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**BANFF PUBLIC LIBRARY BOARD MEETING**

**Meeting Minutes**

**Wednesday, February 24th, 2021**

**6:00 pm via Zoom**

**Present:** Lindsay Stokalko, Joanne Harris, Sarah McCormack, Ali Buckingham, Michaela Duggan, Jean-Marc Stelter, Brig Hopkins, Sonia Zyvatkauskas, Courtney Maxwell-Alves, Monia Dominguez, Brian Standish

**Regrets:** N/A

**Absent:** N/A

1. **Call to Order:** 6:02pm
2. **Approval of Minutes of January 27, 2021:** Allan Buckingham with two "L's" not "Alan Buckingham" - 01-24-02-2021- Approved by Michaela Duggan
3. **Approval of Agenda:** 02-24-02-2021 - Approved by Ali Buckingham
4. **Electronic Motions:** None
5. **Training:** Will skip this week and will resume in March - Laura Taylor will do Marigold Training
6. **Old Business:**
  - a. **Policy Review Guidelines**
    - i. Sonia Zyvatkauskas explained that she created two documents - checklist and process to guide policy review - both researched and refined by the committee and ready to be reviewed by board and the try the process in practice to see if there are any flaws or edits
    - ii. Joanne Harris stated that it will be nice to have a good process in place for review
    - iii. Lindsay Stokalko uploaded forms from another board as examples for guiding policy monitoring that may be useful as part of process
    - iv. Policy would be reviewed on a four year cycle - next step would be to refine the schedule and split between committees - Lindsay Stokalko will review current schedule and revise the schedule to reflect these new four year cycle timelines
  - b. **Annual Report**
    - i. Sonia Zyvatkauskas is ready and waiting for board members to submit their materials and she will act as editor for the annual report
    - ii. Lindsay Stokalko needs to submit statement from chair
    - iii. Sarah McCormack needs to submit statement from director ie. pandemic response and stats, and stories, etc.
    - iv. Graphics will support the report
    - v. Joanne Harris needs to submit year end financials
    - vi. Ali Buckingham will put financials in chart form
    - vii. Thank donors and partners and maybe list grants received by library etc.

- viii. PLSB report is due on Friday and much information and numbers will be pulled from this to include in the annual report
- ix. Monica Dominguez asked if the annual report will be available on website and Sarah McCormack confirmed yes

**c. Programming/Service Technology request – Sarah McCormack**

- i. Brought up this need at last board meeting
- ii. Documents have been uploaded for board review to Basecamp
- iii. Sarah McCormack and Jean-Marc Stelter discussed recommendations made by Allan Buckingham
- iv. Sarah McCormack wants to use capital funds to pay for these expenses as some items are capital items
- v. Motion to approve \$3500 from capital budget for technology expenditures -  
**03-24-02-2021 - Approved by Joanne Harris**

**d. Advocacy**

- i. Sonia Zyvatkauskas stated that annual report will be a good advocacy tool and Monica Dominguez stated that having it online will be great
- ii. Sarah McCormack pointed out that Marigold library advocacy worked in advocated the province regarding COVID restrictions and libraries can now proctor exams under current lockdown restrictions - which was a need identified by every library in Alberta
- iii. Courtney Maxwell-Alves wanted some more specific tips for ongoing library advocacy on a larger scale beyond explaining services to community member - how to think more strategically about advocacy?
- iv. Monica Dominguez suggested that connecting with hospital residents with library materials and Sarah McCormack may be able to support this with grants - Monica Dominguez is currently connecting with other hospital board members to discuss further
- v. Joanne Harris said it's important to talk with community members in an ongoing way to ensure people know that during the pandemic, library services are still available
- vi. Courtney Maxwell-Alves offered to gather resources for library advocacy and upload to Basecamp for board members

**7. New Business: None**

**8. Reports:**

**a. HR&F Committee – J. Harris**

- i. Committee did not meet - finances are looking good and policy review is on hold pending new processes
- ii. Will need to discuss in March the final budget - committee will meet again in March to resume committee tasks
- iii. Joanne Harris must resign from board due to need to reside restrictions - must move to Calgary and can no longer serve on library board
- iv. Will need a replacement on board for Treasurer and HR&F Committee Chair which will need to be chosen at the April Annual Organizational Meeting - board members were encouraged to look into these roles and reach out to Joanne Harris, Sarah McCormack, Lindsay Stokalko with any questions

**b. BD&P Committee – S. Zyvatkaukas**

- i. Policy review process has been created
- ii. Terms of reference for working group to look at holistic design to enhance functionality of library was also something the committee was working on
- iii. Committee decided that there is a need expert advice to guide process - Sarah McCormack has offered to create wish list of improvements and contact professionals who may be hired to guide this process - these tasks are ongoing and Sarah McCormack will report back

**c. Financial Statement – J. Harris**

- i. Nothing new to report with financial statements
- ii. In March a year end report will be available for review and approval by board
- iii. Committee will review and meet in March and will make report available at March's board meeting
- iv. Finances are on budget

**d. Librarian's Report - S. McCormack**

- i. Busy time at the library
- ii. Electrical work is done and computer stations have been moved and are functional
- iii. Some light painting has brightened space
- iv. Phone upgrades did not go well with upgrade to Supernet - Richard from Marigold came back to fix but couldn't figure it out - Sarah McCormack had phone calls forwarded to her cell phone over the weekend until Richard returned on Sunday to fix phones
- v. Marigold IT also finished computer connections, moved photocopiers and other upkeep
- vi. Marigold IT support is wonderful and a real bonus of being part of the Marigold library system
- vii. Sarah McCormack attended the ID9 meeting who will decide on library grant at their March meeting
- viii. Programming is ongoing - guided medication is new and highly recommended
- ix. Book club is happening on Thursday
  - x. Sarah has been able to give staff a 2% increase in salary and will be able to bump a part time to full time position
- xi. Many board members popped by for library tours and meetings with Sarah McCormack at her invitation
- xii. Monthly adult craft kit ie. puzzles, cards, activities, colouring - are new and very well received in community - 25 were made for first round
- xiii. Kids craft kits are weekly

**e. Town Council Report - B. Standish / JM Stelter**

- i. Brian Standish - nothing to report from Town of Banff
- ii. Jean-Marc Stelter - ID9 has started budget process - looks as if grant for library will be at its historic amount and will be confirmed next month

**f. Marigold Meeting – B. Hopkins**

- i. Marigold is building new headquarters in Strathmore - on budget and on schedule
- ii. Nothing else to report - everything is going well with Marigold

**9. In Camera: Not required**



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**10. Next Meeting:** March 31, 2021 - 6pm via Zoom

**11. Adjournment: 6:40pm**

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

Lindsay Stokalko  
Banff Public Library Board Chair / Secretary