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BANFF PUBLIC LIBRARY BOARD MEETING

Agenda

Wednesday, April 29, 2020

6:00 pm

Via Zoom

Present: Lindsay Stokalko, Sarah McCormack, Joanne Harris, Ali Buckingham, Jean-Marc Stelter, Kyle Benders, Sonia Zyvatkauskas, Brig Hopkins, Brian Standish

Chair: Lindsay Stokalko

1. **Call to Order:** 6:15pm
2. **Approval of Minutes of February 29, 2020:** **Motion to approve - Brian Standish - 01-29-04-2020**
3. **Approval of Agenda:** Add plan of service under New Business - **Motion to approve - Joanne Harris - 02-29-04-2020**
4. **Electronic Motions:** none
5. **Training**
 - a. **Public Library Service Webinar on Board Governance During COVID - May 4th to May 7th-** all board members are encouraged to attend one of these free webinar meetings to get up to date on library board governance, expectations and some pandemic guidance
6. **Old Business:**
 - a. **Committee Meeting dates**
 - How do committees want to meet during the pandemic? Pressing matters such as HR&F Committee to focus on Sarah McCormack's contract review and BD&P Committee to focus on the Plan of Service
 - Jean-Marc Stelter to send Joanne Harris a contract example and Sarah McCormack and Joanne Harris will meet to review these examples and current contract to create a better document
 - BD&P - can't hear Sonia Zyvatkauskas on Zoom due to poor connection - she will reach out to committee members on Basecamp to create a plan for committee and schedule a meeting date
 - b. **Policy Review**
 - Push policy review to next year so the board can focus on more pressing matters and return to policy in 2020 - gives a year of policy to function and may be at a better place for review next year and if any big issues arise, can be dealt with as needed
 - c. **Closure updates**
 - Sarah McCormack has been keeping board informed in weekly reports to board - Lindsay Stokalko uploaded these to this board meeting's Basecamp "Library Director's Report" document file for reference

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- Pick up and delivery has been launched with only available materials currently in the Banff Public Library building
- Hygiene bags have started going out again
- New partnerships in the community for hygiene bag items
- Craft kits are going out in time for mother's days as well as other craft kit options will be launched
- Staff working on a safe way to print forms - patrons had been inquiring - final procedures are being reviewed and this should be an available service soon
- Staff are very busy in the library and are working on all the above these tasks and other catch up tasks such as cleaning and shelf reads
- Sarah McCormack sent email to staff laying out new expectations at work - understandable that staff will not be working at 100% and have been connected to mental health resources available through their benefits
- Weekly meetings for staff all via Zoom - both those working the in library and those working from home
- In house staff meet every morning to touch base and outline tasks
- Breathing and stretching breaks occur every day and staff have been encouraged to be mindful of keeping good work/home boundaries especially when working from home
- Media contacts for library related things ie. RMO interview about pick up and delivery - director is more operational vs. board for higher level stuff
- Brig Hopkins attended Marigold Board meeting and said that Banff Public Library is doing way more than many other libraries in Alberta, many of which are closed
- Staff are treating this as an opportunity vs. crisis and thinking creatively and using this as a time to roll out some pilot projects
- Joanne Harris suggested creating something for staff as a thank you - Lindsay Stokalko suggested a gift card for Nesters and Sarah McCormack suggested hosting a gathering for all staff when it's safe to do so - HR&F Committee to take a look at the budget and price out gift cards for Nester's for all staff - currently working and those laid off

7. New Business:

a. Committee Meeting dates

- Chairs will determine dates and topics that require attention and will reach out via Basecamp to arrange and discuss

b. E-bike deliveries

- Unsuccessful with grant
- Ski Big Three offered to loan an ebike for this purpose
- This is an ideal way to test out a pilot project before spending money
- Concern with cost if not getting grant but a loaned bike is ideal
- Safety concerns - staff will supply their own helmet, there needs to be some safety training in place before rolling this out, what is the insurance that covers this type of bike travel? This is covered under the library's insurance. Is there liability for the board if there is an accident related to this project? Covered by WCB.

