

**BANFF PUBLIC LIBRARY BOARD MEETING**

**Minutes**

**Wednesday, February 26th, 2020**

**6:00 pm**

**Banff Public Library Board Room**

**Present:** Sarah McCormack, Joanne Harris, Lindsay Stokalko, Sonia Zyvatkaukas, Brian Standish, Ali Buckingham, Brig Hopkins, JM Stelter calling in from Calgary

**Regrets:** Kyle Brenders

**Absent:** N/A

**Meeting Co-chair:** Sonia Zyvatkaukas

1. **Call to Order:** 6:06pm
2. **Approval of Minutes of January 29, 2020 - Approved 01-02-26-2020**
3. **Approval of Agenda:** Addition to agenda Old Business E - Marigold Rep added by Brian and under New Business - Grant added by Sarah
4. **Electronic Motions: none**
5. **In Camera: Library Director contract review**
  - Redacted for public minutes
6. **Training**
  - a. **Library Then, Now, Future – Sarah McCormack**
    - Overview and timeline of library and what's been going on
    - Sarah arrived in 2014 when BPL wasn't a part of Marigold (since 2005) and Sarah pushed to re-join library which has changed all operations
    - Integrated library system was *L For You* and switched to Marigold supported *Polaris*
    - Plan of Service was past due
    - Hand stamped check ins
    - Black and white photographer
    - No copies of policies and bylaws
    - No interlibrary loans
    - Negative relationship with town council
    - Outdated website
    - No POS machine
    - Sarah standardized staff schedule and revised library hours
    - Town and ID9 needed to invest a lot of funds to re-join Marigold which was approved on November 24, 2014
    - More grants became available provincially by re-joining Marigold for both Banff and ID9
    - Able to track public time on phone
    - Marigold provided faster internet for free

- Part of TRAC which made available many additional e-resources
- Bylaws were revised when Sarah returned to work
- Board committees were streamlined
- Layers of service and products added to increase library experience
- 2018 was focussed on Policy, file organizing, staffing changes
- 2019 was focussed on overdue reports - BISAC, Staff Management Plan, policy review
- 2020 will focus on capital plan, Plan of Service, Organizational Plan, updating Staff Handbook etc, and work on archiving library documents

## 7. Old Business:

- a. Capital Plan - Joanne Harris
  - HR&F reviewed old draft document
  - Does the Capital Plan follow the Plan of Service? Do we hire a consultant?
  - Must operationalize Plan of Service to inform Capital Plan before
  - Do we focus on immediate needs? Like furniture?
  - No long term investments
  - It's a complicated relationship with Town of Banff and Library and Whyte Foundation
  - We got ahead of ourselves with a Capital Plan - first we need an Operational Plan to support the Plan of Service
  - We need to address seating and furniture immediately - proceed with quotes
  - Will proceed with Capital Plan once Operational Plan is complete
- b. Inventory – closure Monday, March 2, 2020
  - Computers from Marigold arrived, staff scheduled, closure scheduled
  - Board members can stop by if they want to observe or help
- c. Committee Meeting dates
  - HR&F - March 16, 2020 at 12noon at Ali's office
  - BD&P - March 18, 2020 at 6pm at Banff Public Library
- d. Photocopier
  - Contract in Basecamp
  - New photocopier arrived
  - Old one getting removed this week
- e. Marigold Rep
  - Marigold said that there cannot be a rotating rep - only a main and an alternate
  - JM Stelter will attend in behalf as ID9
  - Two new board members (pending) may want this opportunity - first meeting for Marigold is in April-May 2020
  - January meetings are four different remote meeting
  - All three are in same location
  - Next meeting April 18th in Strathmore - Ali will attend
  - August 29th in Exshaw - new board member to tentatively attend
  - November 21st in Rockyview

