

BANFF PUBLIC LIBRARY BOARD MEETING

Minutes

Wednesday, October 28th, 2020

6:00 pm via Zoom

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

Regrets: Joanne Harris

Absent: N/A

1. **Call to Order:** 6:02pm
2. **Approval of Minutes of August 26, 2020:** Approved by Ali Buckingham 01-10-28-2020
3. **Approval of Agenda:** Under “Old Business” add “Bylaw Review” and “Budget Approval” Approved by Monica Dominguez 02-10-28-2020
4. **Electronic Motions: Staff Professional Development Days, November 9, 16th, 2020.** Approved on October 15th, 2020 via Electronic Motion on Basecamp
5. **Training – Library Professional Development**
 - a. Sarah McCormack presented what types of training are available to staff and board via various organizations with PowerPoint overview
 - b. Marigold and TRAC offer a lot of training for free due to membership to both of these organizations
 - c. Library endeavours to cover all bases with the training offerings offered through various sources and stays up to date
 - d. First day of training on November 9th will be re-orienting staff after re-opening via staff handbook, training opportunities, benefits, COVID-specific procedures, TRAC guideline updates, job description review, task lists related to daily operations
 - e. Second day of training on November 16th will include a presentation on “The Librarian’s Guide to Homelessness” free one hour presentation - board encouraged to also view this, code of conduct, policy and procedures, first aid fresher, mental health in the workplace and support resources, gauge what else staff is interested in for future professional development
 - f. Lunch and yoga provided both days
6. **Old Business:**
 - a. Closure updates and re-opening status
 - i. Hours of operations are within what the province recommends
 - ii. Posted new hours in newspaper which still may impact library use as some people think the library is still closed
 - iii. Story time and yoga are being hosted in person during library closed hours
 - iv. Hours are working and will continue for rest of 2020 with no revisions expected

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- v. Great feedback from community - new BCCF director is pleased with library operations
 - vi. Ali Buckingham asked if reduced hours impacted staff time and tasks or are staff doing other tasks? Sarah McCormack explained that two full time staff members are gone and gaps are filled with part-time staff - this will continue to fill the gap
- b. Bylaw Review
 - i. Final draft with comments and track changes uploaded for final review by board after very thorough review and discussion by HR&F and BD&P Committees
 - ii. Lindsay Stokalko to submitted this final draft with comments and track changes and clean copy with all changes accepted to Libbey for Town Council to review at next council meeting on November 9th, 2020
 - c. Budget Approval
 - i. Budget must be approved by board at this meeting for submission to council by November 5th, 2020
 - ii. Sarah McCormack will send to council tomorrow
 - iii. Budget with 2% increase to be submitted to council - ***Approved by JM Stelter***
03-12-28-2020

7. New Business:

- a. Covid-19 Plan of Service
 - i. Sarah McCormack is using this as a tool - started off as revamping the Plan of Service and takes the goals and created deliverables and tracks them and creates goals and determines metrics etc.
 - ii. Sonia Zyvatkauskas created a wonderful document to guide this process
 - iii. Will also be discussed at professional development days
- b. Staff and Policy
 - i. Sarah McCormack was receiving questions about policy from staff and thought it may be a good idea to involve staff to be able to see the policy review schedules and get feedback from staff in case anything comes up during operations that the policy could improve upon
 - ii. Laura Taylor made some wonderful suggestions how to proceed appropriately and that email will be shared with the board for review and thought and will discuss at next board meeting
 - iii. Ali Buckingham suggested appointing one staff member to submit all changes on behalf of all staff - idea for further discussion at next board meeting
- c. Staff Professional Development Days – November – S. McCormack
 - i. See above notes for details
- d. Annual Organizational Meeting
 - i. Will be done in April - changed from fall to spring due to awkward board turn over times
 - ii. Can appoint new Secretary any time, however Lindsay Stokalko isn't ready to relinquish control of secretarial duties
 - iii. Ali Buckingham pointed out that two labour-intensive board positions will be empty in October 2021 when Lindsay Stokalko's term is up - Secretary and Chair - so succession planning should be considered soon

- iv. Lindsay Stokalko offered to start training anyone interested in Chair or Secretary position
- e. Annual Report
 - i. Full Annual Report will be done in April in time for Annual Organizational Meeting
 - ii. Interim annual report will be created soon by Sarah McCormack and Sonia Zyvatkauskas to support budget proposal
- f. Welcome Courtney Maxwell-Alves
 - i. Courtney Maxwell-Alves gave overview of herself and her experience on boards and in libraries
 - ii. Sarah offered tour to Courtney Maxwell-Alves and other newly appointed (in 2020) board members

8. Reports:

a. HR&F Committee – J. Harris

- i. No notes from Joanne Harris who sent her regrets due to cataract surgery
- ii. Committee discussed budget one more time and approved it in principle for board approval

b. BD&P Committee – S. Zyvatkauskas

- i. Courtney Maxwell-Alves is filling the vacancy on the BD&P Committee
- ii. Brainstorming around board training ideas available for review in notes
- iii. Budget approved in principle
- iv. Reviewed Pandemic Plan of Service as a committee - easy to read document to keep everyone on track - includes metrics and is a living reference document
- v. All board members encouraged to review document, familiarize and get back to Sonia with any feedback
- vi. Discussed interior renovation of library - small working group of board members, staff members, and library users to be created to solicit stakeholder advice and feedback - to begin in new year and Sonia Zyvatkauskas is drafting terms of reference in preparation

c. Financial Statement – J. Harris

- i. Joanne Harris sent regrets for this meeting is not available to discuss
- ii. Usual financial statement with nothing unusual or noteworthy

d. Librarian's Report - S. McCormack

- i. Lots of reporting with grants
- ii. Professional development planning
- iii. Operating hours increased
- iv. Supporting community and staff as much as possible

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

- i. Nothing to report from council - open to questions
- ii. Will the budget be approved? Probably yes, Brian Standish will advocate for approval
- iii. Nothing to report from ID9 - open to questions - no questions

f. Marigold Meeting – B. Hopkins



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i. no Marigold board meeting since last board meeting - nothing to report

9. In Camera: No need

10. Next Meeting: Wednesday November 25th at 6pm

11. Adjournment: 6:52pm

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