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BANFF PUBLIC LIBRARY BOARD MEETING

Minutes

Wednesday, January 29, 2020

6:00 pm

Present: Sarah McCormack, Ali Buckingham, Sonia Zyvatkauskas, Lindsay Stokalko, Brig Hopkins, Brian Standish, Joanne Harris

Regrets: JM Stelter, Kyle Brenders

Absent: Trish Watt

Meeting Chaired By: Brian Standish

1. **Call to Order:** 6:00 pm
2. **Approval of Agenda:** As amended - add Marigold Representative under New Business, and add Sarah's reports (BISAC, Staff Management, Budget Line items) under Old Business - **Brian Standish - Approved 2020-01-29-01**
3. **Approval of Minutes of December 11, 2019:** **Brian Standish - Approved 2020-01-29-02**
4. **Electronic Motions:** none
5. **Training**
 - a. **Website and E-Resources - Sarah McCormack**
 - Sarah McCormack's first overview of a library resource after decision at last board retreat to focus on one library service per board meeting to educate board members on library resources so they better understand these resources and can share them when speaking with community members
 - New website! Check out new website and report back if anything doesn't seem intuitive
 - Sarah McCormack went over eResources available including resume assistance, consumer reports, ebooks, emagazines, music, grants, training videos, book suggestions, newspaper readers, language learning, elementary/high school curriculum resources, children's books and games, encyclopedia's
 - Need to develop how and when new resources are promoted - part of Communication Plan
 - Staff Management Plan - each section will be presented as an over-view at board meetings with all board members having access to full report to reference as a whole and to understand each part being presented prior to
6. **Old Business:**
 - a. **Capital Plan**
 - Needs and wants to be listed and to have quotes associated with them for the HR&F Committee to budget and bring to board to make some decisions - Sarah McCormack to have list ready for the HR&F Committee meeting in February

b. BISAC Report, Staff Management Plan, Budget Line Items - Sarah McCormack

- Book Industries Standards Guide (BISAC) report - Sarah McCormack gave overview for new board members of history and reason for changeover from Dewey to BISAC and the results of focus group etc. included in report - both report and PowerPoint will be uploaded to Basecamp for reference
- Staff Management Plan - Sarah McCormack to upload report and PowerPoint to Basecamp for reference and will overview each individual section per board meeting - and the board will need to decide on potential raise for Sarah McCormack (market increase) - all other library staff are getting a 2% raise as of next pay period - HR&F Committee to review Sarah's contract and will bring to board for discussion - an In Camera will be required in February board meeting to discuss
- Budget Line Items - Sarah McCormack to upload to Finance Basecamp Team - several are still outstanding

7. New Business:

a. Appointment of Library Board Chair

- Brian Standish and Sarah McCormack have discussed some alternative options for Library Board Chair
- Is a rotating Chair an option? Sarah McCormack looking into this as an option based on other libraries
- The Banff Public Library legally needs a board chair so a decision needs to be made at this board meeting
- Rotating board chair? For meetings this works ie. different board members can Chair the meeting, however for other purposes a rotating Chair doesn't work especially for financial reasons
- The cons with being board Chair includes attending three meetings per month - the regular board meeting, the BD&P Committee meeting and the HR&F Committee meeting- does the Chair really need to be at board meetings and at both committee meetings? Perhaps not - not in policy or bylaws
- Lindsay Stokalko has technically been acting as unofficial chair since September 2019 and is already aware of what the position entails
 - Lindsay Stokalko has offered to be Chair if she:
 - Can still be Secretary
 - Does not have to go to both HR&F and BD&P meetings each month and can instead alternate meetings optionally or priority based or as needed
 - BD&P needs to appoint new Chair
 - Board members rotate chairing meetings so she can still attend to Secretary duties ie. taking meeting minutes
 - **Joanne Harris moves to appoint Lindsay Stokalko chair with agreement to the above terms - Approved 2020-29-01-03**

b. ID 9 Representative – Appointment of an individual not a position as per Public Library Services Branch

- Board needs to make a motion to request that JM Stelter be representative and then town council will need to appoint him and Brian Standish can explain to Town Council in February why this has to be done - this previously meant that ID9 could change the person without asking Town Council but now they have to go through Town Council to appoint a new member to the Banff Public Library Board

- **Motion for library board request the Banff Town Council appoint JM Stelter as library board member - Approved 2020-29-01-04**

c. Marigold Board Representative

- Brig Hopkins can no longer be Marigold Representative because all meetings are on days she's away for all of 2020
- Video conferencing can be done but this is not an ideal solution
- Can we rotate this position too? Sarah McCormack to look into this and talk to Laura Taylor from Marigold about this and other options
- Board will discuss this next board meeting in February

d. Inventory – closure

- Need to do inventory of Banff Public Library collection
- 8-10 staff are required for a full day to do complete inventory
- Last time an inventory was completed was in 2015 when BPL re-joined Marigold so an updated inventory is very overdue
- This is required to understand what materials are missing and what materials are in the library
- Marigold can lend laptops for this
- Extra cost for budget? Only if extra staff are required
- No charge for Marigold staff to attend
- Inventory checklist and procedure
- **Joanne Harris moves to give Sarah McCormack to take one day to complete inventory during library closure to be completed by the end of March - Approved 2020-29-01-05**

e. Committee Meeting dates

- It's vital that both the BD&P and HR&F committees meet every month at the library or elsewhere
- The dates and times are to be determined by sub-committees as they best suit committee members
- Joanne Harris wants to meet with HR&F to discuss meeting dates after this board meeting
- Dates for board meetings is the last Wednesday of every month and committees are required to meet before this in order to bring any decisions to the board

f. Photocopier

- Photocopier lease up at the end of January 2020
- Currently with Toshiba
- They work closely with Richard Kenig- IT Manager at Marigold
- There is the option to renew with Toshiba
- New photocopier at lower price - service, toner, free pages, \$100 service credit and should save \$1600/year
- **Lindsay Stokalko moves to accept new 48 month contract with Toshiba with their new terms - Approved 2020-29-01-06**