- **Motion to appoint Ali Buckingham and Marigold Rep - Approved 02-02-26-2020**

## 8. New Business:

- a. HR 2 Policies - Joanne Harris
  - Changes will coincide with new legislation
  - Some typing errors edited
  - Sarah will type new changes to HR2 to be reviewed and accepted next board meeting
- b. Bylaw review - Joanne Harris, Sarah McCormack, Ali Buckingham
  - Reviewed by HR&F - needs to coincide with BD&P Committee and will be passed on to BD&P for view when HR&F is done - most changes will occur on Schedule and not in bylaw and you don't need council to approve
- c. Plan of Service Review - Sarah McCormack
  - After BD&P Committee meeting Sarah started to create a document with goals and parts of goal and linking to documentation that supports operational aspects of the library - show gaps and show what's been done
  - Hard to measure some metrics - will need to track these better
  - From here the focus moving forward will be obvious and can plan accordingly
  - Brian has requested time for board to review this "Status Report and Action Plan" and discuss at next board meeting
- d. Communications Plan - Sonia Zyvatkas
  - Communication Plan supports the objectives of the organization
  - What are you trying to achieve with the communication plan?
  - What are the objectives?
  - How do we achieve these objectives?
  - Who needs to know this? Staff? Board? Patrons? Stakeholders? Partners
  - Develop key messages
  - Develop approach and tactics
  - Measurements for success?
  - Timelines for roles and responsibilities?
  - Strategic messaging?
  - All of the above are tied into the plan - it's not just about the message it is the OBJECTIVE
  - Base communications plan on whatever is identified in the tracking of the strategic plan as what the library can work towards
  - Ask Sarah what she immediately needed the patrons to know about - example was e-resources - moving forward can start pulling out of Service Plan what we want to communicate, how the staff will execute, how the board can be advocates and HOW is the best way to get this information out - common goal and common message which link back to to the Service Plan
- e. New Board Members/Recruitment
  - Advertisement has been posted - as of yet no contenders

- Sarah up post more on social media and posters

f. Staff Management Plan – Assistant Director/Collection Development

- Slightly amended version
- Collections management
- Can take on some roles of Director if Sarah is absent such as payroll and financial reporting
- Sarah is introducing more instructions and workflows for Carey Ann to reference as she is introduced more responsibilities
- Carey Ann Lees has seen the description and it was gone over before performance review
- Does this Staff Management Plan need to be discussed at each board meeting? Some board members finds it helpful but some deem it unnecessary
- Take this off as standing item but make recent version available on Basecamp

g. PLSB Grant Request to submit

- Board will need to make motion to submit this grant
- Speaks to hours of service, education of staff, stats generated by Marigold
- Lots of useful stats and this information could be used to tell a story for library use and can speak to Capital Plan and Plan of Service
- **Motion to submit Public Library Service Branch grant - Approved 03-02-26-2020**

9. Reports:

a. **HR&F Committee – Joanne Harris**

- Refer to discussion above regarding HR&F

b. **BD&P Committee – Lindsay Stokalko**

- New approach for policy review to have one meeting where all suggested policy updates are reviewed at one time and accepted so the new policy documents can be shared online all at once
- continue with policy review schedule at committee level

c. **Financial Statement – Joanne Harris**

- December uploaded to Basecamp today as it was received from accountant today
- Overspent by ~\$400
- Current liabilities? Due to the Town of Banff? \$ from town is considered a “grant” - this fluctuates year to year and carries over to the next year
- “Review Engagement” is KPMG audit review
- Board expenses is food and Basecamp and board retreat
- January 2020 is in good shape
- Capital funds discussed at HR&F committee - invest this money? Have to wait until we know what we want to spend money and to ensure we have a reserve and revisit in 6 months with any recommendations brought to board

d. **Librarian’s Report - Sarah McCormack**



**INSPIRE. ENRICH. CONNECT**

- Trying new Director's Report template and so far so good, some things are redundant
- A great snapshot of what is going on in the library
- Sarah keeps it open through the month updates it as necessary so it's ready to go for the board meeting

**e. Improvement District #9 Report - JM Stetler**

- Nothing to report

**f. Town Council Report - Brian Standish**

- Nothing to report

**10. Next Meeting:** March 25, 2020 at 6pm at Banff Public Library

**11. Adjournment:** 8:01pm

Lindsay Stokalko  
Banff Public Library Board Chair / Secretary