c. Plan of Service

- Added to agenda after Lindsay Stokalko received email from the Province about the Plan of Service and the board's role in assessing during a pandemic
- Current Plan of Service is from 2018-2023 and needs to be reviewed by BD&P Committee
- Created in 2017 after community needs assessment and other outreach
- Sarah McCormack to upload Plan of Service updates to Basecamp to keep in mind for review and speak to the next plan of service
- In 2022 there will need to be another community needs assessment
- Also a good time to assess these pandemic related projects as pilot projects and see if they should be worked into new Plan of Service
- Unable to hear Sonia Zyvatkaukas on Zoom again due to bad connection, but the BD&P Committee will discuss in Basecamp and at next committee meeting

8. Reports:

a. HR&F Committee – J. Harris

- Committee has not met so there is not report, but will set a meeting date for May - will work on Sarah McCormack's contract and will have it completed in time for approval at May board meeting
- Are library staff still scheduling vacations to ensure there are not too many vacation days accrued? Sarah McCormack is still receiving reports from Natalie at the town and has discussed with Barbara King regarding any financial implications which may have to force staff to take vacations
- Staff are being encouraged to take vacation time

BD&P Committee – L. Stokalko

- Committee has not met so there is no report and will set a meeting date in May to discuss the Plan of Service
- Sonia Zyvatkaukas is the new BD&P Committee Chair

b. Financial Statement – J. Harris

- Grant from ID9 has been cut to \$7500 from \$15,000 - how will this affect the library - if grants from Town of Banff, Municipality and Province remain the same we should be okay to absorb this cost, especially due to reduced staffing
- Sarah McCormack is keeping an eye on programming expenses which are also reduced
- Capital planning and furniture upgrades should be put on hold until 2021
- All purchasing program items from Marigold are on hold
- Putting capital plan on hold is in the library's best interest due to uncertainty with the Whyte Foundation's position and revised plan
- Audit review from accountant - large number of mistakes from KPMG - Sarah McCormack has a list and has met with accountant and a finalized correct version in

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time for next meeting - Joanne Harris and Lindsay Stokalko to meet with Sarah McCormack to discuss this and the extra service charges from credit card

- Sarah McCormack may ask for reduction in price for cost of audit - is very expensive and the mistakes are surprising and she spent a lot of time reviewing it and making a list of errors that required addressing
- Alternative budgets to anticipate different fluctuations in funding - Sarah McCormack has some examples on how to make a series of budgets and will have these ready to discuss for next HR&F Committee meeting
- Funding changes from Town of Banff? Brian Standish explained that the Town has been tasked with creating four different budget scenarios by percentage reduction and they will be presented to council on May 11th - hopefully won't affect the library, however Brian Standish will report any changes immediately

c. Librarian's Report - S. McCormack

- Sarah McCormack has covered above in "Closure updated" and "Ebike" what is going on operationally at the library - the plan and use of space and programs are progressing and the staff are using this as an opportunity to try out some pilot projects and other creative solutions to create more accessibility
- Sarah McCormack is to continue with weekly reporting as the board and the director enjoy these weekly updates and find the informative

d. Town Council Report - B. Standish

- The meeting on May 11th will be a big one for everyone in Banff
- Possibility of a special board meeting after this meeting if there are funding cuts

e. Marigold Meeting – B. Hopkins

- The Banff Public Library is doing an excellent job vs. other libraries in the Marigold system
- Marigold on track with budget and haven't been affected by budget cuts yet
- No dates or information regarding when borrowing can resume - no staff at a lot of libraries to do the work to send and receive materials

9. Next Meeting: May 27th at 6pm via Zoom

10. Adjournment: Motion to adjourn - Joanne Harris - 7:05pm



Lindsay Stokalko

Banff Public Library Board Chair / Secretary



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