



INSPIRE. ENRICH. CONNECT

BANFF PUBLIC LIBRARY BOARD MEETING

Minutes

Wednesday, November 25th, 2020

6:00 pm via Zoom

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

1. **Call to Order:** 6:02pm
2. **Approval of Minutes of October 28, 2020:** Motion to approve Joanne Harris 01-25-11-2020
3. **Approval of Agenda:** Motion to approve Ali Buckingham 02-25-11-2020
4. **Electronic Motions:** N/A
5. **Training:** N/A
6. **Old Business:**
 - a. Staff Professional Development Days – November – S. McCormack
 - i. Housekeeping stuff on first day, yoga break was welcome
 - ii. Ryan Dowd's one hour seminar re: assisting people experiencing homelessness was excellent and was free and available online and very helpful - Sarah McCormack is looking into further training from him, and in afternoon there was an overview of mental health services available to staff
 - iii. John took staff on walking tour for staff
7. **New Business:**
 - a. Policy Review guidelines
 - i. There needs to be a clear process in place with templates, guidance, document controls
 - ii. Sonia Zyvatkaukas and Lindsay Stokalko meeting about this next week and will bring to BD&P in new year for further discussion
 - b. New Provincial COVID guidelines
 - i. Guidelines did not impact ongoing library services - already doing all suggested protocols
 - ii. 25% capacity of fire code mandatory for libraries - library already well below this
 - iii. Library protocols are already in place
 - iv. OHS visited due to video of listening room with staff too close to each other but overall OHS is happy with library protocols
 - v. New tables arrived which will keep people better distanced
 - vi. Library got grant to assist with seniors in isolating with library services
8. **Reports:**

- a. HR&F Committee – J. Harris**
 - i. Committee did not meet
 - ii. Joanne met with Sarah
 - iii. No committee meeting until January

- b. BD&P Committee – S. Zyvatkaukas**
 - i. Committee did not meet
 - ii. Sonia met with Sarah re: outline for annual report
 - iii. No committee meeting until January

- c. Financial Statement – J. Harris**
 - i. Nothing noteworthy - same trajectory and in good shape

- d. Librarian's Report - S. McCormack**
 - i. BCCF \$5000 grant for collection development in genres and formats and programs to combat senior isolation ie. pen pal program, filming people reading story books to send to grandchildren, bring materials to homes
 - ii. Delivery and curbside pickup still available
 - iii. Craft kits are starting again and looking into creating adult craft kits
 - iv. Programming is all online
 - v. Continuing with regular services
 - vi. Some staff members are still working from home as needed

- e. Town Council Report - B. Standish / JM Stelter**
 - i. Council met today and had many options to pick from as presented by administration such as: closing all town facilities, signage at entrances to town to let people know number of cases in town, expanding temporary mask bylaw beyond Banff Ave and Bear Street, creating temporary bylaws regarding capacity in restaurants, bars and reducing hours, creating incentives for businesses to do online or take-out - next meeting on Tuesday December 1st at 1pm - tune in for details or ask Brian Standish for details
 - ii. Town did not get to the library's suggested bylaw revisions but will later
 - iii. JM Stelter - not much to report from ID9 - one comment from community member speaking highly of library access

- f. Marigold Meeting – B. Hopkins**
 - i. Meeting on Saturday November 21st - nothing to report - building a new headquarters, finances are in order and everything is running smoothly
 - ii. Sarah McCormack attended the Marigold managers meeting - per capita cost to remain the same for 2021

9. In Camera: Not required

10. Next Meeting:

- a. No meetings in December 2020 - continue to use Emergency Planning and Electronic Motions Basecamp Team folder to communicate as needed
- b. Next meeting is January 27th, 2021 at 6pm

11. Adjournment: 6:23pm



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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