty Anasco has created a projected budget until 2022 - should be reviewed

- b. BD & P Committee Update – Lindsay Stokalko
 - Still open for new board members
 - Cut off in mid-December?
 - Open it up to people who haven't made it on other committees
 - Sarah McCormack to contact Libby McDougall with deadline of November 15, 2019 - needs to be advertised that it is still open
 - Town Councillors cannot be board chairs so two additional board members would be helpful to help with board work load
 - Also discussed a policy review schedule which will be delegated at the committee level

- c. Financial Statement Review/Treasurer – Patty Anasco (read by Kyle Brenders)
 - Grants are coming in
 - Some revenue shortfall of \$5000
 - \$24,000 from provincial grant
 - Refer to report on Basecamp for details
 - Patty Anasco did an excellent job on budget
 - Shortfall is a small amount which can be covered by operating reserve

- d. Marigold Board Update - Patty Anasco and JM Stelter
 - JM Stelter is Marigold rep for ID9
 - Patty Anasco was Marigold rep for Banff
 - Will need new Banff Public Library Board representative for Marigold
 - Have two Marigold representatives which means two votes on a board of 44
 - JM Stelter updated on board meeting - next board meeting in November - happy to represent both until there is a new Banff rep

- No big budget concerns
- Marigold was hacked over the summer and all files have since been restored
- A great system to be a part of
- Next Marigold board meeting in a small town in Alberta - TBD

e. Librarian's Report to Board – Sarah McCormack

- Refer to report on Basecamp
- Iron On Crafting Program is a new program
- Frontrunners film with speakers on November 16th funded by Marigold grant
- Next week there is some library closures for staff development - training and some field trips to orient staff with the town and services to better serve community
- Offered to new board members to give tours
- Will upload stats document to Basecamp tomorrow - holding steady - Banff Public Library is a heavily used community service and exceeds usage in libraries of larger towns
- Increased grant funding
- Clothing Swaps - for adults and for children - registered event which also links to Towns affordability and sustainability goals
- Speaker series in January - speakers TBD

f. Town Council Update – Brian Standish and JM Stelter

- No Town of Banff update - Brian Standish absent and Corrie DiManno left early
- No updates from ID9 - grant provided to Sarah McCormack from ID9 for library services
- Moraine Lake road is closed - lots of snow

9. Correspondence

- Andrew Oosting and Sarah McCormack presented to council on October 15, 2019 regarding board transitions, funding concerns, political advocacy, statistics in graphic form - to ensure council advocates for the library, and ID9 sent a letter of support - this was then published in the Rocky Mountain Outlook
- No other correspondence

10. Next Meeting – November 27 at 6 PM - dates and times can change based on availability of board - Town of Banff needs to update when the board meetings are being held in order to ensure the public knows - meeting spaces can also change to increase board visibility around town

11. Adjournment - 7:43pm



Andrew Oosting, Board Chair

Feb 14, 2020