8. Reports:

a. HR&F Committee – Joanne Harris

- Nothing to report - unable to meet in January - several things on the agenda to discuss at the February 24th committee meeting
- Sarah McCormack explained that the most pressing is a letter to ban or suspend patrons who are behaving inappropriately in the library
- Patron Code of Conduct - LM5
- Harassment Policy - HR 13
- Sarah wants to get ahead of these incidents so nothing bad happens to anyone - hard for staff to know what sort of services to call to assist these people
- The board needs to discuss what to do to address the needs of these individuals
- RCMP aren't the best, however there aren't any appropriate social services in Banff to help address these social needs
- Indigenous Advisory committee meets in April and a library staff member will attend and broach this subject with committee members
- Joanne Harris suggested to Sarah McCormack to create some sample letters for the board to review - so the staff have something to keep the situation organized and documented - to empower the staff
- Sonia Zyvatkauskas pointed out that the library is cultivating themselves as a safe space for marginalized people so the library needs to explore what it means to be a social space and apply social programming - there is a broader context
- Professional help needs to be sought to set the staff up for compassionate response and to ensure that the board knows how to advise
- BD&P to address policy to include tidbits in letter and reach out to other community organizations regarding possible services
- HR&F to look into training for staff and board

b. BD&P Committee – Lindsay Stokalko

- Discussed moving forward with Capital Plan
- Sonia Zyvatkauskas has started drafting a communication plan - should explain solutions in plain language and ensures the library speaks in a united voice - will give the board and library a good grounding to flesh out this plan further
- Laura Taylor will come from Marigold to do a board basics workshop for the board - usually three hours - weekends work better and Sarah McCormack will request some dates from Laura Taylor to share with board to make some decisions on a date for this workshop
- Policy has been scheduled for yearly review in Basecamp calendar and have been assigned to the committees that initially reviewed/edited/wrote the policies and the committee chairs will then delegate individual policies for review to each committee member - and suggested revisions will then be presented and reviewed at board meetings

c. Financial Statement – Joanne Harris

- Last statement is November
- No December financials because it's year end
- Everything looks good so far
- Will have December and January financials to review in February
- BMO credit card - the library banks with CIBC so it's complicated for Sarah McCormack -

- \$10,000 GIC with BMO to act as collateral
- Instead of pulling from BMO pull directly from CIBC which skips a cheque from Town of Banff to Town of Banff
- Take \$5000 from CIBC general account and move to BMO GIC a low risk option
- **Motion to move \$5000 from CIBC general account to BMO invest in a low interest low risk GIC - to enable MC to be paid directly out of CIBC account monthly and all reporting will continue as it - 2020-29-01-07**
- Joanne Harris will investigate rates and fees over time and get to those at a later date- she has a list of things to look into however this MC shift is the easiest first thing to take care of financially

d. Librarian's Report - Sarah McCormack

- CRA issue has been sorted out
- Payroll person for the Banff Public Library, Natalie Bouchard at Town of Banff noted an error when logging into the BPL CRA account - could no longer be a representative for library - since Sarah McCormack and Natalie Bouchard were not authorized representatives they couldn't figure out who an authorized representative was and it had to be a charity directorate (one of the board members)
- Kyle Brenders was in library this morning trying to figure out and called CRA - finally a CRA representative was reached on the phone and the issue was addressed
- Permission to give authority to update and view CRA account to Sarah McCormack who can authorize Natalie Bouchard who can then add board Chair
- CRA information needs to be reviewed at the Annual Organizational Meeting to ensure the information is up to date
- Programs - Sarah McCormack is hosting a program on February 19 - making earrings with Cricut machine
- Doing program overviews for upcoming programs ie. music series, speaker series,
- Grants - applied for two Young Canada Works jobs - regular and a student with Indigenous focus to inform summer reading, communications etc.
- Applied for BCCF grant for social programs

e. Town Council Report - Brian Standish

- Town auditors at last council meeting - audit review for library in 2020
- Capital (10 year) Budget and Operating (3 year) Budget approved
- Town is having difficulty keeping up with snow removal - especially over holidays with vacation and snow removal but is now under control
- Brian Standish wants to ensure each Banff Public Library board meeting is kept to 2 hours or under
- Sonia Zyvatkauskas will chair February board meeting
- Brig Hopkins will chair March board meeting
- Brian Standish will chair April board meeting
- Joanne Harris will chair May board meeting

9. Next Meeting: February 26, 2020 at 6pm

10. Adjournment: 8:17 pm



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A handwritten signature in black ink, appearing to read "Lindsay Stokalko". The signature is fluid and cursive, with a large loop at the end.

Lindsay Stokalko

Banff Public Library Board Chair / Secretary