



INSPIRE. ENRICH. CONNECT

BANFF PUBLIC LIBRARY BOARD MEETING

Agenda

Wednesday, May 27th, 2020

6:00 pm

Via Zoom

Present: Lindsay Stokalko Joanne Harris, Sarah McCormack, Brig Hopkins, Ali Buckingham, Brian Standish, Sonia Zyvatkauskas, JM Stelter
Regrets: Kyle Brenders

1. **Call to Order:** 6:05pm
2. **Approval of Minutes of April 29, 2020:** Add Brian Standish was present but omitted from minutes - motion to approve Joanne Harris - 01-05-27-2020
3. **Approval of Agenda:** motion to approve Joanne Harris - 02-05-27-2020
4. **Electronic Motions:** Nester's Gift cards for library staff - May 5, 2020 - approved by board
5. **Training**
 - a. Public Library Service Webinar main points
 - Lindsay Stokalko to type up notes to go over gaps at next board meeting
6. **Old Business:**
 - a. Pandemic-focussed policy
 - Discussed by both committees
 - Specific policy required and existing policy needs to be reviewed
 - Sarah looking at existing policy
 - Masks? Not required as long as social distancing can be maintained
 - Draft ready prior to June committee meetings
 - b. Closure updates
 - May 28th planned power outage from 9am to 3pm - library closed and staff will not be at work
 - Touchless faucets, soap dispensers approved by town - date for installation TBD
 - Once library is "reopened" will be by appointment
 - Current programming still popular
 - Potential outdoor programming TBD
7. **New Business:**
 - a. Basecamp "To Do"
 - Discussed at BD&P committee to start using this function so Sarah McCormack can assign tasks and keep board members accountable
 - b. Basecamp "Archived"



INSPIRE. ENRICH. CONNECT

- Old projects and 2019 board meeting moved to “Archive” - not visible on main page but still accessible under “Archived” on main page

8. Reports:

a. HR&F Committee – J. Harris

- Health and Safety during COVID - delivery and pick up of items, use of mask,
- For Phase II access to library will be by appointment only, slow reopening, outside activities
- Stand alone policy as HR 15 - Sarah working on this and both committees will review
- Sarah McCormack’s current contract needs review, editing, approval - Joanne Harries got a template from Marigold and executive committee is reviewing and meeting about this ie. hiring legal counsel may be required

b. BD&P Committee – S. Zyvatkauskas

- Settled on direction for plan of service
- Sonia Zyvatkauskas doing step by step outline and will bring to next committee meeting

c. Financial Statement – J. Harris

- Nothing noted that would be of concern
- Audit review for 2019 after corrections - reviewed by Sarah McCormack and Joanne Harris
- Accountant Angelika Eirsch spotted a lot of the initial errors, however after another review and errors corrected, she is happy with the audit
- Brian Standish spoke with auditors on Monday and there were some miscommunications that lead to the errors which are now sorted out
- Sarah McCormack to upload audit to Basecamp and will pass by electronic motion by board so grants can be applied for
- Trouble with BMO MasterCard - several errors stemming from when we switched - transit number to CIBC account was entered incorrectly
- Joanne Harris has looked into ATB and Credit Union for their products - similar products ie. annual fee, interest rate (prime plus small amount) for \$10,000 limit and both will want a guaranteed investment certificate as collateral and will want all accounts moved to them
- Joanne Harris to create spreadsheet to compare and HR&F committee will review

d. Librarian’s Report - S. McCormack

- Refer to weekly support submitted last week
- Working on pandemic policy

e. Town Council Report - B. Standish, JM Stelter

- Budget passed on Monday May 25, 2020 and there will be no funding changes to library for this 2020
- There will be no enhanced services - no additional money available
- Capital budget - the library outdoor enhancement landscaping and safer access is on budget for 2021



INSPIRE. ENRICH. CONNECT

- Town of Banff closing 100 and 200 blocks of Banff Avenue to vehicular traffic - pedestrian only until September
- Nothing pertaining to ID9

f. Marigold Meeting – B. Hopkins

- Nothing to report since last meeting

9. Next Meeting: Board meetings will continue through summer due to pandemic - next meeting June 24, 2020 at 6pm via Zoom

10. Adjournment: 6:38pm

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