

BANFF PUBLIC LIBRARY BOARD MEETING
Minutes

Wednesday, January 27th, 2021

6:00 pm via Zoom

Present: Lindsay Stokalko, Michaela Duggan, Courtney Maxwell-Alves, Monica Dominguez, Brig Hopkins, Sarah McCormack, Brian Standish, Jean-Marc Stelter, Sonia Zyvatkaukas

Regrets: Joanne Harris

Absent: Ali Buckingham

1. **Call to Order:** 6:03pm
2. **Approval of Minutes of November 25, 2020:** Motion to approve 2021-27-01-01 Brig Hopkins
3. **Approval of Agenda:** Motion to approve 2021-27-01-02 Jean-Marc Stelter
4. **Electronic Motions:** None
5. **Training – Laura Taylor, Deputy CEO, Marigold Library System– Marigold Training**
 - Laura Taylor had to cancel but will attend March board meeting to give the board an initial orientation
 - A longer and more detailed board training opportunity will also be offered at a later date
6. **Old Business:**
 - Closure updates and re-opening status
 - Keeping close eye on Alberta restrictions - no changes for libraries
 - Libraries are in a strange place in opening structure - offer vital services to the community that they are unable to deliver such as exam proctoring which can be done in a safe manner adhering to social distancing protocols
 - Staff continuing with work on other services
 - Doing interior work such as new table and chairs arrangements and moving magazine shelving and updating electrical work for computer stations to be better spaced out in the library
 - Sarah McCormack has created two schedules for reopening and remaining closed
 - Brian Standish asked how to best contact Sarah McCormack to come to library to see changes - email is best to arrange a time - all board members are encouraged to do so
 - Policy Review Guidelines
 - Sonia Zyvatkaukas has delegated to the BD&P Committee to look into how other organizations do their policy review - will come up with better guidelines and processes for board to streamline review process
7. **New Business:**
 - Annual Report
 - Sonia Zyvatkaukas has started with an outline which the board has reviewed



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- Lindsay Stokalko and Sarah McCormack need to submit a statements as chair and director
- Graphics need to be sorted out for final report - can likely be done in house
- Programming/Service Technology request – Sarah
 - Capital request - consultation with Alan Buckingham and programming staff - there is a lot of technological limitations as to what the library is current working with to deliver online programming
 - Allan Buckingham provided list of serviceable technology which would be better to use for ongoing and increased programming
 - Jean-Marc Stelter offered to assist with the technology - will review the list of suggested equipment
 - Board can then do an electronic motion to approve funds - ~\$3500
- Advocacy
 - Board needs to learn more about the library and how it serves the community in order to be good advocates
 - Board needs tools in order to be effective advocates
 - What does the board need to be better advocates:
 1. Sonia Zyvatkauskas suggested having goals for advocacy ie. press province to lessen restrictions on library?
 2. Jean-Marc Stelter suggested clear goals would be helpful and ensure the board is on message
 3. Sarah McCormack explained there is high level vs. daily advocacy
 4. Brig Hopkins suggested having more information about the library apps
 5. Monica Dominguez suggested that she needed to get familiar with what the library offers and knowing what the staff needs in order to advocate to the right people
 6. Michaela Duggan suggested communicating more with large employers in town to provide information to employees to ensure they are aware of library services and able to access them
 7. Sarah McCormack suggested board members browse the website and troubleshoot and let her know what improvements to make - also share specific contacts with the library staff to best disseminate information to those people and their employees
 8. Courtney Maxwell-Alves suggested that as a new board member she would prefer a tour of the library and meet the staff to learn more about the operations - board members are welcome to arrange a time to stop by the library for a tour as long as social distancing protocols are in place
- Board retreat alternatives
 - Lindsay Stokalko suggested shifting away from large, full day, expensive retreats to a more specific training opportunity based model
 - Sarah McCormack will keep an eye out for opportunities for staff and board training
 - Former retreats focussed on e resources, advocacy, capital planning, Marigold Members Workshop learning
 - Sarah McCormack and Lindsay Stokalko will pre-load training opportunities into the Board Recruitment, Training & Transitions Basecamp team schedule so all board

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members can see what is scheduled when and take training as it fits their schedule and interests

- There are many wonderful free online training opportunities
- Marigold Members Workshop will be online this year and is coming up in the spring time and all board members are welcome to attend sessions
- Board agrees and will forego board retreat this year and instead focus on personal training opportunities

8. Reports:

- **HR&F Committee – J. Harris**
 - Committee did not meet in January nothing to report

- **BD&P Committee – S. Zyvatkaukas**
 - Committee did not meet in January
 - Homework is pending for policy review resources
 - Creation of working group for use of library space - patrons, staff and board members to look at what is wanted from the space and how is it best utilized keeping future challenges in mind - Sonia Zyvatkaukas working on terms of reference for committee to review before proceeding with creation of working group

- **Financial Statement – J. Harris**
 - 2020 financials will be available at February meeting

- **Librarian's Report - S. McCormack**
 - New lighting in library space has been approved through Town of Banff
 - Landscaping is back in capital funding through town to address access and safety issues with current landscaping
 - Sarah McCormack spoke to council at the service review meeting and Lindsay Stokalko attended - question from Corrie DiManno was answered - this has been posted to Basecamp for board

- **Town Council Report - B. Standish / JM Stelter**
 - Brian Standish explained that outdoor landscaping back in 2021 budget - construction to begin TBD
 - Banff Town Council completed budget today - decrease of 5.73% to budget and some cuts made based on 2019 tax levels - may require further adjustments as pandemic progresses
 - Jean-Marc Stelter stated that ID9 is starting budget process in a few months and will have more information in April 2021

- **Marigold Meeting – B. Hopkins**
 - Meeting on Saturday January 30th, 2021 - will update at February board meeting

9. **In Camera:** Not required

10. **Next Meeting:** February 24th, 2021 at 6pm

11. **Adjournment:** 6:47pm



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A handwritten signature in black ink, which appears 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